



watershedbc.com.au ACN 118 532 755

Waterman Business Centre, Suite 43, Level 2  
66 Victor Crescent, Narre Warren VIC 3805  
melbourne@watershedbc.com.au  
ph. 03 9791 3355

74 Franklin Street Traralgon VIC 3844  
gippsland@watershedbc.com.au  
ph. 03 5176 5888

Geelong  
geelong@watershedbc.com.au  
ph. 03 9791 3355

## **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.