

Your Repair Build Journey

02 Meet with Building Surveyor and Builder

What we need to do:

- Prepare a package of information to provide to the Building Surveyor before you meet (to ensure they have an understanding of the proposed work)
- Attend site meeting / face to face meeting(s)
- Discuss repairs required for our home (in consultation with insurer as needed)
- Discuss Permit Requirements eg: BAL, Septic and drainage, what they mean for us
- Ask about Building Permit process - what we need to know and do roles and responsibilities - who does what, (Building Surveyor, Builder, Owner) and how we will keep updated / communicate with each other
- Receive copy of Domestic Building Consumer Guide from Builder to review and for our reference during build process.
- Confirm the Planning Permit has been issued, or the application process is underway



01 Ready to start

Questions we may have at this point:

- What does the Building Permit and build process involve?
- What do we need to do? Where do we start?
- How do we find the right Building Surveyor for us and our build?
- Do we need to engage a builder now or can we wait?
- What is a BAL?

What we need to do:

- Have our Planning Permit from YR Council (if our build / repairs required it)
- Engage a private Building Surveyor (if not done already)
- Do our due diligence to find the right Building Surveyor for us eg: Recommendations - speak to previous clients, experience working in our area / Yarra Ranges, fees, availability
- Engage Builder
- Do our due diligence to find the right Builder for our build / repairs eg: Recommendations - speak to previous clients, experience working in our area / Yarra Ranges, fees, availability



03 Requirements and opportunities

- Your builder must provide you with a copy of the Domestic Building Insurance (DBI) policy and a certificate of insurance for your building project. (This is a requirement of the Building Permit process)
- Explore opportunities to improve our home's energy efficiency
 - Engage with an Energy Efficiency Consultant for expert advice
 - Check out the Energy and Water Saver Kit - free from Council
 - type of materials to be used in rebuild



04 Get required Documents, Assessments and Reports

- Architectural / draughting drawings
- Planning Permit with endorsed plans (if applicable)
- Current copy of Title / Plan of subdivision / Site Survey
- Project or Home owners warranty insurance by the builder
- Structural drawings with Certificate of Compliance (engineer)
- Soil Report (if building works includes footings)
- Energy Rating Report (if applicable)
- BAL Assessment
- Septic Information (if applicable)
- Any other documents advised by your Building Surveyor

05 Building Permit Approval

What we need to do:

- Keep in contact with your Architect / drafts person, Building Surveyor and Builder to avoid and minimise delays
- Ensure that your Building Surveyor has all complete and correct documents, Assessments and Reports
- Check in with Builder as needed

Building Surveyor grants Building Permit and notifies YR Council that Building Permit has been granted



07 We're back home

- Certificate of Occupancy
- We are home



06 During the build

Inspections by Building Surveyor (The inspections required are specified in Building Permit)



Be engaged, visit site, ask questions and ensure everything in our contract is being done. (If you are not able to do all of this, ask your architect or drafts person to act on your behalf)



Any changes to the building works need to be in writing and signed off by owner / Insurer, architect / drafts person, Council's Planning department and the Building Surveyor

Compliance Certificates eg: electrical and plumbing works



Building works completed
We (owner) sign off on the works