

Building Application Checklist

This checklist is to be used for all building applications submitted to Council for assessment. All plans are to be submitted in A3 size only, or via email to mail@cook.qld.gov.au in pdf format or on a USB.

***Cooktown has a minimum wind classification of C2. Before purchasing kit buildings, including carports and sheds, check the engineered plans and Form 15 to ensure the building has the correct wind classification to be approved by Council.**

CHECKLIST FOR NEW DWELLING APPLICATIONS – BUILDING AND PLUMBING

- DA Form 2 – Building Work Details:
<https://planning.dsdmip.qld.gov.au/planning/resources?query=da-form-2>
- One (1) clear and legible copy of Structural Engineered plans (*in A3 size*). Must include a site plan indicating distances from boundaries, other structures, water bores etc. (*where applicable*). These structural plans are required to be stamped by a Registered Professional Engineer Qld (RPEQ).
- Compliance Certificate for Building Design or Specification (Form 15). Must be signed by an RPEQ.
- One (1) copy of Plumbing Plan/Layout Plan.
- Soil Test Report – for footings design and on-site sewerage design (*if applicable*).
- Energy Efficiency Compliance Certificate.
- Qld Building Construction Commission (QBCC) Confirmation of Insurance Certificate. Builder to obtain for works over \$3,300 (*owner builders are exempt*).
- Owner Builder Permit (*if required*). An 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
- QLeave Levy (*Portable Long Service Leave Scheme*) – for construction over \$150,000. This can be submitted online. Owner builders must submit the form, no fee is required to be paid.
- Copy of proof of ownership if the land is not registered under the current owner’s land.

CHECKLIST FOR ADDITIONS/ALTERATIONS TO A DWELLING (CLASS 1a) APPLICATIONS

- DA Form 2 – Building Work Details.
- One (1) clear and legible copy of Structural Engineered plans (*in A3 size*). Must include a site plan indicating distances from boundaries, other structures, water bores etc. (*where applicable*). These structural plans are required to be stamped by a Registered Professional Engineer Qld (RPEQ).
- Compliance Certificate for Building Design or Specification (Form 15). Must be signed by an RPEQ.
- Energy efficiency compliance certificate for additions to a dwelling (Class 1a).
- Sewer plan (*if applicable*).
- QBCC Confirmation of Insurance Certificate. Builder to obtain for works over \$3,300 (*owner builders are exempt*).
- Owner Builder Permit (*if required*). A 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.
- QLeave Levy (*Portable Long Service Leave Scheme*) – for construction over \$150,000. This can be submitted online. Owner builders must submit the form, no fee is required to be paid.

NB: At the Certifier’s discretion you may be required to supply a Soil Report for additions to a dwelling (Class 1a).

CHECKLIST FOR BUILDING APPLICATIONS FOR SHEDS, CARPORTS, GARAGES, RETAINING WALLS, PATIOS, SHADE SAILS (CLASS 10a) STRUCTURES

- DA Form 2 – Building Work Details.
- One (1) clear and legible copy of Structural Engineered plans (*in A3 size*). Must include a site plan indicating distances from boundaries, other structures, water bores etc. (*where applicable*). These structural plans are required to be stamped by a Registered Professional Engineer Qld (RPEQ).
- Compliance Certificate for Building Design or Specification (Form 15). Must be signed by an RPEQ.
- Energy efficiency compliance certificate for additions to a dwelling (Class 1a).
- Sewer plan (*if applicable*).
- QBCC Confirmation of Insurance Certificate. Builder to obtain for works over \$3,300 (*owner builders are exempt*).
- Owner Builder Permit (*if required*). A 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.
- QLeave Levy (*Portable Long Service Leave Scheme*) – for construction over \$150,000. This can be submitted online. Owner builders must submit the form, no fee is required to be paid.

NB: Demolitions and retaining walls (if free standing) do not require QBCC insurance.

CHECKLIST FOR SWIMMING POOL APPLICATIONS

- DA Form 2 – Building Work Details.
- One (1) clear and legible copy of Structural Engineered plans (*in A3 size*). Must include a site plan indicating distances from boundaries, other structures, water bores etc (*where applicable*). These structural plans are required to be stamped by a Registered Professional Engineer Qld (RPEQ).
- Compliance Certificate for Building Design or Specification (Form 15). Must be signed by an RPEQ.
- One (1) copy of site plans clearly indicating:
 - where the pool fencing will be;
 - the type of fencing to be used;
 - the position of the pool gates; and
 - set back distances from all other structures and property boundaries
- Sewer plan (*if applicable*)
- QBCC Confirmation of Insurance Certificate. Builder to obtain for works over \$3,300 (*owner builders are exempt*).
- Owner Builder Permit (*if required*). A 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

CHECKLIST FOR RE-ROOFING APPLICATIONS

- DA Form 2 – Building Work Details.
- Scope of Works, including tie-down details (*e.g. Queensland repair guidelines*)
- Roof insulation details to be detailed on plans or specifications
- QBCC Confirmation of Insurance Certificate. Builder to obtain for works over \$3,300 (*owner builders are exempt*).
- Owner Builder Permit (*if required*). An 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.

CONTACT US

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