



What is a Building Permit?

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A building permit is a written approval by a private or municipal building surveyor which certifies that a proposed building complies with the relevant building regulations. It allows for the building work to be undertaken in accordance with approved plans and specifications.

Building permits ensure:

- that the building practitioners working on your project are registered and carry the required insurance;
- that adequate documentation is prepared to ensure that any construction work is carried out correctly and according to building legislation;
- that there is independent inspection of the work
- that your building is suitable for occupation.

At the completion of the building work, a building permit will specify whether an occupancy permit or a certificate of final inspection is required. For more information, see [At the end of your building project](#).

How do I know if I need a building permit?

Not all building projects require a building permit. Possible exemptions include:

- some minor alterations or demolitions
- some garden sheds with a floor area less than 10m²
- repair work for maintenance purposes.

For more information, see the Practice note: [When is a building permit required?](#)

How do I get a building permit?

Before applying for a building permit, you need to [appoint a registered building surveyor](#).

You can apply for a building permit through your building surveyor or through Council.

Subject to your written authorisation, you may appoint an agent to apply for a building permit for you. It is strongly encouraged that you review all relevant documentation before signing anything or commencing work.

To apply for a permit with Council, you will need to:

- provide some or all of the documentation in [this checklist](#);
- pay the building permit levy yourself or through an authorised person.

Building permit levy

A building permit levy is based on the cost of the building work.

The levy is paid directly to the Victorian Building Authority (VBA) by the owner, or the person authorised by the owner. Payment is required before a building permit number and the building permit can be issued.

A building permit application can be considered 'accepted' if the Relevant Building Surveyor (RBS) has been appointed by the applicant and the application contains all of the information required for the relevant building surveyor to:

- apply to the VBA for a building permit number
- estimate the costs of work and calculate the levy due.

What does a building permit cost?

The cost of a building permit primarily depends on the cost of works of the project. It is recommended that you request a quotation on the cost of the permit prior to submitting the permit application.

How long does it take to get a building permit?

Provided all the information required to issue the building permit is provided, Nillumbik Shire Council's Building Surveyors can usually turn around a building permit within approximately three weeks from the date of lodgement.

If the Building Surveyor requests further information or clarification of information provided, that time frame can extend, and is dependent on when an adequate response is received.

What if I don't have a building permit?

Should you complete the works without having a valid building permit, enforcement action may be issued under part 8 of the *Building Act 1993*, which could be reviewed in the Magistrate's Court of Victoria.

To speak to a member of our Building Services team phone: **9433 3243** or email:

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Visit nillumbik.vic.gov.au