



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

Domestic Building Work

The following information is required at the time of lodgment:

- ☐ **Development Application & Engagement Form** – (completed and signed)
- ☐ **Building Indemnity Insurance** – (Required where value of work exceeds \$12,000 and a domestic building work contract is in place prior to application or if the owner is a licensed builder)
- ☐ **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**
- ☐ **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**
- ☐ **Bushfire Assessment and Specifications** (if required)





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Energy Efficiency Assessment

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

