

Building Approval is required when a structure is proposed to be built or altered to ensure it will be structurally safe and located appropriately to meet the requirements under the *Building Act 1975* and relevant regulations and guidelines. In some instances, a Referral Agency Response application and/or a Development Application may also be required.

## Building Application documentation

To lodge your application with Council, please use the checklists at the end of this fact sheet.

Fees will be determined upon submission of the building application, and Council will contact you to obtain payment of these fees.

## Where to lodge your application

**Email:** [bpadmin@maranoa.qld.gov.au](mailto:bpadmin@maranoa.qld.gov.au)

**Post:** PO Box 620, Roma QLD 4455

**Visit:** Council Customer Service Centre

## Customer Service Centres:

- Roma Operating Area: Cnr Bungil and Quintin Street, Roma
- Warroo Operating Area: 73 Burrowes Street, Surat
- Bungil Operating Area: 32 Hutton Street, Injune
- Bendemere Operating Area: 20 Stephenson Street, Yuleba
- Booringa Operating Area: 100 Cambridge Street, Mitchell

## Lodgement fees

View Council's Fees and Charges at

[www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

## Assessment process

The process for assessing an application is legislated under the *Planning Act 2016*. Council will assess building applications against required legislation and regulations within the timeframes set by the legislation.

## Building inspections

When a Development Approval is given, a condition of the Approval will specify the mandatory inspections to be carried out.

The development approval will state which stages of work must be inspected and outline any conditions required. The inspections aim to ensure the building work is carried out according to the Development Approval and relevant building codes and standards.

The owner and/or builder are responsible for notifying the building certifier when stages of work are ready for inspection. The certifier must be given a minimum of 48 hours notice.

Building inspections must be performed at the following stages:

- After excavating the foundation material and before the footings for the building are poured.
- If the building is to have a slab – after the placement of formwork and steel for the slab but before the concrete for the slab is poured.
- After the completion of all framing, including bracing and tie-down prior to fixing the flooring, cladding and roofing.
- If reinforced masonry construction is used for the frame of the building - before the wall cavities are filled with concrete.
- At the completion of all aspects of the work.

Dwelling Applications – Class 1a	
<b>DA Form 2</b>	
<ul style="list-style-type: none"> <li>Ensure the most current version of the form is used <input type="checkbox"/></li> <li>All mandatory questions completed <input type="checkbox"/></li> <li>Accurate description of land <input type="checkbox"/></li> <li>Applicant declaration box ticked <input type="checkbox"/></li> <li>Builder details provided <input type="checkbox"/></li> <li>Value of work provided <input type="checkbox"/></li> </ul>	
<b>QBCC Home Warranty Insurance</b> (if the builder is a registered builder and the project value is greater than \$3,300)	<input type="checkbox"/>
<b>QLEAVE Receipt</b> (if the project value is greater than \$150,000)	<input type="checkbox"/>
<b>Owner Builder Permit</b> (if the value is greater than \$11,000 and the applicant is not a licensed builder)	<input type="checkbox"/>
<b>Site Plan</b> drawn to scale including:	
<ul style="list-style-type: none"> <li>Proposed development <input type="checkbox"/></li> <li>Existing structures (<i>e.g. house, shed etc.</i>) <input type="checkbox"/></li> <li>Site address <input type="checkbox"/></li> <li>Dimensions of the proposed development <input type="checkbox"/></li> <li>Setbacks (<i>including setbacks of all existing buildings</i>) <input type="checkbox"/></li> <li>Allotment boundaries <input type="checkbox"/></li> <li>Any road frontages to the relevant land and their street names <input type="checkbox"/></li> </ul>	
<b>Elevations Plan</b> drawn to scale including:	
<ul style="list-style-type: none"> <li>Total building height shown <input type="checkbox"/></li> </ul>	
<b>Floor Plan</b> including:	
<ul style="list-style-type: none"> <li>Proposed development <input type="checkbox"/></li> <li>Dimensions of the proposed development <input type="checkbox"/></li> <li>Room names <input type="checkbox"/></li> </ul>	
<b>Form 15 Compliance certificate</b> (for all relevant engineered drawings, specifications and design certification)	<input type="checkbox"/>
<b>Engineered drawings/specifications/design including but not limited to bracing, tie-down, footings and frames</b>	<input type="checkbox"/>
<b>Site Soil Classification Report</b>	<input type="checkbox"/>
<b>Wind Category Design Certification</b>	<input type="checkbox"/>
<b>Energy Efficiency Design Calculations</b>	<input type="checkbox"/>
<b>Stormwater plan</b> - showing stormwater layout and connection to legal discharge point (kerb and channelling)	<input type="checkbox"/>
<b>Method of termite treatment used</b>	<input type="checkbox"/>

