

# Building a dwelling extension



## Preliminary steps

To determine whether a building permit is required refer to the [VBA practice note](#).

Always check if a planning permit is required in addition to the building permit. A **Report and Consent** (also known as a dispensation) is required when the proposed structure does not meet the requirements of [part 5 siting provisions of the Building Regulations 2018](#).

For these types of works a **Report and Consent** may be required when:

- constructing within 1.2 metres of the side boundary and 5 metres of the rear boundary of the property
- constructing a wall on boundary (on or within 200mm) exceeding an average height of 3.2m and maximum height of 3.6m

## Contacting Council

For any planning or building enquiries contact Maroondah City Council on 1300 88 22 33. You can also contact Maroondah Building Services on 03 9298 4327.

**This is not a complete checklist and further information may be required. Maroondah City Council does not accept any liability to anyone who may rely solely on this information. Please check all information provided before relying upon it, and if necessary, obtain your own independent or professional advice.**

See over for checklist.

### Contact us

Phone 1300 88 22 33 or 9298 4598 Fax 9298 4345

maroondah@maroondah.vic.gov.au | www.maroondah.vic.gov.au | PO Box 156, Ringwood 3134 | DX 38068, Ringwood

### Visit us

City Offices Braeside Avenue, Ringwood Realm 179 Maroondah Highway, Ringwood Croydon Civic Square, Croydon

# Building permit application checklist

- Building permit application form**
  - [Apply for a Building Permit online.](#)
- Copy of Title and Plan of Subdivision**
  - Including recent copies (six-months minimum) showing true dimensions, land area, boundary lines, easements and encumbrances. This should also include any related documents like any [s.173 agreements](#) or building envelopes. Find out more at [www.landata.vic.gov.au](http://www.landata.vic.gov.au).

## Required for owner builders

- Owner Builder Certificate of Consent**
  - Issued by the Victorian Building Authority (this is required where the value of the building work exceeds \$16,000 and when the owner has not appointed a **Registered Builder**). Learn more about [becoming an Owner Builder](#).

## Required if you have an appointed builder

- Domestic Building Insurance**
  - Required when the value of the building works is over \$10,000 and the builder is a registered domestic builder. [Check if your builder is registered with the VBA.](#)
- Domestic Building Contract**
  - Needed if you appoint a registered builder and the value of the building work exceeds \$16,000. Ensure all details are consistent with the other application documents submitted. Learn more at [www.consumer.vic.gov.au/housing/building-and-renovating/plan-and-manage-your-building-project/contracts](http://www.consumer.vic.gov.au/housing/building-and-renovating/plan-and-manage-your-building-project/contracts).
- Warranty insurance certificate**
  - Needed where the value of the building work is over \$16,000. The registered builder must provide prior to the issuing of the **Building Permit**. Learn more at [www.vba.vic.gov.au/building/renewals-other-requirements/building-insurance-requirements](http://www.vba.vic.gov.au/building/renewals-other-requirements/building-insurance-requirements).
- Draftsperson/Architectural plans**
  - It is recommended you contact a draftsperson or architect to have these properly prepared and drawn to metric scale. Plans need to meet minimum requirements, learn more at [www.maroondah.vic.gov.au/Development/Building/Building-permits/Apply-for-a-building-permit](http://www.maroondah.vic.gov.au/Development/Building/Building-permits/Apply-for-a-building-permit).
  - **Engineer Design Plans** must be designed and certified by a **Registered Professional Engineer** who is registered to work within Victoria. You can search the public register online at <https://registers.consumer.vic.gov.au/PEsearch>
  - The structural design drawings must be certified in the form of a **Certificate of Compliance for Proposed Building Work** as required in Victoria.
- Energy Rating Report**
  - As per the [National Construction code \(NCC\) 2022 Volume 2](#).

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ABN 98 606 522 719

## Other requirements

- ❑ A **Soil Engineer** may be required to provide the soil site classification from a **Geotechnical Report** after assessment of building permit application.
- ❑ When constructing within 900mm of a boundary there are additional **fire separation requirements**. Refer to the [National Construction Code \(NCC\) Volume 2 Section H - ABCB Housing Provisions Standard 2022; Part 9 - Fire safety](#).
- ❑ **Protection Work** may be required for certain types of works which may impact adjoining properties and public safety. A notice is served on the affected adjoining property which nominates the methods of protection. In some cases, an independent engineer may be required to create and certify the method of protection.
- ❑ A **Hoarding Permit** may be required for precautionary measures to protect the public, Council assets (footpaths), or when construction works are carried out within or near Council/public land. [Hoarding permit application form - Maroondah City Council](#)
- ❑ **Building Permit and Inspections Fees** and any State Government levies are based on either the contract price or estimated cost of the development. The estimated cost includes the value (i.e. market trade rate) of all labour and materials.
- ❑ **Structural engineer drawings, computations and a certificate of compliance** is required when including steel framing, trusses (manufacturer design), suspended slab, masonry, waling plates attached to brick veneer and retaining walls associated with proposed structure
- ❑ A **Building Over Easement Consent** may be required when constructing over, within an easement, or in some cases, within close proximity to a service or easement. An easement can include variety of services such as water, drainage, sewer, and electrical. Refer to your copy of title and plan of subdivision to determine the relevant authority (or authorities) for the easement, as well as the location, size, and details of the services contained within. For more information contact the relevant service authority:

### Stormwater drainage

Maroondah City Council Engineering team  
03 9298 4292

[Build over an easement - Maroondah City Council](#)

### Sewerage

Yarra Valley Water  
1300 651 511

[www.yvw.com.au/help-advice/develop-build/developers/building-over-easement](http://www.yvw.com.au/help-advice/develop-build/developers/building-over-easement)

### Main water drainage

Melbourne Water  
131 722

[Work or build near our assets or easements | Melbourne Water](#)

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