

CHECKLIST FOR UNAUTHORISED BUILDING WORK

CLASSES 2 – 9 (COMMERCIAL BUILDINGS)



Office Hours
8:30am – 4:30pm
Monday to Friday



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If you have a building that does not have Building Approval you can submit an application for a Building Approval Certificate (BAC) to obtain retrospective approval for an unauthorised structure(s). Please be advised that some unauthorised structures may also require retrospective Development Approval (planning). Should retrospective Development Approval be required, it must be obtained *prior* to the lodgement of an application for a Building Approval Certificate.

Please note that depending on the development, you may be required to provide additional information to what is listed on this page. Please refer to page 2.

APPLICATION FEES FOR UNAUTHORISED BUILDING WORK

Retrospective applications incur a fee *in addition* to the standard fees charged for an application for building permit. The fees for your application are calculated on the cost of the development. Developments under \$20,000 will need to pay the Building Services Levy and the Uncertified Building Permit Application fee. Developments \$20,000 and over will need to pay an additional fee to the Construction Training Fund (CTF) called the Building Construction Industry Training Fund (BCITF) Levy which is 0.2% of the development cost.

- A completed **Application for occupancy permit (BA9)** which must be signed and dated by all parties.
- A completed **Certificate of Building Compliance (BA18)** issued by a private registered Building Surveyor.
- A completed BCITF Levy form (only for developments \$20,000 and above)
- A form of payment to pay the appropriate fees
- A copy of each technical certificate referenced in the Certificate of Building Compliance

Commercial Developments

- Advice given by the Department of Fire and Emergency Services concerning the required fire suppression equipment proposed.
- An Occupancy Permit is required prior to the building being occupied or used.