

OCCUPANCY PERMIT/CERTIFICATE OF FINAL DOCUMENTATION **(Domestic Work)**

An Occupancy Permit is issued by the relevant Building Surveyor after a final inspection of a new dwelling has been carried out and is deemed safe and suitable for occupation.

A Certificate of Final Inspection is issued upon the completion of all building works and where an Occupancy Permit is not required i.e. Dwelling extensions and or alterations, Garages, Sheds, Pools etc.

For the Occupancy Permit/ Certificate of Final to be issued, the relevant Building Surveyor must be satisfied that the building is suitable for habitation/occupation.

It is an offence against the Building Act 1993 to occupy a dwelling without having first obtained the “Occupancy Permit” and can incur a substantial fine.

The following documentation is to be submitted at the completion of building works.

- *Complete and sign the “Application for an Occupancy Permit” form.
- *Provide a copy of the “Certificate of Electrical Safety” from the electrician/s for **all** electrical works.
- *Provide a copy of the “Certificate of Compliance’ from the plumber/s for **all** plumbing works.
- *Provide termite protection certificates and ensure required durable notice is fixed inside the electrical switchboard.
- *Provide a certificate from the Glazier stating that all windows and shower screens have been installed in accordance with Code AS1288 & AS2047.
- *Provide a letter stating that the building work has been constructed to meet the requirements of the Energy Report.
- *Complete and sign “Waterproofing of Wet areas in Residential Buildings” certificate.

*Provide a copy of the “Certificate of Approval to Use a Septic Tank System” issued by the relevant Environmental Health Officer.

*Provide a letter stating that the dwelling has been constructed to meet the required Bushfire Attack Level (BAL) in accordance with Code AS 3959.

* = if applicable

The building must be safe and habitable, and any required item that can affect people's safety and habitability must be in place and fully operational.

Such items may include:

- Electricity has been connected to the building and such fittings as mechanical ventilation fans, artificial lighting and hardwired smoke alarms are operational.
- The dwelling is connected to a solar hot water unit or a 2000 litre water tank plumbed to all sanitary flushing systems.
- Clean water is available to all plumbing fixtures.
- Pipework supplying gas to equipment has been connected.
- People have safe access to and within the building, with the appropriate steps, stairways, ramps, handrails and balustrades.
- The building is protected from damage caused by surface water and external moisture entering the building. Roof completed and downpipes connected to underground stormwater system.
- Smoke alarms have been fitted to alert occupants of a fire in the building so that they may safely evacuate.
- Stormwater has been connected to Council's legal point of discharge.
- A sanitary compartment with a closet pan and washbasin.
- Clothes washing facilities, comprising at least one wash tub and space for washing machine.
- A bath or shower
- A kitchen sink and facilities for the preparation and cooking of food.
- Water proofing to all required wet areas to be completed.
- The external of the building completed to a stage that will prevent entry of vermin to the inner parts.
- Child safety barriers have been erected around swimming pools and spas.

An Occupancy Permit or a Certificate of Final Inspection is not evidence that the building or Building work concerned complies with the Building Act or Building Regulations.

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