



BUILDING APPLICATION LODGEMENT CHECKLIST

Must be completed and the relevant documentation provided prior to lodgement	
<input type="checkbox"/>	Are relevant areas of DA Form 2 (Building work details) completed?
<input type="checkbox"/>	FEES: <ul style="list-style-type: none"> • Have all fees been paid in full <ul style="list-style-type: none"> ○ Fees to be paid in full upon lodgement of this application in order for it to be assessed. www.ipswich.qld.gov.au/feesandcharges
<input type="checkbox"/>	DRAWINGS: <ul style="list-style-type: none"> • 1:200 dimensioned Site Plan showing existing structures, 1m contours, north point, boundaries and boundary setbacks to walls and fascia's of existing /proposed buildings and or structures. • 1:100 dimensioned Floor Plan showing layout and use of rooms. • 1:100 dimensioned Elevations showing overall height of structures from natural ground and extent of cut and fill (if applicable to the proposed building work).
<input type="checkbox"/>	SUPPORTING DOCUMENTATION: <ul style="list-style-type: none"> • Structural Engineering Drawings, Reports and Form 15 Design Certificates for the relevant structural components of the proposal eg. Soil classification report, footing/slab design, steel framing design, etc. (if applicable to the proposed building work) • Portable Long Service Levy receipt? If the value of the building work is \$150,000 or greater, Portable Long Service Levy payment is required prior to the issue of the Building Approval. Forms available and fees payable at an Australia Post office. • Energy Efficiency Assessment This applies to new buildings or major alterations. If applicable provide a copy of an energy efficiency report and Form 15 Design Certificate in the current approved format, from an appropriate qualified person, demonstrating compliance with the energy efficiency provisions of the Building Code of Australia.
<input type="checkbox"/>	RESIDENTIAL APPLICATIONS: <ul style="list-style-type: none"> • "Confirmation of Insurance" letter from Queensland Building and Construction Commission <ul style="list-style-type: none"> ○ If work is being carried out by a Licenced Builder & the value is greater than \$3,300 • Owner Builders Applications <ul style="list-style-type: none"> ○ Evidence of an Owner Builder Permit if the value of building work is over \$11,000
<input type="checkbox"/>	COMMERCIAL APPLICATIONS: <ul style="list-style-type: none"> • Queensland Fire and Rescue Service (QFRS) approval is required if the building is over 500m² in floor area and/or special fire services are required. For further details, including forms and fees please visit the Queensland Fire and Rescue Service website www.qfes.qld.gov.au or contact them on (07) 3247 8100. • Form 15 Compliance Certificate is required for services and Consultant Drawings eg. Exit signage, emergency lighting, fire services, air-conditioning, structural engineering etc.
PLEASE NOTE: Electronic Applications: Email for both Applicant & Owner must be supplied Applicants to email Applications to: plandev@ipswich.qld.gov.au Electronic lodgement fee applies Hardcopy Applications: 1 x copy of All plans & documents required Hardcopy lodgement fee applies Plans and documents are to be of a standard and contain sufficient information to enable a full assessment to be made. Council's Certifiers may request plans and documents be redesigned by relevant professionals in the areas of design if it is determined these documents are insufficient. Additional applications, fees and information may apply. This may be determined at time of lodgement or at the Building Certifier's discretion following an assessment of the application. If the project includes Plumbing and Drainage Works, a separate plumbing application is required and additional fees may apply. Please contact the Ipswich City Council's Planning and Development Department, Plumbing Team on (07) 3810 6130 to discuss these requirements.	