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 requirementsRecords 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 |[ ] [ ] [ ]