

# Occupancy Permit / Certificate of Final Inspection Requirements Commercial



<b>TO:</b>	<b>FROM:</b>
<b>ADDRESS:</b>	<b>EMAIL:</b>
<b>PROJECT:</b>	
<b>JOB NO:</b>	<b>DATE:</b>

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

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

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

ITEM	REQ	RCVD
43. In septic areas, a copy of the <b>Permit to Use Septic System</b> is required from the Council Health Department, along with the associated plumbing certification.		
44. Certificate of Compliance from the <b>Plumbing contractor</b> indicating that the work described complies with the plumbing laws as defined in <b>Part 12A</b> of the <b>Building Act 1993</b> .		
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 <b>cooling tower</b> has been registered with Department of Health and that a <b>Risk Management Plan</b> has been put in place prior to the commissioning of the new system.		
46. Confirmation that the <b>Fire Brigade connection</b> is connected to a manned fire station.		
47. Statement is required from the <b>mechanical engineer</b> on the type and frequency of <b>cooling tower testing</b> .		
48. Written conformation from the builder that the conditions/recommendations of the <b>Fire Engineering Report</b> have been complied with and implemented on site.		
49. Compliance certificate for the <b>fire protective spray</b> of the nominated exposed steel elements, stating that the fire protection provided will achieve the required <b>FRL</b> .		
50. <b>Regulation 126</b> Certificate of Compliance for the glass balustrades throughout the building. The certificate is to state compliance with <b>AS/NZS1170.1-2002</b> and <b>BCA Volumes 1 &amp; 2</b> .		
51. <b>Regulation 126</b> Certificate of Compliance for the wire balustrades throughout the building. The certificate is to state compliance with <b>AS/NZS1170.1-2002</b> and <b>D2.16</b> of the <b>BCA</b> .		
52. Written confirmation that all the <b>conditions</b> listed on the <b>Building Permit</b> have been complied with and carried out on site.		

ITEM	REQ	RCVD
53. Written confirmation that all <b>conditions</b> on the <b>Planning Permit</b> have been adhered to.		
54. Statement or certificate from the contractor responsible for the installation/construction of <b>lightweight plasterboard fire rated wall and ceiling systems</b> 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.		
55. Confirmation that <b>wet areas</b> have been sealed with a compliant waterproofing membrane in accordance with <b>AS3740-2010</b> by a suitably qualified applicator.		
56. Records for the pile driving operations ( <b>screw piles log</b> ).		
57. Written confirmation that all the <b>Energy Efficiency</b> requirements of the <b>BCA Part J report</b> have been implemented within the building and that compliance with the report has been achieved.		
58. Test certificate for the <b>non-slip</b> 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 <b>AS4586-2013</b> and provide the <b>P/R slip-resistance classification</b> (including sealers, carpets, etc). Note: All concrete to be tested or sealed with an approved sealer. Internal External		
59. Written confirmation that the <b>non-slip</b> materials and nosings specified in the <b>permit documentation</b> have been installed within the building and in accordance with the <b>manufacturer's specifications</b> .		
60. Payment of <b>invoices</b> (copy attached).		
61.		
62.		

### Witness Testing and Commissioning Certificates

ITEM	REQ	RCVD
63. All <b>doors in paths of travel to exits</b> to be capable of being opened by a single handed lever action without the use of a key.		
64. All <b>secure doors in exits or paths of travel</b> to exits to be unlatched upon activation of automatic signal from FIP under general fire alarm.		
65. Provide copy of <b>Lift</b> commissioning certificate.		
66. <b>Gaseous Suppression system</b> .		
67. <b>Air flow</b> across doorways to fire isolated stairs.		
68. <b>Occupant warning system</b> 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.		