

REQUEST FOR COPY OF BUILDING PERMIT DOCUMENTATION

APPLICANT DETAILS: (Tick applicable)

Applicant is: Owner of property (proof of ownership required)

Agent/Corporation

Purchaser

Tenant

Power of Attorney

Other: _____

PLEASE NOTE: 'Owners Authorisation' form or written consent from the current owner(s) needs to accompany this application for any of the above).

Name: _____

Postal Address: _____

Contact Number: _____

Email: _____

REQUIRED PROPERTY DETAILS:

Lot No: _____

Street No: _____

Street Name: _____

Suburb: _____

PS: _____

Volume: _____

Folio: _____

INFORMATION REQUIRED: Copy of - (tick applicable)

Building Permit

Endorsed Architectural plans

Computations

Endorsed Engineering plans

Occupancy Permit

Certificate of Final Inspection

Other, state: _____

Delivery Method: Post Collect Email (Tick applicable)

AUTHORISATION:

The Building Documentation Fee is NON-REFUNDABLE and our office cannot guarantee information or results. Payment and consent must be provided **before** the application is processed. Please allow 14 working days for the application to be processed.

Signature of Applicant: _____

Date: / / 20

FEES APPLICABLE:

Building Permit or Occupancy Permit only - \$100 (excl. GST)

Architectural plans or Engineering plans only - \$250 (excl. GST)

Occupancy Permit and Compliance Certificates only - \$170 (excl. GST)

All documentation from Building permit [Section 30 pack] - \$450 (excl. GST)

Other - price upon application

PAYMENT BY DIRECT DEPOSIT-

Account Name: Arki Building Surveyors Pty Ltd

BSB: 063 – 571

Account No.: 1027 8179

A tax invoice shall be emailed upon receipt of payment