



OCCUPANCY PERMIT – RESIDENTIAL CHECK LIST

The following items require your attention, to help expedite the issue of the Occupancy Permit:

1. Complete the required Occupancy Permit Application Form (Form 5). Find attached.
2. Plumbing Industry Commission Compliance Certificate issued by an approved plumber confirming the acceptability of all plumbing works and systems in accordance with Part 221ZH of the Building Act 1993. This includes plumbing works associated with roofing, water supply, sewer, gas installation, etc. having a cost of more than \$500.
3. Certificate of Electrical Safety from the registered electrician indicating the electrical installation has passed all required tests and complies in all respects with the Electrical Safety Act 1998 and the Electrical Safety Regulations 1999.
4. Confirmation that all glazing including shower/bath enclosures, doors and side panels and windows have been installed in accordance with AS 1288 - 2009.
5. A report from a registered practitioner or Certificate of Inspection for any inspections that were not carried out by our office (if applicable).
6. A letter from the installer or builder confirming thermal insulation has been installed within the floors, walls and roof in accordance with the approved drawings and the BCA.
7. The First Rate Compliance Report from the builder confirming that the 5 STAR ENERGY EFFICIENCY provisions as nominated by the First Rate Report have been installed in accordance with the report, the endorsed plans and the building elements identified on the Detailed House Data sheet.
8. A Certificate of Installation (Part A & Part B) for the installation of a required termite barrier in accordance with AS 3660 Part 1 or any other accredited barrier system.(if required)
9. A letter from the installer or builder certifying that the wet areas have been waterproofed in accordance with AS 3740.
10. A Letter from the Builder certifying that the party wall system has been installed in accordance with the relevant fire test, acoustics test and manufactures details.
11. A letter from the Builder certifying that all conditions as stated on the town planning permit have been satisfied.
12. A letter from the Builder Confirming that all work has been completed prior to the expiry date of the Building Permit.