

Documents List

Project Completion (Residential)



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
1.	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/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Energy Efficiency	Completed statement confirming the works carried out comply with the energy report and other energy provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Plumbing Work	Compliance Certificates from licensed plumber including statement that the works undertaken comply with plumbing laws. Certificates should include: a. Hot/cold water Rough in Fit off b. Gas fitting Rough in Fit off c. Sewage Rough in Fit off d. Roofing e. Gutters & downpipes f. Sanitary / drainage - underground g. Stormwater - underground h. Skylight i. Wood heater j. Gas Heater k. Air conditioning l. Septic tank installation m. Hot water service / Solar Hot water service n. Water tank to toilets	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	Electrical Work	Compliance Certificates from licensed electrician a. Prescribed work (connection to site) b. Non prescribed work (building points)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Windows	Certificate confirming compliance with a. AS2047 b. AS1288 c. Thermal ratings applicable to the project	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Item	Element	Document	Project / area of work listed	Correct Site Address	Signed / Executed
6.	Glazing	Certificate confirming compliance with AS1288 for a. Shower screens AS2047 b. Balustrade	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.	Tanking	Statement describing the type and application of tanking provided to the following areas a. Wet areas b. Decks and balconies c. Retaining walls	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.	Termite Protection	Certificate confirming the type and compliant application of termite treatment provided to the building as described in AS3660.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Roof &/ Floor Truss	Construction specifications layout and bracing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Non-slip coating	Details of the non-slip coating provided on polished stairs and ramps and verification of its compliance with AS4586	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Septic Tank System	Council Environmental Health Department 'Certificate to use' for the sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>