

## **OCCUPANCY PERMIT CHECKLIST**

In order to issue an Occupancy Permit, the relevant building surveyor must be satisfied that the building is suitable for occupation. The building must therefore be safe and habitable. Any required item that can affect a person's safety and habitability must be in place and fully operational. The following items are assessed by the building inspector during the final inspection:

- External and internal wall layouts to be completed as per the approved plans.
- Roof drainage including downpipes to be connected to an approved point of discharge.
- The building is to prevent the penetration of water and dampness to the inner parts (flashings, capping, damp-proof course, etc).
- Waterproofing of wet areas completed (kitchen, laundry, bathroom areas).
- Smoke alarm installed, interconnected and fully operational.
- Required services connected (eg power, water, gas – certificates to be submitted by plumber & electrician).
- Required access and fall prevention systems in place (handrails, balustrades etc).
- All steps to have max.190mm risers and min. 240 goings.
- Stair construction to comply with Part 3.9.1 BCA Volume 2 (domestic construction).
- Sanitary, cooking, washing and bathing facilities made available and completed.
- Vertical articulation joints provided in brickwork as per the approved plans.
- Subfloor ventilation provided for timber floors.
- Toilet doors to have removable hinges (if required).
- Overlooking screens installed.
- All plumbing, electrical, glazing, termite and insulation certificates to be provided with a statement of compliance from the builder which covers wet areas, polystyrene wall cladding, artificial lighting, energy efficiency requirements and fire rated walls.

If a dwelling has more than one toilet and bathroom, an Occupancy Permit can be issued as long as one toilet and bathroom is completed and ready for use. Access to the dwelling must be provided via compliant steps or a door threshold to at least one of the external doors and carpets do not have to be installed.

## **COMPLIANCE CERTIFICATES**

An Occupancy Permit is evidence that the building is suitable for occupation. The following compliance certificates are to be submitted with the occupancy permit application from (Form 5) for domestic projects:

### **Plumbing certificates**

Plumbing certificates must cover roof plumbing and downpipes, sanitary plumbing, drainage (below ground sewer), drainage (below ground stormwater) cold water plumbing, hot water plumbing, gasfitting, heating and refrigerated air-conditioning (if applicable), solar installation (if applicable), rainwater tank installation (if applicable), grey or recycled water (if applicable).

### **Prescribed electrical certificate**

This certificate covers the electrical work carried out up to the main switchboard.

### **Non prescribed electrical certificate**

This certificate covers the electrical work within the dwelling such as power points, smoke alarms, exhaust fans and lights.

### **Glazing certificate**

This certificate needs to certify that all glazing installed in windows, doors and shower screens comply with AS1288 – Glass in buildings – Selection and installation. Also needs to confirm compliance with required BAL rating if in a bushfire prone area.

### **Termite Certificate(s)- if in a declared termite area**

The certificate needs to certify that termite protection has been installed as per AS3660 – Termite Management for new building work. Sometimes certificates are provided in two stages. A Part A certificate for protection of the subfloor of the dwelling including any pipe penetrations and a Part B certificate for treatment to the perimeter of the dwelling at the end of the project.

### **Waterproofing certificate or the Compliance Statement signed by the builder**

The waterproofing certificate needs to certify that all wet areas are waterproofed and water resistant in accordance with AS3740 – Waterproofing of Domestic Wet Areas and Table 3.8.1.1 of the National Construction Series Building Code of Australia Volume 2.

### **Compliance Statement signed by the builder**

This statement letter must be signed by the builder and covers waterproofing of wet areas, selection and installation of windows, installation of polystyrene wall cladding, installation of artificial lighting, installation of energy efficiency requirements including insulation and the installation of fire rated walls.

### **Certificate/Evidence of slip-resistance classification for stairs**

This certificate needs to confirm that the surface of the stair treads achieves a slip-resistance classification not less than P3 or R10 (dry area) or P4 or R11 (wet area).

Dear Building Surveyor,

**RE: COMPLIANCE STATEMENT FOR BUILDING WORK**

**SITE ADDRESS:** .....

**WORK DESCRIPTION:** .....

In relation to the building work that I am responsible for at above mentioned address, I

..... of .....  
(print name) (print company name if applicable)

confirm the following: (delete item if not applicable)

- The building elements in the wet areas are waterproof and water resistant in accordance with Table 3.8.1.1 of the relevant National Construction Code Series Building Code of Australia Volume 2 (the "BCA") and comply with the AS3740, the Australian Standard for 'Waterproofing of Domestic Wet Areas'.
- All windows comply with AS2047 - the Australian Standard for 'Windows in buildings - Selection and installation'.
- I have complied with all of the requirements of the approved energy report and the relevant energy efficiency requirements noted on the approved plans which comply with Part 3.12 of the BCA.
- The artificial lighting has been installed in accordance with Part 3.12.5.5 of the BCA and the approved artificial lighting plan.
- The accredited polystyrene wall cladding system has been installed in accordance with the manufacturer's specification.
- The external and separating walls that are required to be fire rated have been constructed in accordance with Part 3.7.1 of the BCA and the approved working drawings.
- The stair treads have a surface with a slip-resistance classification not less than P3 or R10 (dry surface condition) and P4 or R11 (wet surface condition).

Signed:

(date).....