

BUILDING SURVEYING SERVICES (VIC)  
 PROPERTY INSPECTIONS PTY LTD ABN: 63 161 846 591  
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## DOCUMENT CHECKLIST – New Dwellings + Alterations/Additions

### Required:

	A Full Copy of Application Form (completed and Signed) (2x pages)	
	A Signed Appointment of RBS (if Application Form NOT signed by the owner)	
	A Current Title and Plan of Subdivision (including any covenants/restrictions)	
	Builders Warranty Insurance Certificate (if by builder and >\$16,000)	
	Owner Builder Consent (if >\$16000 with no builder involved)	
	Contract Signing Page (Builder & Client)	
	Plans (including site plan, floor plan, elevations, sections, framing, etc)	
	General Notes	
	Property Information (Termites, Snow, Flood, etc)	
	Confirmation of the Legal Point of Stormwater Discharge or Connect to existing	
	Energy Efficiency Report and endorsed plans (6 Stars required for new dwellings)	
	Bushfire Attack Level (BAL) Assessment (if within a Bushfire Prone Area)	
	Soil Report from a geotechnical engineer new build and additions/alterations	
	Engineering Design (ie. Slab, footings, framing, beams, etc) (if applicable)	
	Engineers 126 Compliance Certificate and computations (if applicable)	
	Planning Information – from Council	
	Town Planning Permit (if applicable)	
	Approval to install a septic system (if applicable)	
	Siting Dispensation/Report & Consent (Reg_____) (if applicable)	
	Other (29A, Hoarding Approval, etc)_____ (if applicable)	
	Roof/Floor Truss Computations/Layout from the manufacturer (if applicable)	
	Protection works (work/excavation near boundaries) (REFER TO INFO SHEET) (if applicable)	