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Certificate of Design Compliance Checklist

Residential Class 1 houses – Additions and Alterations

Client name: _____ Ph No _____

Billing address: _____

Email: _____ Mob: _____

Address to which this Application Applies:

Lot No: _____ No: _____ Address: _____

Local Government area: _____

Fees payable

Value of Construction: \$ _____ X 0.2% = Fee \$ _____ +GST

Min Fees – \$660 incl GST

CHECKLIST

The following checklist indicates the documentation that is required by the State building regulations to be submitted with a Certificate of Design Compliance to the Permit Authority.

PLANNING REQUIREMENTS		N/A	YES
1	Is Planning Approval required? If yes and approval already obtained, please provide approval letter with any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
2	Is structure a variation to the R Codes If yes and approval already obtained, please provide approval letter with any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND DOCUMENTS – electronic or hard copies of the following			
3	Site Plan to a minimum scale of 1:200 or 1:500 must be provided showing all proposed and existing structures as well as all relevant setbacks, north point, driveway, site datum, spot levels, contours levels and finished floor levels etc	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plan to a minimum scale of 1:100 must be provided showing layout, room functions, windows and door openings, clear dimensions and the location of electrical fixtures such as hard wired smoke detectors, appliances, HWU, ceiling fans, etc.	<input type="checkbox"/>	<input type="checkbox"/>
5	External Elevations to a minimum scale of 1:100 must be provided showing wall materials, windows and door openings (including cyclone screens if applicable), ground, floor and ceiling levels, roof cover material and pitch.	<input type="checkbox"/>	<input type="checkbox"/>
6	Section View/s to a minimum scale of 1:20 showing construction details such as materials and insulation requirements, plaster board as well as dimensions.	<input type="checkbox"/>	<input type="checkbox"/>

7	<p>Structural Drawings All details of the structural elements including footings, slab, wall framing, roof framing, floor framing, connections and the like must be provided.</p> <p>Note, Engineers certification is required for the following:</p> <ul style="list-style-type: none"> For second storey additions, the existing structure must be certified that it will support the proposed loads. If the work will alter any existing or includes any structural elements such as roof beams, load-bearing walls. Retaining walls supporting building loads or higher than 1.0m. Any alternative design or material that is not in compliance with a standard. Any structures located in a cyclonic area. 	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Certificate of Site Classification (ground floor additions) maybe required for reactive soils or where fill has been imported</p>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>Specifications for the work Note: for small jobs, these can be included on plans. MBA or HIA standard specifications are acceptable.</p>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>Energy Efficiency – either one of the following Option 1-Energy rating A (NatHERS) energy rating report that demonstrates compliance with 6 Stars as per BCA Part 3.12, or complies with the Building Commission additions and alterations Protocol.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Option 2 – Deemed-to-Satisfy An energy report inclusive of glazing and lighting calculators that demonstrate compliance with the Elemental Approach in the BCA Vol 2 Part 3.12.</p>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p>Termite Barrier (for ground floor additions only) Details of the proposed method of termite barrier are to be provided as per BCA Vol 2 Part 3.1.3. Note: details can be provided either noted on plans or in a separate specification.</p>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p>Is the building in a Bushfire Prone area? If so, a BAL assessment must be submitted. Compliance with the bushfire construction of AS 3959 may be required. Alternatively, the building surveyor may apply concession available under the building regulations</p>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p>Is there an Alternative Solution proposed? Evidence must be provided from an appropriately qualified person or the manufacturer of a material that the proposed material or system complies with the Performance Requirements of the BCA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER CONSIDERATIONS – NOT REQUIRED FOR THE CDC			
13	<p>Septic Tank Approval Septic tank approval may be required if the proposed works will alter any existing septic systems.</p>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p>Copies of Consent or Court Order for building work adversely affecting or encroaching on other land (if required)</p>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p>Water corporation approval (if required)</p>	<input type="checkbox"/>	<input type="checkbox"/>
16	<p>Is Heritage Approval required?</p>	<input type="checkbox"/>	<input type="checkbox"/>