

FACT SHEET AND CHECK LIST

DOCUMENTS YOU NEED BEFORE AND AFTER APPROACHING A BUILDER, IF BUILDING YOUR OWN CUSTOM HOME, AND REQUIRED BEFORE CONSTRUCTION CAN COMMENCE

DOCUMENTS NEEDED BY BUILDER FOR QUOTING:-

- Working Drawings** – These are your main drawings of what you are planning to build. Working drawings or Architectural drawings are made according to a set of conventions, which include particular views (floor plan, section etc.), sheet sizes, units of measurement and scales, annotation and cross referencing. These drawings are created by your architect, building designer or draftsman. Some builders will have architects that they regularly use. Kemple homes have plans already drawn that can be purchased or architects that we regularly use.
- Engineering and structural drawings** – These are plans of how your building will be built and are mainly concerned with the load-carrying members of a structure. They outline the size and types of materials to be used, as well as the general demands for connections of materials. The structural drawings communicate the design of the building's structure to the builder to review for quoting the job and in construction. Structural drawings are generally prepared by registered professional structural engineers, and informed by architectural drawings. Your structural drawings can be organised through your chosen architect or Kemple Homes.
- Energy Report** – An energy report has a calculation of the heating and cooling loads in your home required to maintain a comfortable living environment. The factors used to calculate the energy rating include the insulation, glazing, construction type, building size, orientation, and climate zone. All new buildings must now have a 6 star energy rating in Victoria. This was introduced in Victoria 1 May 2011. An energy report is usually organised through your architect or Kemple Homes.

- **Soil Report** – Before any construction can start on your site, or even before your house plans are decided on, you will need to have the soil on the site tested by a geotechnical engineer. The main reason for this is to understand how ‘reactive’ the soil is, and to ensure that there aren’t any hidden chemical or physical conditions on the site that might damage your house. Soil reactivity refers to how much the soil on the site is likely to move, expand and contract (normally as a result of changing moisture content). A soil report can be organised through your chosen architect.
- **Town Planning Approval and Permits (if required)** – A planning permit is a legal document that gives permission for a use or development on land. This is decided by your local council so it’s best to check with them whether you require one.
- **Drainage Plans (if required)** – A drainage plan may or may not be required by your local council before they will issue a building permit. A drainage plan is a planned outlaying how water will be contained and discharged from your property. This is an important plan to avoid causing water damage to your property or to the neighbours property after your home is constructed. The council will review your land, your local area and infrastructure to decide what is necessary. A drainage report can be organised through your architect and is drawn up by a civil engineer. The council will charge a fee to review your drainage plan along with your engineer, if your property requires one.
- **Storm Water Point of Discharge** – This is a document which specifies a Legal Point of Discharge for the stormwater outlet point for an individual property, and may include connection to, a Council underground stormwater pipe or pit within Council land, an easement, or within road reserve kerb and channel, a table drain, or a Melbourne Water major drain, subject to Melbourne Water conditions. This document and authority is obtained through your local council.

DOCUMENTS NEEDED FOR BUILDER BEFORE WORKS CAN COMMENCE:-

- **Building Permit** – This is obtained from your local council and can be obtained by the builder if you decide. This is not needed for quoting, but is best to have ready because it can take a while to obtain the permit from your local council. Building permits were introduced in The Building Act 1993 (the Act) and Building Regulations 2006 (the Regulations) legislate that all building work is subject to the issuing of a building permit, unless an exemption exists for the proposed work under the Regulations. This includes some minor alterations, demolitions and repair or maintenance work. A building permit will specify that either an occupancy permit is required or a certificate of final inspection is required on completion of the building work. A building permit is attached to a building levy that is payable to the local council and funds the Building Control and Domestic Dispute Resolution System in Victoria. This levy must be paid before the council can issue a building permit.

- **Asset Protection** –The council require this fee to protect footpaths, roads, curbs, driveway crossovers etc. from potential damage that may occur during construction. This is required before construction commences, but is not needed for quoting the job. This is obtained through your local council.

- **PIC (Plumber Industry Commission)** –This document/number and authority needs to be paid through your local water authority before any construction can start, and any plumbing works can be carried out on any sewerage, drainage and water supply on your property. This issued number gives your plumber authority to carry out the works and will detail any conditions that need to be complied with within the works. During the works the PIC number will be used to book inspections with your relevant water authority and will be the authority to issue an application for compliance with the VBA (Victorian Building Authority), when the works is complete. This is needed before construction starts, but not needed for quoting the job.

The following documents are helpful to provide an accurate quote, but are not essential.

- Specifications of fixtures and fittings** – This can be done by your architect. If this is not provided to the builder, the builder will give a budget for these in the quote.

- Electrical Schedule** - This can be done by your architect. If this is not provided to the builder, the builder will give a budget for these in the quote.

- Cabinetry Plan** - This can be done by your architect. If this is not provided to the builder, the builder will give a budget for these in the quote.

We hope this information helps and we hope that you will give **Kemple Homes** the opportunity to work with you on your next project. Good Luck! And Happy Building!