



Construction Certificate Checklist

Sheds

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

Document Name	Description
Application	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 EP&A (Development Certification and Fire Safety) Regulation 2021 and lodged on the NSW Planning Portal.
Development Consent	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 “Before issue of a Construction Certificate” and/or “Before Building Work Commences” . These documents will be requested by our Certifiers after lodgement, if not already provided.
Shed Specifications	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. Alternatively, for pre-manufactured steel framed (kit style) sheds, the specifications provided by the manufacturer which include the construction layout, footing/slab and wall/roof framing details.
Architectural Plans for Construction	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 National Construction Code compliance and the relevant Australian Standards to which the building will conform to. The plans are to include a: <ul style="list-style-type: none"> • Site plan, 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 & sewer infrastructure. • Floor plans for each floor of the building, showing all building elements and detailed layouts, accurately dimensioned and to a suitable scale. • Elevations of the proposed building, showing the relevant floor levels and heights, design, finishes and materials. • Sections of the proposed building showing overall building height, finished floor and ceiling levels, wall, window, and door heights and any thresholds or set downs.
Slab Engineering Plans	Structural engineering plans for the footing and slab construction. This may be included in the pre-manufactured specifications.
Stormwater Management Plans	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](#)