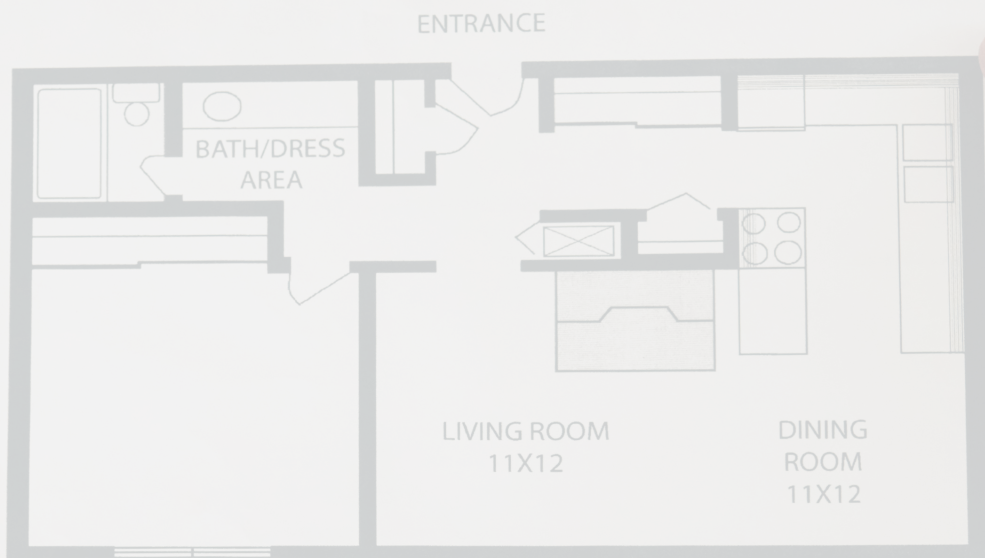


Complete Guidebook to Get Your Building Approval in Days



THE
BUILDING APPROVAL
COMPANY



Many building projects don't progress as planned due to hold ups in the approval phase.

This guide contains simple step-by-step actions to help you navigate the approval process, and a complete checklist to make sure you don't go back and forth with complex paperwork.

Check out the 5 tips to help you get your Building Approval in as quick as 2 days. Don't put up with any unnecessary delays, keep your project going towards completion!

The Building Approval Process – 5 simple steps

1. Discuss your proposal with a building designer or architect and obtain concept drawings.

This first step helps you work out whether your proposal is realistic and develops the concepts you have onto paper. If you are not sure who to use, just contact us and we'll provide some recommendations. If your proposal is a simple shed or patio you may wish to draw your own site plan using Google Maps.

2. Send your drawings to your certifier for initial review and pricing

During this step, your building certifier will undertake an initial check to confirm whether a Siting Dispensation, or other Town Planning approval is required. Any obvious compliance issues can be addressed during this phase. Your certifier should provide an itemised quote explaining exactly what they are providing, what further information is required and what fees apply.

3. Engage your Certifier – who will obtain necessary town planning consents from your local council

Once you have signed the fee acceptance, your certifier is required by law to notify your Local Council and owner that they are formally engaged. If necessary, your certifier will prepare the forms and reports to justify the approval of your project. Once council approval is obtained you will be notified.

4. Finalise working drawings and engage a structural engineer to certify and issue Form 15


Once the overall concept or reduced setbacks are approved by Council, you can instruct your building designer or architect to complete the working drawings. (In order to save time, you may wish to take this step concurrently with step 3). Note some structural engineers have an in-house design team which may make this step more efficient.

5. Send all final documentation to your certifier for final approval

Once all documentation is received, your certifier will review and check that the design complies with the National Construction Code, Queensland Development Code and applicable Australian Standards. Once the project is approved, you will receive a copy of the decision notice, conditions of approval and approved stamped drawings. These will be sent to your local council by your certifier for recording.



Timing



In case where siting dispensations or separate town planning consent is not required, your approval can be obtained within a matter of days. Let us know if you have an urgent request.

Where siting dispensations are required an additional 14 days should be allowed for.

If separate town planning consent is required, your local council will typically take up to 35 working days.



5 tips to get your Building Approval in 48 hours

1. Discuss your timeline with your building certifier prior to engagement

It is important to set your expectations up front. A good certifier is able to schedule your project to meet your timeline.

