

Building Act 1993
Part 5, Division 1 – Occupancy Permits
COMMERCIAL CHECKLIST



OCCUPANCY PERMIT/CERTIFICATE OF FINAL INSPECTION REQUIREMENTS – COMMERCIAL

TO:

ADDRESS OF BUILDING WORKS:

BUILDING PERMIT NUMBER:

| ITEM | Req | Rcvd |
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| 1. A fire test report from an accredited certifier confirming that the fire hydrants and fire hose reels achieve the required flow rates and are installed in accordance with AS 2419.1 & AS 2441. | | |
| 2. Regulation 1003 Completion Certificate from the MFB/CFA for Regulation 309 Application. | | |
| 3. A report from an independent certifier approving the sprinkler system as complying with AS 2118.1 - The Sprinkler code. To include a Plumbing Compliance Certificate for the Sprinkler System. | | |
| 4. A certificate from the installer of the fire sprinkler system stating that the system has been installed and complies with the requirements of AS 2118.1. | | |
| 5. A report from an independent certifier approving the sprinkler system as complying with AS 2118.4 - Residential Sprinkler Systems. To include a Plumbing Compliance Certificate for the Sprinkler System. | | |
| 6. A certificate from the installer of the fire sprinkler system stating that the system has been installed and complies with the requirements of AS 2118.4. | | |
| 7. A report from an independent certifier approving the Sound and Intercommunication System (For Emergency Purposes) stating that it has been installed in accordance with AS 1670.4 & and the approved plans. | | |
| 8. A report from an independent certifier approving the Building Occupant Warning System stating that it has been installed in accordance with AS 1670.1 & and the approved plans (Specification E2.2a Clause 6 of the BCA) | | |
| 9. A report from an independent certifier being an approved tester stating that the smoke and/or heat detection systems have been installed in accordance with the approved design documentation and AS 1670.1 | | |
| 10. A certificate from the installer of the smoke and/or heat detection system and Building Occupant Warning System stating that the system has been installed and complies with the requirements of AS 1670.1 and AS 1670.4. | | |
| 11. A certificate or statement from the installer confirming that the Portable Fire Extinguishers installed comply with AS 2444 - 2001. | | |



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| <p>12. A certificate from the installer and manufacturer of all fire (or smoke) rated doors, windows, curtains, shutters and fire rated access panels installed in the building, scheduling their locations, relevant test report numbers and confirming locations are in accordance with AS1530.4 - 2005 & AS1905.1 - 2005</p> | | |
| <p>13. Statement or certificate from the Contractor responsible for the installation of fire seals, fire collars and fire dampers confirming they have been installed in accordance with the Manufacturer’s specifications including a schedule of the systems, relevant test report numbers and the fire ratings achieved.</p> | | |
| <p>14. A certificate from the manufacturer for the fire rated roller shutter indicating compliance with AS1905.2 – 2005 and the fire rating of same.</p> | | |
| <p>15. A Certificate of Compliance for the electrical works is to be obtained from the installer indicating compliance with the relevant code, including AS 3000 (inclusive of hard wired smoke alarms being installed in accordance with AS3786-1993 where applicable).</p> | | |
| <p>16. A contractors certification is required stating that the emergency lifts have been installed in accordance with the Lift Specifications and AS 1735 and approved by the Occupational Health and Safety Authority.</p> | | |
| <p>17. Confirmation from the manufacturer stating that all glass (glazing) has been installed in accordance with AS1288 - 2006 The Glazing Code.</p> | | |
| <p>18. A certificate from the relevant mechanical contractor stating the fire dampers and or smoke dampers have been installed in accordance with the relevant Fire Test Certificates, copies of which are to be provided.</p> | | |
| <p>19. A certificate of compliance of the mechanical system is required from the installer confirming that the installed mechanical services comply with the approved plans, the Building Code of Australia and relevant codes AS 1668.1 (Fire/Smoke compartmentation) and/or AS1668.2 (Mechanical/Air Ventilation for indoor air quality)</p> | | |
| <p>20. Records of the structural inspections made by the Consulting Structural Engineer.</p> | | |
| <p>21. Provide written confirmation from the builder confirming that the building elements (separating walls etc) have been constructed to achieve the required Rw or (Rw + Ctr) sound insulation rating as specified in Part 5 of the BCA.</p> | | |
| <p>22. Statement or certificate from the Civil Engineer or Contractor confirming that the installation, operation, retention and discharge of the stormwater system is in accordance with the approved Civil Drawings.</p> | | |
| <p>23. Written confirmation from the Electrical Engineer confirming that they have inspected the competed works and that they are in accordance with the approved documents and the Relevant Australian Standards.</p> | | |
| <p>24. Written confirmation from the Mechanical Engineer confirming that they have inspected the competed works and that they are in accordance with the approved documents and the Relevant Australian Standards.</p> | | |

