

Occupancy Permit / Certificate of Final Inspection Requirements Commercial



TO: _____

ADDRESS: _____ EMAIL: _____

PROJECT: _____

JOB NO: _____ DATE: _____

ITEM	REQ	RCVD
1. Completed Form 15 – Application for Occupancy Permit (form attached).		
2. Fire test report from an accredited certifier confirming that the fire hydrants and fire hose reels achieve the required flow rates and are installed in accordance with AS2419.1-2005 and AS2441-2005 .		
3. Regulation 187 Completion Certificate from the MFB/CFA for Regulation 129 Application.		
4. Report from an independent certifier approving the sprinkler system as complying with AS2118.1-1999 - The Sprinkler code . Note: Department of Health projects are to also reference compliance with DHS Fire Risk Management Guidelines.		
5. Certificate from the installer of the fire sprinkler system stating that the system has been installed and complies with the requirements of AS2118.1-1999 - The Sprinkler code . Note: Department of Health projects are to also reference compliance with DHS Fire Risk Management Guidelines.		
6. Report from an independent certifier approving the sprinkler system as complying with AS2118.4-2012 - Residential Sprinkler System . Note: Department of Health projects are to also reference compliance with DHS Fire Risk Management Guidelines.		
7. Certificate from the installer of the fire sprinkler system stating that the system has been installed and complies with the requirements of AS2118.4-2012 - Residential Sprinkler System . Note: Department of Health projects are to also reference compliance with DHS Fire Risk Management Guidelines.		
8. Report from an independent certifier approving the sound and intercommunication system (for emergency purposes) stating that it has been installed in accordance with AS1670.4-2015 and the approved plans.		
9. Report from an independent certifier approving the building occupant warning system stating that it has been installed in accordance with Specification E2.2a Clause 6 of the BCA , AS1670.1-2015 , AS1670.4-2015 and the approved plans.		
10. Certificate from the installer of the building occupant warning system stating that the system has been installed and complies with the requirements of Specification E2.2a Clause 6 of the BCA , AS1670.1-2015 and AS1670.4-2015 .		

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11. Report from an independent certifier being an approved tester stating that the smoke and/or heat detection systems have been installed in accordance with the approved design documentation and AS1670.1-2015 .		
12. Report from the installer of the smoke and/or heat detection systems stating that the system has been installed in accordance with the approved design documentation and AS1670.1-2015 .		
13. Certificate from the installer and an independent certifier of the VESDA smoke detection system and building occupant warning system stating that the system has been installed and complies with the requirements of AS1670.1-2015 .		
14. Certificate or statement from the installer confirming that the portable fire extinguishers installed comply with AS2444-2001 .		
15. Certificate from the installer and manufacturer of all fire rated doors and access panels installed in the building, scheduling their locations, relevant test report numbers and confirming doors are in accordance with AS1530.4-2014 & AS1905.1-2015 .		
16. Confirmation from the installer of the fire rated doors that smoke seals complying with the test report for the fire doors have been fitted to all doors.		
17. Certificate from the installer and manufacturer of all smoke doors installed in the building, scheduling their locations and confirming that doors are in accordance with Specification C2.5 and specification C3.4 of the BCA .		
18. Certificate from the installer and manufacturer of all fire (or smoke) rated curtains and shutters installed in the building, scheduling their locations, relevant test report numbers and confirming that they are in accordance with AS1530.4-2014 and AS1905.1-2015 .		
19. Statement or certificate from the contractor responsible for the installation of fire seals, fire collars and fire dampers confirming they have been installed in accordance with the manufacturer's specifications including a schedule of the systems, relevant test report numbers and the fire ratings achieved.		
20. Builder's certification that the fire walls and associated penetrations have been installed in accordance with Section C of the BCA .		
21. Certificate of compliance for the treatment of penetrations through walls and floors stating compliance with Clause C3.15 and Specification 3.15 of the BCA and relevant Australian Standards.		
22. Builder's certification that the smoke walls, smoke doors, seals and any other penetrations through the smoke wall have been constructed in accordance with Clause 2 of specification C2.5, Specification C3.4 of the BCA .		
23. Certificate of compliance for the electrical works is to be obtained from the installer indicating compliance with the relevant code, including AS3000-2007 (inclusive of hard wired smoke alarms being installed in accordance with AS3786-2014 where applicable).		
24. Contractor's certification stating that the emergency lifts have been installed in accordance with the lift specifications and AS1735.12-1999, E 3.4 of the BCA and approved by the Occupational Health and Safety Authority .		
25. Confirmation from the manufacturer stating that all glass has been installed in accordance with AS1288-2006 and AS2047-2014 .		

