

**DEVELOPMENT PLANNING, ENVIRONMENT & MANAGEMENT UNIT  
BUILDING INSPECTORATE BRANCH**

**CHECKLIST FOR COMPLETION OF BUILDINGS**

NO.	DESCRIPTION	PLAN NO.		
		YES	NO	ACTION TAKEN
1	Street No. provided?			
2	Site, verge cleared of builders rubble, etc (verge to be re-instated to its original condition)			
3	Is there Damage to Council Property?			
4	Driveway completed in accordance with approved plan & driveway entrance in order.			
5	If driveway entrance not in order, indemnity in favour of Council submitted?			
6	Parking layout as per approved plan and marked, inclusive of parking bay for use by disabled.			
7	Sewer reticulation, and layout, manholes, septic tank, soakpit and Connection in order.			
8	Stormwater reticulation and connection in order.			
9	Position of buildings as per approved plan			
10	Deviation Plans required			
11	Minor amendments (M.A's.) - No fees required.			
12	Glazing marked and in order			
13	Ceiling heights/head heights/stair dimensions in order.			
14	Handrails, safety barriers/balustrades erected.			
15	Method of disposal of waste water (swimming pool)			
16	Swimming Pool fenced in Terms of Part D.			
17	Slope of Banks in order and retaining walls provided where required.			
18	Fire equipment/signage/fire walls/fire door provided.			
19	Geotechnical Engineer's report/certificate submitted.			
20	Certificates of compliance for relevant aspects ITO Schedule A of Form 1 submitted.			
20	Prof Struct Eng Competent person's Cert for struct elements, inclusive of S/Water drainage, S/Pool, Ret Walls.			
21	Prof Struct Eng Competent person's Cert for manufacture & erection of roof structure or ITC certificate submitted.			
22	Prof Land Surveyor's Beacon Cert. and/or setting out plan submitted.			
23	Mech Eng Cert for "Lift Installation," Escalators, Light & Mech Ventilation etc.			
24	Fire specialist's compliance cert. submitted. (incl. Thatch Roofs)			
25	Shopfitters/Glaziers Clearance Certificate (SAGGA).			
26	Copy of Electrical Compliance Certificate submitted.			
27	Cert. for disabled facilities from competent person.			
28	Soil Poisoning Certificate submitted.			
29	Plumber's Compliance Certificate and Water Clearance cert. (Metro Water)			
30	Water - Proofing Certificate (where applicable)			
31	Departmental Clearances.			

**SENIOR / BUILDING INSPECTOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_