



## Construction Certificate Checklist

### Dwellings, Secondary Dwellings, Alterations & Additions to Dwellings.

The following documents are required for assessment of, and prior to, the issue of a Construction Certificate.

Document Name	Description
<b>Application</b>	An application must be in the approved form, include all the information and documents specified in the approved form or required by the Act or the <a href="#">EP&amp;A (Development Certification and Fire Safety) Regulation 2021</a> and lodged on the NSW Planning Portal.
<b>Development Consent</b>	Prior to lodgement, review the conditions of the development consent as it may contain conditions that require additional approvals, contributions and/or documentation to be provided " <b>Before issue of a Construction Certificate</b> " and/or " <b>Before Building Work Commences</b> ". These documents will be requested by our Certifiers after lodgement, if not already provided.
<b>Building Specifications</b>	<p>Many design decisions and building details cannot be expressed in graphic form. Details and design decisions that cannot be shown on plans shall be detailed and provided in a building specification which complements the plans. Typically, the specification will reference the design, product, installation and execution standards applicable to construction and can be sourced from the following websites:</p> <ul style="list-style-type: none"> <li>• Housing Industry Association (HIA) Contracts Online page</li> <li>• Master Builders Association econtracts page</li> <li>• NATSPEC Construction Information page</li> </ul>
<b>Architectural Plans for Construction</b>	<p>Plans must be completed to a recognised drawing standard preferably prepared by a suitably qualified Draftsperson or Architect. These may be the same as the DA endorsed plans, however, they are also required to indicate additional detailed information in relation to BASIX Certificate commitments, National Construction Code compliance and the relevant Australian Standards to which the building will conform to. The plans are to include a:</p> <ul style="list-style-type: none"> <li>• <b>Site plan</b>, indicating the location of the proposed building, setbacks from boundaries, levels of adjacent ground, existing buildings on site and other site features such as contours, easements, water, stormwater &amp; sewer infrastructure.</li> <li>• <b>Floor plans</b> for each floor of the building, showing all building elements and detailed layouts, accurately dimensioned and to a suitable scale.</li> <li>• <b>Elevations</b> of the proposed building, showing the relevant floor levels and heights, design, finishes and materials.</li> <li>• <b>Sections</b> of the proposed building showing building elements and construction methods including sections of any ramps and other elements with gradients and stairways. Finished floor and ceiling levels. Floor to ceiling heights. Wall, window, and door heights. Thresholds and set downs.</li> <li>• <b>Construction details of key areas of the building</b> including but not limited to methods of weatherproofing, attachment of building elements and wall details such as for required fire resistance and sound insulation.</li> </ul>
<b>Structural Engineering Plans</b>	Structural engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components (footings, slab, steel frame, bracing and tie-down details).
<b>Stormwater Management Plans</b>	Plans are to indicate downpipe and any rainwater tank locations and discharge points (kerb, easement, on-site management system).

**Note:** All applications, documentation and any additional information must be lodged and uploaded via the [NSW Planning Portal](#)