

# Application Checklist for Building and Plumbing Applications

Where a plan is submitted as part of an application for a permit, the plan must:

- Be drawn to scale.
- Show enough detail to allow local government to assess the proposed work.
- Show details of the person who prepared the plan including the person's name, licence number or registration number or experience which is relevant to the work.

When submitting your application for a Building or Plumbing permit ensure most current versions of the required form is used and be sure to complete the forms correctly as this can delay the application process.

## Dwelling (Class 1a) or additions to a Dwelling (Class 1a) (E.g. lounge room, bedroom or bathroom)

- [DA Form 2](#)
- Site Plan indicating distances from boundaries
- 1 Copy of structural plans (stamped by an Engineer and Form 15 attached with reference to the plans)
- Soil Test Report
- Energy Efficiency Design Report and Certification
- [QBCC Home Warranty insurance Notice of Cover](#)- builder to obtain for work over \$3300 in value (owner builders are exempt)
- Owner builder permit if work exceeds \$11,000 (if applicable)
- QLeave (Portable Long Service leave) – Construction with a value over \$150,000

## Plumbing Documents Required for a Dwelling (Class 1a)

- [Plumbing Form 1](#) – Permit work application for Plumbing, Drainage and On-site Sewerage Work
- [Plumbing Form 7](#) – Notification of responsible Person
- A floor plan of the proposed building showing any proposed plumbing fixtures
- A plan showing the elevations of the proposed building
- Site and Soil Classification report
- On-site Wastewater Design Report prepared by a suitably qualified person (if property is located in a non-sewered area)
- Sanitary Articulation Design plan (if site classification is H, E or P)

## Additions to a Dwelling (e.g. lounge room, bedroom, or bathroom – Class 1a)

- [DA Form 2](#)
- Site Plan indicating distances from boundaries
- 1 Copy of structural plans (stamped by an Engineer and Form 15 attached with reference to the plans)
- Energy Efficiency Design Report and Certification
- NB- At the Certifiers discretion-** you may be required to supply a Soil report

- [QBCC Home Warranty insurance Notice of Cover](#)- builder to obtain for work over \$3300 in value (owner builders are exempt)
- Owner builder permit if work exceeds \$11,000 (if applicable)
- QLeave (Portable Long Service leave) – Residential construction with a value over \$150,000

**Plumbing Documents required for additions to a Dwelling (e.g. lounge room, bedroom, or bathroom- Class 1a)**

In many cases, plumbing work being carried out in association with an addition to a dwelling, may be able to be carried out under [Notifiable Work](#).

- [Plumbing Form 1](#) – Permit work application for Plumbing, Drainage and On-site Sewerage Work
- [Plumbing Form 7](#) – Notification of responsible Person
- A floor plan of the proposed building showing any proposed plumbing fixtures
- A plan showing the elevations of the proposed building
- On-site Wastewater Design Report prepared by a suitably qualified person (if property is located in a non-sewered area)
- Sanitary Articulation Design plan (if site classification is H, E or P)

**Reroof of a structure**

- [DA Form 2](#)
- Site Plan indicating the structure for proposed re roof
- Scope of works including tie-down details (e.g., Queensland Repair Guidelines) and details about the existing roof frame.
- [QBCC Home Warranty insurance Notice of Cover](#)- builder to obtain for work over \$3300 in value (owner builders are exempt)
- Owner builder permit if work exceeds \$11,000 (if applicable)
- QLeave (Portable Long Service leave) – Residential construction with a value over \$150,000

**Shed, Carport, Garage, Retaining Wall, Patio, Shade Sail or Deck (Class 10a)**

- [DA Form 2](#)
- Site Plan indicating distances from boundaries
- 1 Copy of structural plans (stamped by an Engineer and Form 15 attached with reference to the plans)
- [QBCC Home Warranty insurance Notice of Cover](#)- builder to obtain for work over \$3300 in value (owner builders are exempt)
- Owner builder permit if work exceeds \$11,000 (if applicable)
- QLeave (Portable Long Service leave) – Construction with a value over \$150,000

### Plumbing Documents Required for a Class 10a Building

- [Plumbing Form 1](#) – Permit work application for Plumbing, Drainage and On-site Sewerage Work
- [Plumbing Form 7](#) – Notification of responsible Person
- Site Plan
- A floor plan of the proposed building showing any proposed plumbing fixtures
- A plan showing the elevations of the proposed building
- On-site Wastewater Design Report prepared by a suitably qualified person (if property is located in a non-sewered area)
- Soil Test Report
- Sanitary Articulation Design plan (if site classification is H, E or P)

### Swimming pool & fencing (class 10b)

- [DA Form 2](#)
- Site Plan showing the following
  - Where the pool fencing will be
  - The type of fencing
  - Where the gates will be located
  - Location of tank and trenches & the location of sewer main (if applicable)
- 1 Copy of structural plans (stamped by an Engineer and Form 15 attached with reference to the plans)
- [QBCC Home Warranty insurance Notice of Cover](#)- builder to obtain for work over \$3300 in value (owner builders are exempt)
- Owner builder permit if work exceeds \$11,000 (if applicable)

### Commercial Building (Class 2-9)

- [DA Form 2](#)
- Site Plan indicating distances from boundaries
- 1 Copy of structural plans (stamped by an Engineer and Form 15 attached with reference to the plans)
- These plans should also include the following.
  - A plan showing the Egress and location of Emergency Lighting and Exits
  - A plan showing the location of any Fire Walls that may be applicable
  - A plan showing the location of all Smoke Alarms
  - For larger construction, a plan showing the location of Fire Hose Reels and Fire Extinguishers
- Energy Efficiency Design Report and Certification
- Soil Test Report
- QLeave (Portable Long Service leave) – Construction with a value over \$150,000

### Plumbing Documents Required for Class 2-9 Buildings

- [Plumbing Form 1](#) – Permit work application for Plumbing, Drainage and On-site Sewerage Work
- [Plumbing Form 7](#) – Notification of responsible Person
- A floor plan of the proposed building showing any proposed plumbing fixtures
- Site Plan
- A plan showing the elevations of the proposed building

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- Site and Soil Classification report complying with AS2872-2011, for the premises
- On-site Wastewater Design Report prepared by a suitably qualified person (if property is in a non-sewered area)
- For Sanitary Drainage, a plan showing:
  - a) All proposed fixtures
  - b) The proposed design and location of all sanitary drains
  - c) The location, size, and invert levels of each sewerage system connection point
  - d) The proposed location and finished surface level of each overflow relief gully
  - e) The proposed location of any reflux valves or inspection points.
- Additional information for applications involving sanitary drainage**  
If the proposed work involves installing sanitary drainage. The application must also be accompanied by:
  - a) If the soil classification for the premises under AS2872-2011 is H, E or P, a design showing the articulation of the sanitary drainage for the premises.
- Water supply, for a water service, a plan showing:
  - a) All proposed fixtures
  - b) The proposed design and location of all water supply pipes
  - c) The location and size of each connection point to the services provider's water supply systems
  - d) The details of any other supply of water to the premises
  - e) The size and location of any water meters proposed to be installed on the premises
  - f) The proposed location and type of any testable backflow prevention devices

#### **Building Certificates required at Final Inspection**

- Form 43 Aspect Certificate (QBCC Licensee)**
- Manufacture and supply of glazing
- Roof sheeting
- Truss design
- Installation of smoke alarms
- Installation of waterproofing
- Installation of glazing
- Roller door installation
- Insulation installation
- Termite Protection
- Form 12 Aspect Inspection Certificate (appointed competent person)**
- Electrical lighting and exit signs
- Smoke alarms

#### **Plumbing documents required at final inspection**

- As-constructed Plumbing and Drainage Plan – An as-constructed plan that correctly represented all plumbing and drainage work carried out under the permit including the disposal area if applicable.
- Commissioning Certificate – A Commissioning Certificate for the on-site sewage facility or greywater use facility if applicable.
- Form 9 – For some commercial developments, Form 9 report on inspection and testing of backflow prevention devices, registered air gaps and registered break tanks if applicable.

#### **Further Information**

For further information contact Council 1300 763 903 or [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au).