

**Below are a few important things to know prior to and during a building project:**

1. Provide and lodge a complete Building permit application, with one (1) Copy of the plans and engineering specifications and certificate of compliance (Reg. 126), copy of the property title and title plan, site plan ( must show where works are occurring in relation to other buildings on the property and within property boundaries)
2. Pay building permit fee to Council and any Government Levy payable is paid directly to the VBA ( for more details <https://www.vba.vic.gov.au/surveying/bams>)
3. Upon receiving the signed Building Permit and the Conditions ensure your builder has a copy.
4. Check the approved plans for any revisions, generally marked in red pen.
5. Ensure that you and/or your builder are working from the approved building permit plans. A copy of the approved plans must be maintained on-site at all times during construction of the building
6. Call for inspections at the required stages as stated on the building permit, with a minimum of 48 hours notice (Please note it is preferable if more notification is given).
  - **FOUNDATIONS** - prior to the placement of slab plastic and reinforcement, stumps, concrete, blinding concrete.
  - **REINFORCEMENT** - when the trench mesh and fabric has been installed, for a slab, strip or pad footings and prior to the placement of the concrete.
  - **FRAME** - prior to the placement of any wall and roof claddings and when all framework has been completed. (Pre manufactured truss roof / wall layouts, tie down and bracing details are to be submitted and approved by Council prior to commencing construction of the framework)
  - **PRE FINAL** - (optional) for new buildings and large extensions preferably.
  - **FINAL** - when all works required under the Building Permit have been completed.

**OCCUPANCY PERMITS** - new homes, units or apartments and new commercial buildings or change of use. Complete and submit the application for an Occupancy Permit.

Note: It is illegal to occupy a building without an Occupancy Permit.

**FINAL INSPECTION CERTIFICATE** - extensions, renovations, alterations to an existing building and new sheds Call for final inspection prior to use.

Note: It is illegal to occupy a building without a Final Inspection Certificate.

## **IMPORTANT INFORMATION AT PROJECT COMPLETION**

It is highly recommended that the final payment to the builder is withheld until an Occupancy Permit and/or Certificate of Final Inspection has been issued by the relevant building surveyor. This will help ensure that the builder has complete all work in accordance with the approved documentation or as required by any building notices and/or orders.

If you have any further questions regarding any aspect of carrying out building work please do not hesitate to contact **Glenelg Shire Council - Building Unit**  
**Telephone: 03 5522 2216 or Email: [building@glenelg.vic.gov.au](mailto:building@glenelg.vic.gov.au)**