2. Get your building certifier engaged in the concept design phase

During this step, your building certifier will undertake an initial check to confirm whether a Siting Dispensation, or other Town Planning approval is required. Any obvious compliance issues can be addressed during this phase. Your certifier should provide an itemised quote explaining exactly what they are providing, what further information is required and what fees apply.

3. Ask your building certifier to complete the statutory forms for you

Once you have signed the fee acceptance, your certifier is required by law to notify your Local Council and owner that they are formally engaged. If necessary, your certifier will prepare the forms and reports to justify the approval of your project. Once council approval is obtained you will be notified.

4. Make sure all mandatory fields are completed in your engagement agreement with the building certifier

Anytime critical information is missing, an RFI (request for information) needs to be sent – this is a common cause for delays. Remember our team works with and for you to get your proposal over the line – so give them all the required information you have.

5. Invest in a quality building designer or architect who also provides the structural design

Time efficiencies can be achieved by selecting the right building designer who works closely with a structural engineer. This prevents the design toing and froing between designer and engineer. Contact us on 4222 9888 if you need a recommendation.



Complete Checklist for All Building Types

Application Checklist - Single Residence or Addition

Item	Information Required	Checked
1.	One copy of the architectural drawings in A3 size or pdf format Note: Separate specification document will be necessary if plans are not properly detailed	<input type="checkbox"/>
2.	One copy of the structural drawings in A3 size or pdf format and Form 15 Design Certificate signed by the structural engineer	<input type="checkbox"/>
3.	Energy Assessor report demonstrating compliance with BCA Part 3.12 & QDC MP4.1 and signed Form 15 Design Certificate	<input type="checkbox"/>
4.	Site classification report by QBCC licensed geo-technical consultant or structural engineer (as per AS 2870)	<input type="checkbox"/>
5.	QBCC Home Owner Warranty – (Applies if contract exceeds \$3300) https://www.qbcc.qld.gov.au/home-warranty-insurance/home-warranty-insurance-explained	<input type="checkbox"/>
6.	Q-Leave form if estimated construction value exceeds \$150,000 refer http://www.qleave.qld.gov.au/	<input type="checkbox"/>
7.	Sewer plan (showing easements and sewer main). You can obtain one on-line by lodging a "sewer plan request" with your local council	<input type="checkbox"/>
8.	Signed copy of The Building Approval Company fee acceptance – email agray@tbac.com.au if you don't have a fee proposal yet	<input type="checkbox"/>
9.	Owner builder permit (if applicable) for work exceeding \$11,000 inc GST. https://www.qbcc.qld.gov.au/home-building-owners/owner-building/apply-owner-builder-permit	<input type="checkbox"/>

Application Checklist - Swimming Pool

Item	Information Required	Checked
1.	One copy of the site plan in A4 or A3 size or pdf format Note: Show location of pool, distance to boundaries and existing buildings and location of fence and gates	<input type="checkbox"/>
2.	One copy of the structural drawings in A3 size or pdf format and Form 15 Design Certificate signed by the structural engineer	<input type="checkbox"/>
3.	Sewer plan (showing easements and sewer main). You can obtain one online by lodging a "sewer plan request" with your local council	<input type="checkbox"/>
4.	Signed copy of The Building Approval Company fee acceptance – email agray@tbac.com.au if you don't have a fee proposal yet	<input type="checkbox"/>
5.	QBCC Home Owner Warranty – (Applies if contract exceeds \$3300) https://www.qbcc.qld.gov.au/home-warranty-insurance/home-warranty-insurance-explained	<input type="checkbox"/>

Application Checklist - Re-Roof

Item	Information Required	Checked
1.	One copy of the site plan in A4 or A3 size or pdf format Please include: • Roof Pitch • Overall and overhang dimensions • Cyclonic tie down details • Termite treatment (if applicable) • Roofing material	<input type="checkbox"/>
2.	QBCC Home Owner Warranty – (Applies if contract exceeds \$3300) https://www.qbcc.qld.gov.au/home-warranty-insurance/home-warranty-insurance-explained	<input type="checkbox"/>
3.	Q-Leave form if estimated construction value exceeds \$150,000 refer http://www.qleave.qld.gov.au/	<input type="checkbox"/>
4.	Signed copy of The Building Approval Company fee acceptance – email agray@tbac.com.au if you don't have a fee proposal yet	<input type="checkbox"/>