Shed Class 10a	
<b>DA Form 2:</b>	
<ul style="list-style-type: none"> <li>Ensure the most current version of the form is used <input type="checkbox"/></li> <li>All mandatory questions completed <input type="checkbox"/></li> <li>Accurate description of land <input type="checkbox"/></li> <li>Applicant declaration box ticked <input type="checkbox"/></li> <li>Builder details provided <input type="checkbox"/></li> <li>Value of work provided <input type="checkbox"/></li> </ul>	
<b>QLEAVE Receipt</b> (if project value is greater than \$150,000)	<input type="checkbox"/>
<b>QBCC Home Warranty Insurance</b> (if the builder is a registered builder and the project value is greater than \$3,300)	<input type="checkbox"/>
<b>Owner Builder Permit</b> (if the owner builder project is greater than \$11,000)	<input type="checkbox"/>
<b>Site Plan</b> drawn to scale including:	
<ul style="list-style-type: none"> <li>Proposed development <input type="checkbox"/></li> <li>Existing structures (<i>e.g. house, shed etc.</i>) <input type="checkbox"/></li> <li>Site address <input type="checkbox"/></li> <li>Dimensions of the proposed development <input type="checkbox"/></li> <li>Setbacks (<i>including setbacks of all existing buildings</i>) <input type="checkbox"/></li> <li>Allotment boundaries <input type="checkbox"/></li> <li>Any road frontages to the relevant land and their street names <input type="checkbox"/></li> </ul>	
<b>Elevations Plan</b> drawn to scale including:	
<ul style="list-style-type: none"> <li>Total building height shown <input type="checkbox"/></li> </ul>	
<b>Form 15 Compliance certificate</b> (for all relevant engineered drawings, specifications and design certification)	<input type="checkbox"/>
<b>Engineered drawings/specifications/design including but not limited to bracing, tie-down, footings and frames</b>	<input type="checkbox"/>

Swimming Pool/Spa – Class 10b	
<b>DA Form 2:</b>	
• Ensure the most current version of the form is used	<input type="checkbox"/>
• All mandatory questions completed	<input type="checkbox"/>
• Accurate description of land	<input type="checkbox"/>
• Applicant declaration box ticked	<input type="checkbox"/>
• Builder details provided	<input type="checkbox"/>
• Value of work provided	<input type="checkbox"/>
<b>QBCC Home Warranty Insurance</b> (if the builder is a registered builder and the project value is greater than \$3,300)	<input type="checkbox"/>
<b>QLEAVE Receipt</b> (if the project value is greater than \$150,000)	<input type="checkbox"/>
<b>Owner Builder Permit</b> (if the value is greater than \$11,000 and the applicant is not a licensed builder)	<input type="checkbox"/>
<b>Site Plan</b> drawn to scale including:	
• Proposed pool/spa and fence	<input type="checkbox"/>
• Existing structures ( <i>e.g. house, shed etc.</i> )	<input type="checkbox"/>
• Site address	<input type="checkbox"/>
• Allotment boundaries	<input type="checkbox"/>
• Any road frontages to the relevant land and their street names	<input type="checkbox"/>
• Swing direction of pool gate/s	<input type="checkbox"/>
• Location of pump and equipment	<input type="checkbox"/>
• Location of additional structures – gazebo, patio, shade shelter, pump house within or near the pool area	<input type="checkbox"/>
• Distances to other objects and/or structures (includes plants, furniture, etc.)	<input type="checkbox"/>
<b>Elevations Plan</b> drawn to scale including:	
• Heights of fences & pool gate Latches	<input type="checkbox"/>
• Location and height of windows (if the house forms part of the barrier)	<input type="checkbox"/>
<b>Floor Plan</b> including:	
• Dimensions of the proposed development	<input type="checkbox"/>
• Room names	<input type="checkbox"/>
<b>Pump/Filter Details</b> (this is provided by the pool supplier and includes capacity, type, noise, etc.)	<input type="checkbox"/>
<b>Form 15 Compliance certificate</b> (for all relevant engineered drawings, specifications and design certification)	<input type="checkbox"/>
<b>Pool Water Disposal</b> - Detail the proposed method of disposing of pool water on the site	<input type="checkbox"/>