



PROCESS AND TIME-FRAME FREQUENTLY ASKED QUESTIONS

How do I proceed with obtaining a building permit?

Fill out our Application for a Building Permit form ensuring this has been fully completed, including signing and dating the second page. Without this form, we cannot commence work on your application.

Along with the completed application form we require supporting documentation. We can supply a checklist upon request.

** If you don't yet have all the information on the checklist you can still submit your application. So long as we have enough information to enable the Surveyor to assess your application, we can get things moving for you.*

Can I submit an application if I have not yet chosen a builder for my project?

Yes definitely, this will get your application in the system and started. Please note however, we cannot issue your building permit until you have supplied all details of your chosen builder (name, address, contact details and registration number), the job specific warranty insurance and extract of the contract between owner and builder.

What is your turn around time?

Generally, you will have received an assessment of your application within 2 weeks of submission. Once the assessment has been sent, we then wait for the additional information/action from you. The surveyor will send out an updated assessment once the additional documentation has been reviewed.

** Timeframes may vary depending on workloads.*

How many inspections do I require/have included in my permit application?

The Building Surveyor decides the mandatory inspections that are required for your specific project during the assessment stage. Inspections included depends on CFL's fees also. If you require more than the allowed number of inspections, you will be charged for each additional inspection.

** It is recommended that you obtain a quotation prior to submitting your building permit application. This will list all fees to obtain this permit, and the number of allowed inspections in the fee. It will also list disbursements and additional charges that may be incurred along the way.*

Who can/can't appoint a Building Surveyor for my project?

Domestic builders cannot appoint a Building Surveyor on behalf of an owner. Only the owner of the property, a draftsman or architect may appoint a Building Surveyor.

** This is a law set in place by the Victorian Building Authority (VBA) which took effect 2016.*

Can I lodge my application electronically?

Yes. We issue building permits electronically. We require pdf copies of all plans and supporting documentation emailed to our office. When your building permit is issued, an email will be sent with all stamped approved documents and plans, along with your building permit.

If I pay my invoice right away, will this get things moving quicker?

No. Paying your invoice early does not accelerate the assessment time. Payment is expected within CFL's 30-day payment terms (which are agreed by you upon signing the application form), or upon issue of the building permit if this is before the due date of the invoice.