

## Building Consent Checklist

### TENANCY FITOUT

#### Administrative Provisions

- Completed application / engagement form (can be downloaded from katnichdodd.com.au)
- Copy of the provisional development plan consent, conditions and stamped approved plans (where not complying or Schedule 1A for planning)
- Evidence that the Construction Industry Training Fund fee has been paid (payments can be made online at [www.CITB.org.au](http://www.CITB.org.au) and a copy of receipt forwarded to KD)

#### Technical Details

2 complete sets (3 if return set required) of the plans, drawings, specifications and other documents, including:

- Site plan indicating the number of floor levels, location of buildings, boundaries & site features
- Architectural plans and elevations including the proposed layout and use of each area, relationship to the remainder of the floor including location of exits, amenities etc.
- Building specification and schedules (e.g. glazing, door hardware, a/c, partition walling construction, fire hazard properties etc.)
- Building services documentation highlighting the required essential safety provisions for the building, level, tenancy (e.g. fire, mechanical, electrical, hydraulics, lift etc.)
- Engineering documentation covering any structural alterations or modifications or altered loadings (such as compactus)
- Stair, handrail and balustrade details (may relate to new or existing where deemed to be considered as part of the affected part)
- Wet area details including number and location of sanitary facilities serving the tenancy/building (relevant sketches from Min Spec SA F1.7, AS3740 & BCA)
- Energy Efficiency details showing compliance with Part J (applies where modifications also occur to existing a/c plant and lighting)
- Details showing accessibility compliance with AS1428.1 (where works trigger requirements of part D3.3 & F2.4 of the BCA)