

# Occupancy Permit Application Checklist

## Property Address:

- Completed Occupancy Permit Application Form
- Roof Plumbing Certificate
- Below Ground Plumbing [ Sewer / Septic | Stormwater ]
- Above Ground Plumbing Certificate [ Hot | Cold | Sanitary ]
- Gas Plumbing Certificate
- Sustainability Plumbing [Rainwater Tank | Solar Panel | Grey or Recycled] If Applicable
- Insulation Certificate: Walls | Ceiling | Sub-Floor | \_\_\_\_\_ If Applicable
- Glazing Certificate - Windows and Doors
- Glazing Certificate - Balustrades | Shower Screens
- Waterproofing Certificate
- Electrical Safety Prescribed Works Certificate - Main Switchboard [Power]
- Electrical Safety Non-Prescribed Works Certificate - Fittings [Lighting]
- > Smoke Alarms nominated on Electrical Certificate
- Energy Efficiency Requirements Compliance Letter If Applicable
- Termite Part A Certificate [Penetrations] If Applicable
- Termite Part B Certificate [Perimeter] If Applicable
- Town Planning - Compliance Letter If Applicable
- Separating Wall Compliance Letter [Parti-wall] If Applicable
- BAL construction requirements - Compliance Letter If Applicable
- Alternative Solution - Compliance Letter If Applicable
- Permit to Use Septic System [non-sewered properties] If Applicable

## OFFICE USE ONLY:

- |  |               |
|--|---------------|
| <input type="checkbox"/> Copy of Truss documents: Layout   Computations   Certification      | If Applicable |
| <input type="checkbox"/> Copy of Posi-Joist documents: Layout   Computations   Certification | If Applicable |
| <input type="checkbox"/> Mandatory Inspections undertaken and approved                       |               |
| <input type="checkbox"/> Engineer's Certificate of Compliance: Inspection                    | If Applicable |
| <input type="checkbox"/> Planning Permit conditions satisfied                                | If Applicable |