

Building Permit Process

BEFORE YOU START

Check with a planner to see if your building needs a planning permit or if it is exempt.

Engage a licensed designer, architect, and/or builder to help prepare your plans that will form part of your building application.

If you are the owner of the property, you'll need to appoint a registered building surveyor or your builder or designer may help you manage this process.

The building surveyor may act as the applicant and speak with Council on your behalf.

APPLICATION ASSESSMENT

Your building surveyor will prepare and submit the building application to Council.

Once Council receives your application, we'll review it and send you an invoice according to our fees which can be found [here](#).

We'll start processing your application after the fees have been paid. During this stage, Council may ask for more information if it is needed to complete the assessment.

If the building surveyor determines that the work is 'notifiable', they will manage the process directly from that point forward. If the work is not 'notifiable', a building permit will be needed from Council.

After all required information has been provided, Council (as the Permit Authority) will complete the assessment and issue the permit, including any conditions that apply.

If plumbing approval is needed, it must be issued before the building permit can be granted.

DURING BUILDING

The building surveyor conducts any scheduled inspections, including a final inspection.

The builder provides a Standard of Work Certificate to the building surveyor, confirming the work meets required standards.

The building surveyor compiles and submits all final documentation to Council.

After final review, Council issues a Certificate of Completion.

TIMEFRAMES

Once the fees have been paid, the following timeframes are used for assessment:

- 'Notifiable work' - no timeframe as the building surveyor is the permit authority for these applications.
- 'Permit work' - 7 days.

PLEASE NOTE

A building permit is valid for 12 months. If construction has not commenced within this period, the permit will lapse. This date cannot be extended and a new permit will be needed.

All building works must be completed within 24 months of the permit being issued. The applicant may apply for an extension prior to expiry of the 24 months.