Documents List

Project Completion (Domestic)

*NOTE: Some items on this list may not apply to all projects*

| **Item** | **Element** | **Document** | **Project / area of work listed** | **Correct Site Address** | **Signed / Executed** |
| --- | --- | --- | --- | --- | --- |
|  | Application for Occupancy | Completed Occupancy Permit application form. A copy of an application form can be downloaded from our website: <https://bsabs.com.au/resources/> |  |  |  |
|  | Energy Efficiency | Completed statement confirming the works carried out comply with the energy report and other energy provisions |  |  |  |
|  | Plumbing Work | Compliance Certificates from licensed plumber including statement that the works undertaken comply with plumbing laws. Certificates should include: |  |  |  |
|  |  | 1. Hot/cold water Rough in |  |  |  |
|  |  | Fit off |  |  |  |
|  |  | 1. Gas fitting Rough in |  |  |  |
|  |  | Fit off |  |  |  |
|  |  | 1. Sewage Rough in |  |  |  |
|  |  | Fit off |  |  |  |
|  |  | 1. Roofing |  |  |  |
|  |  | 1. Gutters & downpipes |  |  |  |
|  |  | 1. Sanitary / drainage - underground |  |  |  |
|  |  | 1. Stormwater - underground |  |  |  |
|  |  | 1. Skylight |  |  |  |
|  |  | 1. Wood heater |  |  |  |
|  |  | 1. Gas Heater |  |  |  |
|  |  | 1. Air conditioning |  |  |  |
|  |  | 1. Septic tank installation |  |  |  |
|  |  | 1. Hot water service / Solar Hot water service |  |  |  |
|  |  | 1. Water tank to toilets |  |  |  |
|  | Electrical Work | Compliance Certificates from licensed electrician |  |  |  |
|  |  | 1. Prescribed work (connection to site) |  |  |  |
|  |  | 1. Non prescribed work (building points) |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Windows | Certificate confirming compliance with |  |  |  |
|  |  | 1. AS2047 |  |  |  |
|  |  | 1. AS1288 |  |  |  |
|  |  | 1. Thermal ratings applicable to the project |  |  |  |
|  | Glazing | Certificate confirming compliance with AS1288 for |  |  |  |
|  |  | 1. Shower screens AS2047 |  |  |  |
|  |  | 1. Balustrade |  |  |  |
|  | Tanking | Statement describing the type and application of tanking provided to the following areas |  |  |  |
|  |  | 1. Wet areas |  |  |  |
|  |  | 1. Decks and balconies |  |  |  |
|  |  | 1. Retaining walls |  |  |  |
|  | Termite Protection | Certificate confirming the type and compliant application of termite treatment provided to the building as described in AS3660.1 |  |  |  |
|  | Roof &/ Floor Truss | Construction specifications layout and bracing plans |  |  |  |
|  | Non-slip coating | Details of the non-slip coating provided on polished stairs and ramps and verification of its compliance with AS4586 |  |  |  |
|  | Piling Records | Driven or Screw pile resistance / loading records to be provided and endorsed by the design engineer as meeting their design requirements  Records of all pile-driving operations must be kept and made available for inspection during construction. Records must also be provided to the RBS within 28 days of the completion of the pile-driving operations and be endorsed by the design engineer as meeting their design requirements |  |  |  |
|  | Septic Tank System | Council Environmental Health Department ‘Certificate to use’ for the sewage disposal system |  |  |  |
|  | Invoices | All outstanding invoices to be paid prior to issuing Occupancy Permit / Certificate of Final Inspection. Any variations to the fee agreement are to be identified by BSA and invoiced for payment |  |  |  |