

# **APPLICATION CHECKLIST**

## **DOCUMENTS REQUIRED FOR DWELLINGS CLASS 1A**

**(Including additions, alterations, patios)**

When submitting a building application for dwellings (Class 1a) and additions and alterations, the following forms and drawings are required:

### **Application Forms required (1 copy)**

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

### **Working Drawings (1 copy)**

- One (1) set to be supplied showing floor plans, elevations, sections and structural details.

### **Information to be shown on all drawings**

- All drawings to be fully dimensioned including existing structures. Dimensions of site to be shown. Distances from boundaries to be shown.
- Relationship to existing and proposed ground level to building falls to be shown.
- Sizes of timber framing for walls including grouping of studs beside openings and lintel sizes (stress grading of timber to be used needs to be nominated)
- Sizes of timber roof framing including supporting beams (timber or steel). (Engineer designed prefabricated trusses accepted).
- Sizes of steel and or timber beams and details of support.
- Location and size of cyclone bolts and hold down connections.
- For masonry block buildings the location and size of vertical and horizontal (bond beam) reinforcing
- Location, type and racking resistance value of shear bracing panels at each level and in each direction. (Bracing schedule).
- Floor plan layout indicating all rooms etc.

- Window Schedule.
- Location of hard wired smoke alarms.
- Anchorage 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 sewerred areas).

### **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)
- Show all existing structures
- Location of water meter
- Site gradients to be shown

### **Additional information required for building work**

- Soil test and engineer designed footings. Site Classification Certificate. Footing size and reinforcement. (1 copy required)
- Roof truss layout and anchorage against uplift. Truss manufacturers certification required & Form 15 (1 copy required)

### **Termite Protection Method**

- One (1) copy of termite protection form or details of protection used to be included on site plan.

## 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 Licence from QBSA.
- **Portable Long Service Leave**  
Copy of Portable Long Service Levy Receipt (if value of works is \$80,000 or more) Payable from Australia Post
- **Proof of ownership**  
EG; Rates Notice, Property Transfer Form, title search
- **Energy & Efficiency Schedule & Form 15(1 copy)**
- **Sustainable Housing Requirements**
- **Sewer location plan including depths and As Constructed Drainage Plan**
- **Dispensations**

The possible requirements under the Local Authority's Town Plan could include;

- Siting relaxations (boundaries or building envelopes).
- Siting over sewer lines.

- Planning scheme approvals (copy of approval letter and stamped plan from relevant local authority's planning department).
- Covenant approval for properties in the Forest Gardens area.

### More information

For more information on completing and IDAS application form and the plans required, you can visit the following web site: [www.ipa.qld.gov.au](http://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](http://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](http://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](http://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.