

**CHECKLIST 7 - OCCUPANCY PERMIT STRATA APPLICATION****COMMERCIAL new buildings**

Required forms and information	N/A	Yes
FORMS		
Form BA11 Completed		
Form BA 20 Completed If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout) *		
REQUIRED PLANS – provide 1 copy of the following:		
A survey diagram plan identifying the proposed lots		
“As-built” Architectural drawings		
“As-built” Engineer’s plans		
REQUIRED CERTIFICATES – provide 1 copy of the following:		
Certificate of Structural compliance signed by a practicing Structural Engineer		
Certificates of compliance for mechanical and air-conditioning		
Certificates of compliance for hydraulics		
Certificates of compliance for electrical		
Certificates of compliance for plumbing works		
Certificates of compliance for any geotechnical works including Compaction Certificate/s		
Test Certificate/s for Fire hose reel system		
Test Certificate/s for Fire hydrant system		
Test Certificate/s for Automatic fire suppression systems		
Test Certificate/s for Fire detection, warning, control and intercom systems		
Test Certificate/s for Air handling systems that incorporate smoke control provisions		
Test Certificate/s for Smoke/heat venting systems		
Test Certificate/s for Sound systems and intercom systems for emergency purposes		
Certificates/reports showing conformity of fire resistance of building elements required to have a FRL		



Certificates/reports showing conformity to fire hazard properties of building components or assembly's required to do so		
Certificates/reports showing conformity of resistance to the incipient spread of fire for a ceiling required to have these properties		
FURTHER REQUIRED INFORMATION – provide 1 copy of the following:		
Notice of completion (BA7) <i>signed by builder</i>		
The Building Permit <i>for the project</i>		
Evidence of testing and project “sign off” from DFES		
Details of each alternative solution not shown on the plans and specifications		
Evidence of any approval required under the Planning or Health Acts		
FEES		
BCITF levies paid		
Fee paid for Building Services Levy		
Fee paid for council assessment		

* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of *the Building Act 2011* and failure to gain consent can meet with a fine of \$5,000. For more information go to the “*works affecting other land (BA20, BA20A)*” link.