



The heart of Cape York Peninsula

CHECKLIST IS TO BE USED AS A GUIDE FOR BUILDING APPLICATIONS BEING LODGED

ALL PLANS ARE TO BE SUBMITTED IN A4 OR A3 SIZE ONLY

Applicants Checklist for New Dwelling Applications – *Building and Plumbing (if applicable)*

- DA Form 2 / Plumbing Form 1.
<http://www.hpw.qld.gov.au/aboutus/ReportsPublications/FormsTemplates/Pages/BuildingForms.aspx>
 - One (1) original copy of Structural Plans (in A3 form) including site plan (these are required to be stamped by an Engineer QLD and 1 x Structural Certificate Form 15's (signed by the Engineer attached).
 - Three (3) copies of Plumbing Plan/Layout Plan.
 - Soil Test report – for footings design and on-site sewerage design (if applicable)
 - Energy efficiency compliance certificate.
 - QBCC **Confirmation of Insurance Certificate** (Queensland Building Construction Commission) builder to obtain for work over - \$3,300.00 (Owner Builders are exempt).
 - Owner Builder Permit (if required) - **A QBCC Owner Builder Permit is required where the estimated value of building work (including labour and materials) is \$11,000 or more when not using a licenced builder. Before you can apply for a permit you must complete an [owner builder permit course](#).**
 - Qleave Levy – (Portable Long Service Leave) – for Residential construction over \$150,000.00 submitted by Builders (this can all be done on-line) – *Owner Builders must submit the form; however, **no fee** is required to be paid.*
 - Copy of the contract if the land is not registered under current owner's name.
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Applicants Checklist for Additions / Alterations to a Dwelling (Class 1a) eg: lounge room, bedroom, bathroom, etc. Applications

- DA Form 2 (Plumbing Form 1 if required).
- One (1) copy of Structural Plans (in A3 size) and Form 15.
- All copies of plans are to be stamped by an Engineer and Form 15 attached.
- One (1) copy of the Site Plan, indicating distances from boundaries.
- Energy efficiency compliance certificate for additions to a dwelling (Class 1a).
- Sewer plan, if applicable, Cook Shire Council.
- QBCC **Confirmation of Insurance Certificate** builder to obtain for work over \$3,300.00 – Owner Builder Permit if building work exceeds \$11,000.00.
- Qleave – Required if work over \$150,000.00 (see above).

NB – At the Certifiers Discretion you may be required to supply a Soil Report for additions to a dwelling (Class 1a)

Applicants Checklist for Sheds, Carports, Garages, Retaining Walls, Patios, Shade sails, Decks Applications

- DA Form 2 (Plumbing Form 1 if required).
- One (1) copy of the Structural Plan and Form 15.
- All copies of plans are to be stamped by an Engineer and Form 15 attached.
- One (1) copy of the Site Plan, indicating distances from boundaries.
- Sewer plan, if applicable, Cook Shire Council.
- QBCC **Confirmation of Insurance Certificate** builder to obtain for work over \$3,300.00 – Owner builder permit if building work exceeds \$11,000.00.
- QLeave – Required if work over \$150,000.00 (see above).

NB – Demolitions & retaining walls (if free standing) do not require QBCC insurance, owner Builder permit required if over \$11,000.00.

Applicants Checklist for a Swimming Pool Applications

- DA Form 2.
 - One (1) copy of a Structural Engineered Plan & Form 15.
 - One (1) copy of Site Plans and **must clearly indicate:**
 - **where the pool fencing will be;**
 - **the type of fencing; and**
 - **where the gates are.**
 - **Set back distances from all other structures & property boundaries.**
 - Sewer plan, if applicable, Cook Shire Council.
 - QBCC **Confirmation of Insurance Certificate** for work over \$3,301.00 or Owner Builder's permit if over \$11,000.00.
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Applicants Checklist for a Re-Roof Application

- DA Form 2.
 - Scope of Works, including tie-down details (eg. Queensland repair guidelines).
 - Roof insulation details to be detailed on plans or specifications.
 - QBCC **Insurance Confirmation Certificate** for work over \$3,300.00 or Owner Builder's permit if over \$11,000.00.
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Relevant fees apply for all building works