



# Building approval process

## FACT SHEET

**The building approval process is relatively straightforward. With the right advice upfront, most hurdles can be overcome. This fact sheet outlines what occurs at each step of the approval process.**





## 1. Check if you need Planning approval

Before applying for a building permit, check with your council if you need a Planning permit first. If you do, you'll need that before you can get a building permit.



## 2. Make preliminary enquiries

Contact your council to find out:

- what the current use of the building is and its classification (e.g. Class 6)
- if any existing permits are available
- what approvals will be necessary for your proposed business.



## 3. Appoint design professionals

Depending on your project, you may need an architect, draftsman, services designer, access consultant, structural engineer or sustainability consultant. You may wish to discuss the project with a registered builder at this point too. This is also a good time to finalise all building plans, especially if you're considering changing the exterior of a shop front or signage, as any changes made after the permit is granted will require an additional permit application.



## 4. Apply for your building permit

Most councils no longer issue building permits. You will most likely need to do this through a private building surveyor. It's a good idea to get a few quotes as prices and timelines vary, but two weeks is standard to assess your application.



## 5. Await the results

The building surveyor may ask for additional information at this time. Depending on the queries, you may need to engage specialist consultants.



## 6. Commence building works

The exciting part – your business starts to take shape! Just make sure statutory approvals and permit conditions are adhered to, which will be checked during inspections. Your building permit will list the stages when these inspections take place.



## 7. Complete works

When the building is finished, arrange for your building surveyor to carry out a final inspection. If everything's approved, you'll be issued with an Occupancy Permit or a Certificate of Final Inspection, and you can start operating. Make sure you have any relevant liquor licences, food registrations, footpath trading permits etc before you open for business.

For more information, read the *Building Permits for Businesses* fact sheet.