COMMERCIAL CHECKLIST



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| <p>25. Manufacturer's specifications for any internal linings installed within the building to comply with the Early Fire Hazard Properties in the Building Code of Australia C1.10 & Specification C1.10.</p> | | |
| <p>26. Written confirmation from the licensed applicator that the building has been protected from termites in accordance with AS 3660 – 2000. Part A Part B</p> | | |
| <p>27. A Letter of Compliance from the electrical sub-contractor indicating that the emergency and exit lighting has been installed in accordance with AS 2293 -2005 and the BCA.</p> | | |
| <p>28. A certificate of compliance for the treatment of penetrations through walls and floors stating compliance with Clause C3.15 and Specification 3.15 of the BCA and relevant Australian Standards</p> | | |
| <p>29. A Certificate of Compliance from the Plumbing contractor indicating that the work described complies with the plumbing laws as defined in Part 12A of the Building Act 1993.</p> | | |
| <p style="text-align: right;">Roof Plumbing</p> | | |
| <p style="text-align: right;">Sanitary Plumbing</p> | | |
| <p style="text-align: right;">Septic Tank Installation</p> | | |
| <p style="text-align: right;">Drainage (below ground sewer)</p> | | |
| <p style="text-align: right;">Drainage (below ground stormwater)</p> | | |
| <p style="text-align: right;">Cold Water Plumbing</p> | | |
| <p style="text-align: right;">Hot Water Plumbing</p> | | |
| <p style="text-align: right;">Mechanical Services (includes duct fixing)</p> | | |
| <p style="text-align: right;">Backflow Prevention (medium & high risk only)</p> | | |
| <p style="text-align: right;">Residential & Domestic Fire Sprinkler Systems</p> | | |
| <p style="text-align: right;">Grey or Recycled Water</p> | | |
| <p style="text-align: right;">Gasfitting (natural gas type A installation)</p> | | |
| <p style="text-align: right;">Gasfitting (LPG type A installation)</p> | | |
| <p style="text-align: right;">Gasfitting (other types of gases)</p> | | |
| <p style="text-align: right;">Fire Protection</p> | | |
| <p style="text-align: right;">Irrigation</p> | | |
| <p style="text-align: right;">Refrigerated Air-Conditioning</p> | | |
| <p style="text-align: right;">Solar Installation</p> | | |
| <p style="text-align: right;">Rainwater Tank Installation</p> | | |
| <p>30. Confirmation that the Fire Brigade connection is connected to a manned fire station.</p> | | |
| <p>31. Confirmation that the cooling tower has been registered and that a Risk Management Plan has been put in place prior to the commissioning of the new system.</p> | | |
| <p>32. A statement is required from the mechanical engineer on the type and frequency of cooling tower testing.</p> | | |

COMMERCIAL CHECKLIST



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| <p>33. Provide a written conformation from the builder that the conditions/recommendations of the Fire Engineering Report have been complied with and implemented on site</p> | | |
| <p>34. Provide a compliance certificate for the fire protective spray of the nominated exposed steel elements, stating that the fire protection provided will achieve the required FRL.</p> | | |
| <p>35. Provide a certificate of compliance in accordance with Regulation 1507 for the glass balustrades throughout the building. The certificate is to state compliance with AS1170.1 and BCA Volumes 1 & 2.</p> | | |
| <p>36. Provide a certificate of compliance in accordance with Regulation 1507 for the wire balustrades throughout the building. The certificate is to state compliance with AS1170.1 and BCA Volumes 1 & 2.</p> | | |
| <p>37. Provide written confirmation that all the conditions listed on the Building Permit have been complied with and carried out on site.</p> | | |
| <p>38. Statement or Certificate from the Contractor responsible for the installation/construction of lightweight plasterboard fire rated wall and ceiling systems confirming they are in accordance with the Manufacturer’s specifications and installation procedure, nominating the wall/ceiling systems used and the fire ratings achieved.</p> | | |
| <p>39. Confirmation that wet areas have been sealed with a compliant water proofing membrane in accordance with AS 3740 by a suitably qualified applicator.</p> | | |
| <p>40. Provide a complete copy of the records for the pile driving operations (screw piles log)</p> | | |
| <p>41. Confirmation that the External Cladding was installed in accordance with Manufactures Specifications</p> | | |
| <p>42. Provide written confirmation that all the Energy Efficiency requirements of the BCA Part J report have been implemented within the building and that compliance with the report has been achieved.</p> | | |
| <p>43. A Re-Inspection is required to rectify the items outstanding from the final inspection carried out on</p> | | |
| <p>44. A fully completed Form 5 – Application for Occupancy Permit (copy attached)</p> | | |
| <p>45. Payment of additional inspections (invoice attached)</p> | | |
| <p>46. Payment of outstanding invoices (invoice attached)</p> | | |