

Occupancy Permit Application Checklist

Property Address:

Office 1501, Level 15, 401 Docklands Drive
Docklands VIC 3008
www.arkibs.com.au
P: 03 9687 0333
permits@arkibs.com.au

- ☐ 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 (AS 1288-2006; AS2047-2014; AS 4055-2012; AS 3959-2018)
- ☐ Glazing Certificate - Balustrades | Shower Screens (AS 1288-2016& AS 1170.1)
- ☐ Waterproofing Certificate (AS 3740-2010)
- ☐ Electrical Safety Prescribed Works Certificate - Main Switchboard [Power]
- ☐ Electrical Safety Non-Prescribed Works Certificate - Fittings [Lighting]
- ☐ > Smoke Alarms Interconnected nominated on Electrical Certificate
- ☐ Energy Efficiency Requirements Compliance Letter (for 6 Star)
- ☐ Thermal Performance & Whole-of-Home Compliance (for 7 Star)
- ☐ Termite Part A Certificate [Penetrations] ☐ Termite Part B Certificate (Penetrations) If Applicable
- ☐ FFL Confirmation (GF & FF) (i.e.TP Condition / Flood Area / BP Condition/ Melbourne Water)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:

- ☐ Copy of Truss documents: ☐Layout | ☐Computations | ☐Certification If Applicable
- ☐ Copy of Posi-Joist documents: ☐Layout | ☐Computations | ☐Certification If Applicable
- ☐ Mandatory Inspections undertaken and approved
- ☐ Engineer's Certificate of Compliance: Inspection If Applicable
- ☐ Planning Permit conditions satisfied If Applicable