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## BUILDING APPLICATION CHECKLIST

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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](mailto:mail@cook.qld.gov.au) in pdf format or on a USB.

### 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.
- 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). 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.

**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). 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.

**CHECKLIST FOR RE-ROOFING APPLICATIONS**

- DA Form 2 – Building Work Details.
- Scope of Works, including tie-down details (eg 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.