



## **The Permit Process Explained**

### **Preliminary discussion with your Building Surveyor**

Establishing expectations and the scope of your works is critical to ensuring your project runs smoothly. Your Building Surveyor will be attached to your project from the beginning through until move in day, so knowing what to expect is key. This is the perfect time to ask as many questions as possible!

### **Quotation**

Being that every project is unique, there is no such thing as a 'one-size fits all' building permit. Many factors go into determining what is reasonable for all parties.

Things like cost of works, number of buildings, who will be completing the project, number of required inspections and location all play a role. Your Building Surveyor will provide an individual quote to you based on your needs.

### **Acceptance and Appointment**

If you are comfortable with your Building Surveyor and your quote and want to get moving, you may appoint your Building Surveyor at this point.

We will provide you with the relevant appointment and agreement documents as well as your invoice. Once paid, the appointment will be accepted by your Building Surveyor. They will now be known as the 'Relevant Building Surveyor' for your project.

**Note:** your builder cannot choose your building surveyor for you, it is your choice who you use.

### **Permit Application and Supporting Documents**

You will likely already have some documents and plans, however if you don't yet, that's fine too.

We utilize an online lodgement portal and will provide a unique link for you to lodge your application and documents for assessment. For an indication on the types of things we will need, refer to the document matrix on our website.

### **Assessment and Referral**

The information you have lodged will go through various stages of assessment and may be required to be referred to external agencies for comment.

We will reach out to request any additional information that is missing or requires clarification.

### **Permit Issue**

Once all the statutory requirements have been met, you will be issued with your Building Permit which will outline the particulars of your approval. It is vital that you read and understand everything contained prior to starting your build.

### **Commence Building**

You may now start your build!

Your build will be required to progress in 'stages' and must be inspected at critical points, as outlined in your permit. There are serious repercussions should you miss an inspection or continue to build past a stage without being approved to do so.

### **Mandatory Inspection Stages**

The required inspection stages will be outlined in your permit documents, and these must be strictly adhered to. You may request additional inspections if you prefer to have more oversight on your build, however additional fees may apply. (Note: the 'Relevant Building Surveyor' cannot provide the services of a 'Project Manager' and can only inspect works to confirm compliance)

### **Completion**

When you complete the final stage of your building works you will be required to apply for an 'Occupancy Permit' prior to occupying the building (if outlined within your building permit), for sheds and similar structures this may be a 'Certificate of final inspection'.

Once this stage is approved and the certificate issued, this brings your project to a close!