



# Building Application Submission Checklist - New Dwellings

- **Signed Engagement Agreement Form.**
  - Payment required upfront unless organised otherwise.
- **Form1 completed correctly with Lot and Plan detail being supplied.**
- **Form 2 completed correctly with Builder's and Owner's Details, and Value of Building Work.**
- **QBCC Confirmation of Insurance Certificate.**
  - Only applicable if a licensed builder is responsible and the value of works is over \$3,300.
  - Owner Builder's Permit required if value of works is over \$11,000.
- **Q-Leave Certificate.**
  - Only applicable if the value of works is over \$150,000 (excl. GST).
- **1 Copy of the Planning Approval (if applicable).**
- **1 Copy of the Plumbing Approval for a non-sewered site.**
- **1 Copy of the Main Line Sewer location and depth.**
- **3 Copies of the Soil Test.\***
- **3 Copies of the Engineered Footing/Slab Design including the Form 15.\***
- **3 Copies of the Architectural Plans including site plan, floor plan, elevations and details.\***
- **3 Copies of the Energy Efficiency/BERS Report.\***
- **3 Copies of the Sustainable Housing Requirements.\***
- **3 Copies of the Engineered Garage Door Design and Installation Detail including Form 15, in accordance with the BCA 2013.\***

\*4 Copies required if application is outside of Rockhampton or Livingstone Shires.