

**VICTORIA
Checklist
Class 1A (New Dwellings)**

Site Address: _____

<u>Document</u>	<u>Sent</u>	<u>Initials/Date/Comment</u>
• BW&A Application Form	<input type="checkbox"/>
• Letter of Appointment	<input type="checkbox"/>
• Plans & Site Plan	<input type="checkbox"/>
• Copy of Signed Domestic Building Works Contract (\$10,000+)	<input type="checkbox"/>
• Specifications	<input type="checkbox"/>
• Concrete Slab Plans	<input type="checkbox"/>
• Energy Rating & Compliance Certificate	<input type="checkbox"/>
• Soil Report/Footing Report	<input type="checkbox"/>
• Copy of Certificate of Title (Current)	<input type="checkbox"/>
• Copy of Plan of Subdivision	<input type="checkbox"/>
• Proof of Ownership (Copy of Signed Contract or Sale of Land)	<input type="checkbox"/>
• Residential Warranty Insurance / Owner Builder	<input type="checkbox"/>
• Structural Computations	<input type="checkbox"/>
• Certificate of Compliance for Structural Computations	<input type="checkbox"/>
• Cost of Works to be indicated	<input type="checkbox"/>
• Fees	<input type="checkbox"/>
• Report & Consent Approval (if required)	<input type="checkbox"/>
• Town Planning Permit (if required)	<input type="checkbox"/>