

**OCCUPANCY PERMIT / CERTIFICATE OF FINAL INSPECTION REQUIREMENTS
RESIDENTIAL**



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

ITEM	Req	Rcvd
1. A fully completed Form 5 – Application for Occupancy Permit (copy attached).		
Where the builder is registered as DB-M , list practitioners where the cost of works is over \$5,000 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 - The Glazing Code & AS2047-2014 – Shower screens, windows, doors and spa/swimming pool safety barriers.		
3. Confirmation from the manufacturer stating that all glass balustrades have been installed in accordance with AS1288–2006 and AS/NZS 1170.2-2011		
4. Provide report from a licensed land surveyor confirming that the floor level is in accordance with the building permit endorsed drawings.		
5. 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
6. Written confirmation from the builder that the dwelling has been constructed to comply with the 6 star energy efficiency report (reference report number) and associated drawings.		
7. Written confirmation that insulation has been installed in accordance with the stamped approved plans and documentation. (For additions or alterations where there is no 6 star energy report or a deemed to satisfy report)		
8. Written confirmation from the licensed applicator that the building has been protected from termites in accordance with AS3660.1-2014 .	Part A	Part B
9. Confirmation that all internal wet areas have been sealed with a compliant waterproofing membrane in accordance with AS3740-2010 and manufacturer’s specifications by a suitably qualified applicator.		
10. Written confirmation that the membrane to all balconies complies with AS4654.1-2012 and has been installed in accordance with AS4654.2-2012		
11. Copy of test certificate for membrane used to balconies confirming compliance with AS4654.1-2012 .		
12. Provide a written statement confirming that dwelling has been constructed to comply with the requirements of AS3959-2009 and bush fire attack level (BAL 12.5, 19, 29, 40, FZ) and the Fire Management Report (if required).		

ITEM	Req	Rcvd
13. 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.		
14. Provide 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).		
15. Provide 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).		
16. Provide a complete copy of the records for the pile driving operations (screw piles log).		
17. Provide a 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 AS 4586-2013 and provide the P/R slip-resistance classification (including sealers, carpets, etc). Note: All concrete to be tested or sealed with an approved sealer.		
18. Provide 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).		
19. Provide written confirmation from the builder that the external wall cladding has been constructed in accordance with the manufacturer's installation requirements. 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. A 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		

ITEM	Req	Rcvd
21. Provide written confirmation that all works have been carried out as per the building permit and approved documents forming part of that permit		
22. Provide written confirmation that all conditions on the Planning Permit have been adhered to.		
23. Provide a copy of the roof and posi/floor truss computations & layout plans.		
24. Payment of invoices (invoice attached).		