



41 Mataro Road
Hope Valley SA 5090

T. 08 7231 1800
admin@willmottcert.com.au
willmottcert.com.au

Willmott Building Certification Pty Ltd
ABN 42 607 525 075

**Willmott
Building
Certification**

BUILDING APPLICATION CHECKLIST

Commercial Building Work

The following information is required at the time of lodgment:

- ☐ **Development Application & Engagement Form** – (completed and signed)
- ☐ **Proof of payment of the Construction Industry Training Levy** – (Applies where estimated value of construction work exceeds \$15,000. Payment can be made via direct debit at www.CITB.org.au)
- ☐ **Planning Approval Notice** – (including copy of stamped plans)

One electronic set or two (2) complete hard copy sets of documents (plans, drawings, specifications etc) including

- ☐ **Plans and Elevation**
Including dimensions, construction materials, door and window details, masonry control joint locations and **smoke alarm locations**
- ☐ **Site Plan / Contour Plan**
Showing boundaries, building location, levels, site features (existing structures/trees etc) retaining walls and stormwater disposal provisions
- ☐ **Building Specifications**
- ☐ **Service Drawings / Specifications** including:
 - Fire
 - Electrical
 - Mechanical
 - Hydraulic
 - Civil
- ☐ **Footing Construction Report**
- ☐ **Engineering Calculations** (as necessary)
For beams/columns/lintels, stairs/balustrades, earthquake masonry construction) and retaining walls above 1m
- ☐ **Wall and Roof Frame Details**
- ☐ **Roof / Floor Truss Calculations** (if necessary)
For roof trusses; software certification, layouts connections, bracing, and fixing of all trusses and other ancillary roof members
- ☐ **Tie-Down Details**





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Energy Efficiency Assessment

Construction details and supporting documentation (building fabric, insulation, glazing type, electrical lighting, mechanical services).

NOTE: Part J checklists can be provided for the services consultants to complete for Part J5 & J6).

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Corrosion Protection (as relevant)

For any exposed steel work

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SAMFS / SACFS Consultation

From services consultants as applicable for any alternative solutions proposed

If you are unsure about any of the above, or if you need assistance, please ring our office.

Documents can be lodged at

www.hightail.com/u/WillmottBuildingCertification

