

Occupancy Permit / Certificate of Final Inspection Requirements Residential BCA2019



TO:

ADDRESS: EMAIL:

PROJECT:

JOB NO: DATE:

Please ensure that all certificates/letters include the following details:

- Date
- Signature
- Author name and company details
- Correct property address including unit number, property number, street name and suburb
- Reference the relevant standards and necessary information as listed in the items below

Any certificates that do not include the above information will not be accepted

ITEM	REQ	RCVD
1. Completed Form 15 – Application for Occupancy Permit (form attached).		
Where the builder is owner builder or registered as DB–M , list registered practitioners who carried out works over \$10,000 on the Application for Occupancy Permit. Obtain certificate of insurance cover where value of each contract is over \$16,000.		
2. Complete the attached builder’s letter stating compliance with the relevant items listed therein.		
3. Confirmation from the installer stating that all glass has been installed.		
Shower screens in accordance with AS1288–2006		
Windows and glazed door assemblies in accordance with AS1288–2006 & AS2047–2014		
Glass balustrading and spigots/handrails to balconies in accordance with AS1288–2006 & AS/NZS1170.2–2011		
Glass spa/swimming pool safety barrier in accordance with AS1288–2006 & AS1926.1–2012		
4. Report from a licensed land surveyor confirming that the floor level is in accordance with the building permit endorsed drawings.		
5. Electrical certificate confirming compliance with AS/NZS3000–2018 (include the number of hard wired smoke alarms being installed in accordance with AS3786–2014 and all being interconnected).		
Prescribed		
Non-Prescribed		
6. Certificate of installation from the licensed applicator that the building has been protected from termites in accordance with AS3660.1–2014 .		
7. Test certificate for membrane used to balconies confirming compliance with AS4654.1–2015 .		

ITEM	REQ	RCVD
8. Permit to Use Septic System from the Council Health Department along with the associated plumbing certificate.		
9. Test certificate from a registered testing authority for the non-slip materials and nosings used to all stairs, landings, treads and ramps. 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	
10. Plumbing certificate confirming compliance with the plumbing laws as defined in Part 12A of the Building Act 1993 . Certificate to reference box gutters, rain heads, fascias, gutters and downpipes in accordance with AS3500.3 Certificate to reference below ground stormwater drainage as per Civil Drawings/ Drainage Drawings		
	Roofing (stormwater)	
	Sanitary Plumbing	
	Septic Tank Installation	
	Drainage	
	Water Supply	
	Water Supply – restricted to domestic hot water services	
	Mechanical Services (includes duct fixing)	
	Gasfitting	
	Gasfitting restricted to type A appliances	
	Refrigerated Air-Conditioning - restricted to split systems	
	Grey or Recycled Water	
	Solar Rainwater Tank	
11. Roof and posi/floor truss computations and layout plans.		
12. Records for the pile driving operations (screw piles log).		
13. Payment of invoice (copy attached).		
14.		
15.		
16.		
17.		
18.		