

OBTAINING AN OCCUPANCY PERMIT

So you want to move in!!



Is the building works (Domestic) completed to satisfy the requirements??



An Occupancy Permit is a document that indicates that a building surveyor has inspected and approved the building works and is satisfied that it is suitable and safe for occupation. The inspection will relate to items such as handrails and balustrades, water supply (*Hot and Cold*), smoke alarms, amenities, cleaning, washing and cooking facilities to ensure Compliance with relevant Building legislation.

The Building Act 2000 and Building Regulations 2004, provides penalties for occupying a building with out a **permit**, so not only is it illegal to occupy a building without an occupancy permit, but your insurance may be void, leaving you with NO cover.

As a general rule, the following checklist can be used to ascertain whether likely compliance will be obtained.

- The building envelope is water & vermin proof and all linings have been installed
- Has any required drainage been installed with compliance to AS/NZS 3500
Refer BCA Part 3.1.2. of the Building Code of Australia
- Surface water directed away from the works
- Gutters and downpipe are installed and connected as per permit details
Refer BCA Part 3.5.2.5 and BCA Part 3.1.2. of the Building Code of Australia
- Electricity is connected or a power source is available
- Windows, shower screens and all glazing complies with AS1288 and AS2047
Refer Part 3.6 of the Building Code of Australia
- Hardwired Smoke Alarms are installed protecting the bedrooms
Refer Part 3.7.2 of the Building Code of Australia
- Have the required facilities been installed
Refer Part 3.8.3 of the Building Code of Australia
 - A kitchen sink and facilities for the preparation and cooking of food
 - A bath or Shower
 - Clothes wash facilities, with wash tub and room for a washing machine
 - A toilet and hand basin,
 - Have splash backs been installed to Vanity, kitchen and laundry tubs
- All rooms must have the required light and ventilation
Refer Part 3.8.4 and 3.8.5 of the Building Code of Australia
- Are all required stairs constructed to comply with BCA or access restricted
Refer Part 3.9.1 of the Building Code of Australia
- Are all required Balustrades constructed to comply with BCA or access restricted
Refer Part 3.9.2 of the Building Code of Australia

If you feel you have addressed all of the above items and, contact Council on (03) 6393 5300 to arrange for an inspector to inspect the building work, if the work meets the BCA requirements and building permit conditions, the required Occupancy Certificate can be issued.

You will need to ensure that **ALL** conditions of the Building Permit have been meet and that the work complies with the BCA and relevant Australia Standards prior to the issuing a Certificate of Completion