

## **CONSTRUCTION CERTIFICATE CHECKLIST**

- Original DA stamped approved plans are to be provided and 1 copy (originals will be returned). The original is to be sighted by our office in case Council has made any amendments in red ink.
- 3 copies plans – all BASIX commitments to be detailed on plans and any other requirements of the DA marked on the plans
- Copy of Development Consent issued from council
- 3 specifications (these can be supplied by us at \$10.00 (incl GST) each)
- 3 copies of BASIX certificate (new dwellings, alts & adds over \$50,000, pools over 40,000 litres)
- 3 copies of ABSA certificate if applicable
- 3 copies of engineers details including pool if applicable – structural, mechanical, electrical (where applicable)
- 3 copies of a Geotechnical Report
- Completed Construction Certificate Application form including
  - Applicant's details & signature
  - Signatures from all registered owners
  - Owner's contact details
  - Site area
  - Floor area
- Signed "Notice Of Commencement Form" signed by all owners
- Completed Principal Certifying Authority Agreement
- Completed Occupation Certificate Application Form signed by all owners
- Home Owner's Warranty Insurance or Owner Builder Permit
- Section 68 approval - if applicable
- Section 138 approval- if applicable
- Septic approval - if applicable
- Copy of receipt of fees paid with the Development Application
- Copy of receipt for payment of Long Service Levy **or** cheque made payable to Long Service Levy Corporation at a rate of 0.35% of the estimated construction costs if the construction costs are over \$25,000.00. Long Service Levy can be paid on line. To pay the levy go to <http://www.longservice.nsw.gov.au/bciand> click on the *Pay Levy Now* tab at the top of the screen. Or go straight to: <https://online.longservice.nsw.gov.au/bci/levy/>
- Copy of receipt for any bonds to be paid to Council – if applicable

### **PLEASE NOTE:**

The above information provides Techoon Building Services with the basis for the issue of a Construction Certificate. Once a copy of the DA consent is received for the application a thorough DA Checklist will be completed, and the applicant will be provided with this checklist which will identify any other information/documentation which may be required for the issue of a Construction Certificate.