



BUILDING FORM 2
REQUIREMENTS FOR A BUILDING APPLICATION
COMMERCIAL OR INDUSTRIAL USE
(Classes 4-9)

An application for building work in relation to industrial and commercial development will require the following information:

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
<ul style="list-style-type: none"> Applicants are welcome to arrange a pre-lodgement meeting with Council Officers prior to submitting their official application. Council Officers can provide guidance and assist applicants to ensure that all of the required information is supplied with their application. 		
<ul style="list-style-type: none"> DA Form 2 is submitted and fully completed 		
<ul style="list-style-type: none"> Builders Details – ensure that the BSA licence number is entered in DA Form 2 		
<ul style="list-style-type: none"> Building application fees paid according to fee schedule 		
<ul style="list-style-type: none"> Q Leave receipt (for all building work to the value of \$150,000 or more) 		
<ul style="list-style-type: none"> A site plan showing the position of the proposed building work. The site plan is to show Real Property Lot Descriptions, Street Names, Street Numbers & dimensioned Site Boundaries. The site plans is to be drawn to a suitable scale of not less than 1:500 and shall be dimensioned. The plan shall show the North Point, pointing to the top of the page. Site Plan shall show 1.0 metre contours, position of existing sewer mains and manholes (if applicable), off street parking, proposed landscape areas and vehicle crossovers. 		
<ul style="list-style-type: none"> An Identification Survey Plan showing the boundaries of the allotment on which the building work is proposed. Identification pegs must be placed prior to the initial building work inspection taking place. 		
<ul style="list-style-type: none"> Engineer Certification including Form 15 Compliance Certificates for Building Design or Specification, specifically to cover engineering for footings and/or slabs and any steel framing or steel member. 		
<ul style="list-style-type: none"> Two (2) sets of plans drawn to scale with a minimum size paper size of A3. One (1) copy of forms and other documentation 		
<ul style="list-style-type: none"> All Building documentation (specifications etc) 		
<ul style="list-style-type: none"> A Soil Investigation Report. All reports are to be accompanied by a Bore Log. 		
<ul style="list-style-type: none"> Plans showing position of Emergency Lighting, Exit Signs, Required Exit Doors, Fire Hose Reels, and External and/or Internal Fire Hydrants. 		
<ul style="list-style-type: none"> Referral Agency Advice from Queensland Fire & Emergency Services (QFES) required when the floor area is 500m² or more. (Not performed by 		

Council.)		
<ul style="list-style-type: none"> • Plumbing Application Requirements • Two (2) sets of hydraulic drawings showing services layout of the dwelling, including proposed sewerage, water, and stormwater drainage. • Plan and Design of onsite sewerage treatment facility in the case of unsewered allotments. • Form 1 Application for Compliance Assessment and Maranoa Regional Council Form 2B fully completed. • Plumbing application fees paid according to fee schedule. 		

NOTE:

Please also refer to Guide 9 – Building Work Documentation which has been prepared to assist applicants making an application for building work assessed against the *Building Act 1975*.

Applications not conforming to the abovementioned requirements will not be classed as a properly made application in accordance with the *Planning Act 2016*. As a result, the timeframe for the assessment for the application will not commence until all information has been submitted to Council.

Council may require further information in addition to that set out above. Where further information is required, you will be notified within the time frames set down in the *Planning Act 2016*.