

Construction Checklist – Sheds

The following documents are required prior to being able to issue a Construction Certificate.

Document Name	Description
Application Form	Buildcert's application form must be completed prior to lodgement of the Construction Certificate application. All property owners must sign the application form.
Architectural Plans	Architectural plans completed by an Architect or Draftsman. These may be the same as the DA endorsed plans, however are also required to indicate Building Code compliance. The plans are to include: a site plan, floor plan, external elevations, sections plan, construction details and the CC building envelope. Plans are to be fully dimensioned and include all heights and setbacks, to allow an accurate assessment to be undertaken.
DA Endorsed Plans	Plans and documentation endorsed by Council, and all documents/reports referenced in the DA (including endorsement from Water Authority & Mines Subsidence) (if applicable).
Development Consent	Development Consent is the formal notice of approval from Council (DA) with conditions of consent which apply to the development. Your development consent may note certain documentation to be provided "Prior to Construction Certificate" and/or "Prior to commencement of works". These documents will be requested by our Certifiers after lodgement, if not already provided.
Shed Specifications	Required for pre-manufactured (kit style) sheds. These specifications are generally provided by the manufacturer and include the construction layout, wall/roof framing and beam details.
Slab Engineering	Structural Engineering Plans for the footing and slab construction. This may be included in the pre-manufactured specifications above
Stormwater Plans	Stormwater plans indicating downpipe locations, rainwater tank and discharge point i.e. kerb, easement.
Local Water Authority Endorsement	Evidence from the local water authority to confirm compliance with the authority's requirements, and to ensure the development does not impact existing underground infrastructure.
Long Service Levy Receipt	Receipt confirming payment of a mandatory NSW Government fee for construction works, which is 0.25% of the total cost of works. This is required where the total cost of works is valued at \$250,000 or greater (materials and labour). Note that we will provide you with an application number and online link to pay this after the CC has been formally lodged.