Documents List
Project Completion (Residential)

Building Surveyors

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/	☐	☐	☐
2.	**Energy Efficiency**	Completed statement confirming the works carried out comply with the energy report and other energy provisions	☐	☐	☐
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	☐	☐	☐
4.	**Electrical Work**	Compliance Certificates from licensed electrician	☐	☐	☐
		a. Prescribed work (connection to site)	☐	☐	☐
		b. Non prescribed work (building points)	☐	☐	☐
5.	**Windows**	Certificate confirming compliance with	☐	☐	☐
		a. AS2047	☐	☐	☐
		b. AS1288	☐	☐	☐
		c. Thermal ratings applicable to the project	☐	☐	☐

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6.	**Glazing**	Certificate confirming compliance with AS1288 for	☐	☐	☐
		a. Shower screens AS2047	☐	☐	☐
		b. Balustrade	☐	☐	☐
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	☐	☐	☐
8.	**Termite Protection**	Certificate confirming the type and compliant application of termite treatment provided to the building as described in AS3660.1	☐	☐	☐
9.	**Roof &/ Floor Truss**	Construction specifications layout and bracing plans	☐	☐	☐
10.	**Non-slip coating**	Details of the non-slip coating provided on polished stairs and ramps and verification of its compliance with AS4586	☐	☐	☐
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	☐	☐	☐
12.	**Septic Tank System**	Council Environmental Health Department 'Certificate to use' for the sewage disposal system	☐	☐	☐
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	☐	☐	☐