



BDAV PRACTICE NOTE

Domestic Checklist

Building Designers
Association Victoria

Revised July 2009

It should be noted that this checklist is not exhaustive and should be read in conjunction with, but not limited to, the Building Code of Australia 2009, Building Act 2008 and Building Regulations 2006 as amended.

TITLE SHEET(S)

- Client's name, address, telephone number and facsimile number
- Builder's Name, address, telephone number and facsimile number
- Builder's Logo
- