

## **Building Records Searches**

This fact sheet has been designed to provide you with information about Building Records Searches, Certificate of Classification Searches and Certificate of Occupancy or Final Inspection Certificate Searches. It addresses some of the frequently asked questions we receive about these types of searches.

### **What is a Building Records Search?**

These searches are available for Commercial and Residential properties. The search is provided in the form of a letter, comprising a list of building approvals issued for the property. The search will advise the date of approval for the building work and the associated inspection details. In non-sewered areas it will advise if there is a treatment plant on site that requires regular servicing. The searches also include copies of Certificates of Occupancy (previously Certificates of Classification - for commercial properties) or Final Inspection Certificates (previously Certificates of Occupancy - for residential properties) where applicable. Some searches may be unsuccessful if no building records are available.

### **What is a Certificate of Occupancy Search?**

These searches are available for Commercial properties only. For commercial buildings, shop fitouts, offices, etc, a copy of the Certificate of Occupancy (previously a Certificate of Classification), where one has been issued on a structure, will be provided. Consideration should be given to the age of the building that the request is for. Council's records generally date back to 1975 with the introduction of the Building Act. If the building work is prior to 1975, a Certificate of Occupancy may not be available.

### **What is a Final Inspection Certificate Search?**

These searches are available for Residential properties only. This search provides Final Inspection Certificates (previously Certificates of Occupancy) that have been issued as a result of a passed final inspection.

### **Why and who would carry out a Building records Search?**

Part of the 'Due Diligence' process when purchasing a property could be to carry out a building records search. If you have engaged the services of a property Conveyancer or Solicitor then it is their role to request these searches on your behalf. If you have not engaged their services then you can certainly submit the search request yourself, however, owner's consent is required in writing or a copy of the sale contract signed by both parties will be accepted.

### **How do I lodge an application?**

To lodge your application for a Building Record Search, Certificate of Occupancy Search or Final Inspection Certificate Search, you can use the following methods.



### **Email**

Email your application form and owners consent if required to [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au).

### **Post**

PO Box 887  
INNISFAIL QLD 4860

### **In Person**

Innisfail Shire Hall (Rankin Street entrance)  
Level 3, 70 Rankin Street  
INNISFAIL QLD 4860

Tully Civic Centre (Level 2),  
38-40 Bryant Street  
TULLY QLD 4854

### **Online through MyCouncil**

Please visit the MyCouncil website

### **What fees and charges will apply?**

To view Council's fees and charges for building records searches visit [www.cassowarycoast.qld.gov/fees-charges](http://www.cassowarycoast.qld.gov/fees-charges).

### **Further Information**

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