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26. Certificate from the relevant mechanical contractor stating the fire/smoke dampers and or smoke dampers have been installed in accordance with the relevant fire test certificates, copies of which are to be provided.		
27. Certificate of compliance of the mechanical system is required from the installer confirming that the installed mechanical services comply with the approved plans, the BCA and relevant codes AS1668.1 and/or AS1668.2-2012 .		
28. Certificate of compliance of the mechanical system is required from the installer confirming that the installed mechanical services system shuts down upon activation of general fire alarm .		
29. Certificate of compliance of the mechanical system in the car park complies with Clause 5.5 of AS/NZS 1668.1 except the requirement to provide fire rated fans and fire rating of electrical cable.		
30. Records of the structural inspections made by the consulting Structural Engineer .		
31. Written confirmation from the builder that the fire rated elements specified on the plans have been constructed to achieve the required fire ratings as per the building permit endorsed drawings and to the manufacturer's specifications.		
32. Statement or certificate from the Civil Engineer or contractor confirming that the installation, operation, retention and discharge of the stormwater system is in accordance with the approved Civil Drawings .		
33. Regulation 126 Certificate of Compliance from the Electrical Engineer confirming that they have inspected the completed works and that they are in accordance with the approved documents and the relevant Australian Standards.		
34. Regulation 126 Certificate of Compliance from the Mechanical Engineer confirming that they have inspected the completed works and that they are in accordance with the approved documents and the relevant Australian Standards.		
35. Regulation 126 Certificate of Compliance from the Fire Services Engineer confirming that they have inspected the completed works and that they are in accordance with the fire engineering report, approved documents and the relevant Australian Standards.		
36. Manufacturer's specifications for any internal linings installed within the building to comply with the early fire hazard properties in the BCA C1.10 and Specification C1.10 . Floor linings Wall linings Ceiling linings		
37. Written confirmation that the internal linings specified in the permit documentation have been installed within the building. Floor linings Wall linings Ceiling linings		
38. Early fire hazard properties for insulation to ceilings to soffits and undercroft areas demonstrating compliance with BCA C1.10 and Specification C1.10 .		
39. Certificate from the licensed applicator that the building has been protected from termites in accordance with AS3660.1-2014 .		
40. Letter of compliance from the electrical sub-contractor indicating that the emergency and exit lighting has been installed in accordance with AS2293.1-2005 , AS2293.3-2005 and the BCA .		
41. Written confirmation that the membrane to all balconies complies with AS4654.1-2012 and has been installed in accordance with AS4654.2-2012 .		
42. Test certificate for membrane used to balconies confirming compliance with AS4654.1-2012 .		

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43. In septic areas, a copy of the Permit to Use Septic System is required from the Council Health Department, along with the associated plumbing certification.		
44. Certificate of Compliance from the Plumbing contractor indicating that the work described complies with the plumbing laws as defined in Part 12A of the Building Act 1993 .		
Roof Plumbing		
Sanitary Plumbing		
Septic Tank Installation		
Drainage (below ground sewer)		
Drainage (below ground stormwater)		
Cold Water Plumbing		
Hot Water Plumbing		
Mechanical Services (includes duct fixing)		
Backflow Prevention (medium & high risk only)		
Residential & Domestic Fire Sprinkler Systems		
Grey or Recycled Water		
Gasfitting (natural gas type A installation)		
Gasfitting (LPG type A installation)		
Gasfitting (other types of gases)		
Fire Protection		
Irrigation		
Refrigerated Air-Conditioning		
Solar Installation		
Rainwater Tank Installation		
45. Confirmation that the cooling tower has been registered with Department of Health and that a Risk Management Plan has been put in place prior to the commissioning of the new system.		
46. Confirmation that the Fire Brigade connection is connected to a manned fire station.		
47. Statement is required from the mechanical engineer on the type and frequency of cooling tower testing .		
48. Written confirmation from the builder that the conditions/recommendations of the Fire Engineering Report have been complied with and implemented on site.		
49. Written confirmation from the builder that the conditions/recommendations of the Performance Solution Report have been complied with and implemented on site.		
50. Compliance certificate for the fire protective spray of the nominated exposed steel elements, stating that the fire protection provided will achieve the required FRL .		
51. Regulation 126 Certificate of Compliance for the glass balustrades throughout the building. The certificate is to state compliance with AS/NZS1170.1-2002 and BCA Volumes 1 & 2 .		
52. Regulation 126 Certificate of Compliance for the wire balustrades throughout the building. The certificate is to state compliance with AS/NZS1170.1-2002 and D2.16 of the BCA .		

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53. Written confirmation that all the conditions listed on the Building Permit have been complied with and carried out on site.		
54. Written confirmation that all conditions on the Planning Permit have been adhered to.		
55. Statement or certificate from the contractor responsible for the installation/construction of lightweight plasterboard fire rated wall and ceiling systems confirming they are in accordance with the manufacturer's specifications and installation procedure, relevant test reports nominating the wall/ceiling systems used and the fire ratings achieved.		
56. Confirmation that wet areas have been sealed with a compliant waterproofing membrane in accordance with AS3740-2010 by a suitably qualified applicator.		
57. Records for the pile driving operations (screw piles log).		
58. Written confirmation that all the Energy Efficiency requirements of the BCA Part J report have been implemented within the building and that compliance with the report has been achieved.		
59. Test certificate for the non-slip materials and nosings used to all stairs, landings, treads and ramps (as applicable). Test is to confirm that the product(s) have been tested to AS4586-2013 and provide the P/R slip-resistance classification (including sealers, carpets, etc). Note: All concrete to be tested or sealed with an approved sealer. Internal External		
60. Written confirmation that the non-slip materials and nosings specified in the permit documentation have been installed within the building and in accordance with the manufacturer's specifications .		
61. Provide one of the following for the Maintenance Determination : <ul style="list-style-type: none"> • Current Essential Safety Measures handbook/log book • Current Maintenance Determination • Existing Occupancy Permit for the building (copy can be obtained from Council) 		
62. Payment of invoices (copy attached).		
63.		

Witness Testing and Commissioning Certificates

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64. All doors in paths of travel to exits to be capable of being opened by a single handed lever action without the use of a key.		
65. All secure doors in exits or paths of travel to exits to be unlatched upon activation of automatic signal from FIP under general fire alarm.		
66. Provide copy of Lift commissioning certificate.		
67. Gaseous Suppression system .		
68. Air flow across doorways to fire isolated stairs.		
69. Occupant warning system linked to sprinklers, manual call points, smoke detection system and any other required notification system. Note: All detection devices and suppression systems are to activate an evacuation tone immediately in the fire affected compartment.		