

APPLICATION CHECKLIST

DOCUMENTS REQUIRED FOR BUILDINGS CLASS 10a (including sheds and carports)

When submitting a building application for buildings class 10a including sheds and carports, the following forms and drawings should be submitted.

Application forms required

- IDAS Form A & B - See fact sheet for details on how to complete these forms.
- Copy of completed ACA contract.

Working Drawings required (1 copy)

➤ If the proposed structure is a **Pre-fabricated Metal Structure** the following information is required:

- One (1) set of the manufacturers structural plans including all elevations and sections.
- Copy of the Engineer's Certification for the structure.

➤ If the proposed structure is of **masonry block construction or framed construction** the following information is required, where applicable:

- One (1) set of plans
- All drawings to be fully dimensioned including existing buildings. Dimensions of site to be shown. Distances from boundaries to be shown.
- Sizes of timber framing for walls including grouping of studs beside openings and lintel sizes (if applicable).
- Sizes of timber roof framing including supporting beams (timber or steel). (Engineer designed prefabricated trusses accepted, full tie down, bracing and truss layout required.) Sizes of steel and or timber beams and details of support.
- Location and size of cyclone bolts and hold down connections.
- Location and size of vertical and bond beam reinforcement (masonry block buildings). Type and make of masonry blocks.
- Location, type and racking resistance value of shear bracing panels at each level in each director. (Bracing schedule).
- Floor plan layout indicating all rooms including

ablution facilities if being provided. If non-sewered area, septic approval required.

- Window Schedule (cyclone rating C1, C2, C3)
- Tie Down and bracing of roof framing.
- Type of ceiling and fixing method.
- Roof pitch, type of covering and fixing method.
- General finishes.
- Overflow Relief Gully Detail. (Slab height details sewer areas).
- Form 15 signed by a RPEQ for the structural plans

Site Plan (1 copy)

- Correct shape
- Correct to scale 1:200 to 1:500 (show easements if any)
 - Show all site dimensions
- Show all building dimensions (including existing buildings)
- Show all distances to boundaries from outermost projection (i.e. fascia)
- Show all streets
- Show building envelope (where applicable)
- Show Council sewer location (where applicable)
- Include all existing structures

Additional information required

- Soil test and engineer designed footings, site classification certificate, footing size and reinforcement. (1 copy required, for Masonry Block Sheds)
- Roof truss layout and anchorage against uplift. Truss manufacturers certification required & Form 15 (1 copy required, where applicable)

**Queensland Building Services Authority
(QBSA)**

- Copy of builder's Confirmation of Insurance Certificate, if > \$3300
- Copy of the QBSA Owner/Builder
 - \$1 to \$11,000 — not required
 - \$11,000 — Complete Owner Builder Course & obtain OB Permit from QBSA.
- **Sewer location plan including depths & As Constructed Drainage Plan**
- **Portable Long Service Leave**

Copy of Portable Long Service Levy Receipt (if value of works is \$80,000 or more)

- **Dispensations**

Information required under a Local Government's Town Plan. Could include;

- Siting relaxations near boundaries.
- Siting over sewer lines.
- Delfin Approval (Forest Gardens area)
- Planning scheme approval (where applicable)

More Information

For more information on completing an1DAS application form and the plans required, you can visit the following website: www.ipa.qld.gov.au

For more information on the requirements of the owner builder's course available through TAFE visit the Queensland website at: www.tafe.qld.gov.au

For more information on requirements for building services authority (BSA) insurance or how to apply for an owner builder's permit, visit the QBSA website at: www.bsa.qld.gov.au

For more information on QLeave and whether you are required to pay, visit the QLeave website at: www.qleave.qld.gov.au

Please Note: The above list should not be read as a definitive list but used as a guide to assist with preparing an application and if further information is required ACA will notify you.