

Occupancy Permit / Certificate of Final Inspection Requirements Residential



TO:	FROM:
ADDRESS:	EMAIL:
PROJECT:	
JOB NO:	DATE:

ITEM	REQ	RCVD
1. Completed Form 15 – Application for Occupancy Permit (form attached).		
Where the builder is registered as DB-M , list practitioners where the cost of works is over \$10,000 on the Application for Occupancy Permit. Obtain certificate of insurance cover where value of each contract is over \$16,000.		
2. Confirmation from the manufacturer stating that all glass has been installed in accordance with AS1288-2006 and AS2047-2014 . Shower screens Windows and doors		
3. Confirmation from the manufacturer stating that all glass balustrades have been installed in accordance with AS1288-2006 and AS/NZS1170.2-2011 .		
4. Confirmation from the manufacturer stating that the glass spa/swimming pool safety barrier has been installed in accordance with AS1288-2006 and AS1926.1-2012 .		
5. Report from a licensed land surveyor confirming that the floor level is in accordance with the building permit endorsed drawings.		
6. Electrical certificate of compliance works confirming compliance with AS3000-2007 (inclusive of hard wired smoke alarms being installed in accordance with AS3786-2014 and all being interconnected). Prescribed Non-Prescribed		
7. Written confirmation from the builder that the dwelling has been constructed to comply with the energy efficiency report (reference report number) and associated drawings.		
8. Written confirmation that insulation has been installed in accordance with the stamped approved plans and documentation. (For additions or alterations where there is no energy report or a deemed to satisfy report).		
9. Written confirmation that all materials used for thermal insulation comply with AS/NZS4859.1-2002 .		
10. Certificate of installation from the licensed applicator that the building has been protected from termites in accordance with AS3660.1-2014 .		
11. Confirmation that all internal wet areas have been sealed with a compliant waterproofing membrane in accordance with AS3740-2010 . The substrate used is water resistant and complies with Clause 2.4.2 of AS3740-2010 and installed in accordance with the manufacturer's specifications.		

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12. Written confirmation that the membrane used to all balconies complies with AS4654.1-2012 and has been installed in accordance with AS4654.2-2012 and the manufacturer's specifications.		
13. Test certificate for membrane used to balconies confirming compliance with AS4654.1-2012 .		
14. Written confirmation that the flooring substrate used to the balcony was laid in accordance with the manufacturer's specifications.		
15. Written confirmation that building has been constructed to comply with the requirements of AS3959-2009 and bush fire attack level (BAL 12.5, 19, 29, 40, FZ)		
16. Permit to Use Septic System from the Council Health Department along with the associated plumbing certificate.		
17. 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		
18. Written confirmation that the non-slip product applied to stairs has been carried out in accordance with the manufacturer's specifications to meet the slip-resistance provisions of the BCA 3.9.1.4 and AS4586-2013 .		
19. Written confirmation from the builder confirming that the external wall cladding has been constructed in accordance with the manufacturer's specifications, approved building permit documents and as required by BCA part 3.5.3. (P 2.1.1 and P2.2.2 of BCA or Approved Proprietary System) . Reference is to be made to the type of cladding. Where there is more than one cladding, the builder is to list all claddings.		
20. 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		

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21. Written confirmation from the builder confirming that the building elements (separating walls) has been constructed to achieve the required Rw or (Rw + Ctr) sound insulation rating as specified on plan (Part 3.8.6 of BCA or Approved Proprietary System).		
22. Written confirmation from the builder confirming that the fire rated building elements have been constructed in accordance with the manufacturer's specifications, approved building permit documents and as required by BCA part 3.7.1 have been constructed to achieve an FRL of 60/60/60 (Part 3.7.1 of BCA or Approved Proprietary System).		
23. Written confirmation that the sub-floor ventilation has been installed in accordance with BCA Clause 3.4.1.2 . All vents are clear from mortar and blockages and are located below the bearer above the external finished ground level.		
24. Written confirmation that the damp proof membrane complying with AS2904-1995 has been installed in accordance with Clause 4.73 and 12.4.16 of AS3700-2011 .		
25. Written confirmation that the building works have been setout as per the building permit approved site plan .		
26. Written confirmation that the building has been constructed to the exact level and overall heights as documented on the building permit approved documentation.		
27. Written confirmation that the brickwork has been installed in accordance with AS3700-2011 and AS4773.1-2015 .		
28. Written confirmation that the roof tiles have been installed in accordance with AS2050-2002 .		
29. Written confirmation that all smoke detectors are wired in series and that smoke detectors complying with AS3786-1993 have been installed in accordance with the building permit approved documentation.		
30. Written confirmation that the swimming pool/spa plumbing has been installed in accordance with the engineer's design.		
31. Written confirmation that all the conditions listed on the Building Permit have been complied with and carried out on site.		
32. Written confirmation that all the conditions listed on the Planning Permit have been strictly complied with and carried out on site.		
33. Roof and posi/floor truss computations and layout plans.		
34. Records for the pile driving operations (screw piles log).		
35. Payment of invoice (copy attached).		
36.		
37.		
38.		