Application Checklist - Shed, Garage or Patio

Item	Information Required	Checked
1.	One copy of the site plan in A4 or A3 size or pdf format Note: Show location of proposed building, distance to boundaries and existing buildings and location of existing storm water or sewer mains.	<input type="checkbox"/>
2.	One copy of the structural drawings in A3 size or pdf format and Form 15 Design Certificate signed by the structural engineer	<input type="checkbox"/>
3.	QBCC Home Owner Warranty – (Applies if contract exceeds \$3300) https://www.qbcc.qld.gov.au/home-warranty-insurance/home-warranty-insurance-explained	<input type="checkbox"/>
4.	Q-Leave form if estimated construction value exceeds \$150,000 refer http://www.qleave.qld.gov.au/	<input type="checkbox"/>
5.	Sewer plan (showing easements and sewer main). You can obtain one online by lodging a “sewer plan request” with your local council	<input type="checkbox"/>
6.	Signed copy of The Building Approval Company fee acceptance – email agray@tbac.com.au if you don't have a fee proposal yet	<input type="checkbox"/>
7.	Owner builder permit (if applicable) for work exceeding \$11,000 inc GST. https://www.qbcc.qld.gov.au/home-building-owners/owner-building/apply-owner-builder-permit	<input type="checkbox"/>

Application Checklist - Commercial / Industrial

Item	Information Required	Checked
1.	One copy of the architectural drawings in A3 size or pdf format Note: Separate specification document will be necessary if plans are not properly detailed	<input type="checkbox"/>
2.	One copy of the structural drawings in A3 size or pdf format and Form 15 Design Certificate signed by the structural engineer	<input type="checkbox"/>
3.	Energy Assessor report demonstrating compliance with BCA Section J and Form 15 Design Certificate signed by the Energy Assessor	<input type="checkbox"/>
4.	Site classification report by QBCC licensed Geo technical consultant or Structural engineer (as per AS 2870)	<input type="checkbox"/>
5.	Sewer plan (showing easements and sewer main). You can obtain one online by lodging a "sewer plan request" with your local council	<input type="checkbox"/>
6.	Q-Leave form if estimated construction value exceeds \$150,000 refer http://www.qleave.qld.gov.au/	<input type="checkbox"/>
7.	Signed copy of The Building Approval Company fee acceptance – email agray@tbac.com.au if you don't have a fee proposal yet	<input type="checkbox"/>
8.	One copy of Electrical, Mechanical, Hydraulic drawings together with Form 15 Design Certificate signed by the respective design consultant	<input type="checkbox"/>
9.	Hydrant water flow and pressure test if the floor area exceeds 500m ²	<input type="checkbox"/>

BONUS PROTIP:

Buying a Property? Check what approvals are on record before you sign

When buying a property most people sign a contract with a Building and Pest clause to protect them from the risk of repairing shoddy building work.

Did you know that in most cases, the Building and Pest Inspector does not check whether the building work is approved?

Particularly if the building work is recent, we strongly recommend that you check that a Form 21 is recorded with the approval.

In many cases, the council has record of a lapsed approval because the builder did not contact the certifier for a final inspection. A lapsed approval is technically as good as no approval.

If you are investing good money into property, make sure what is built is approved. This will prevent any nasty surprises when you need to make any future claims on your insurance. Contact the building department at your local council to obtain a copy of the approved plans they have on record.



So now you have learned how to get your Building Approval quickly, to avoid any unnecessary delays to your project. However, to implement this correctly still takes a lot of organisation and frankly, sanity.

We know this because this is our day job at TBAC. It really is a walk in the park for us. For a small investment as little as \$345 + GST*, our dedicated team will do all the above on your behalf, to get your Building Approval within days.

Timing is everything within a building project, don't get drawn in paperwork, emails and multiple phone calls with council. Get ahead of the curve and fast track your project completion with TBAC!

**Visit <https://tbac.com.au> or
call us at (07) 4222 9888 for a quote,
same day response.**

GET A QUOTE NOW
SAME DAY RESPONSE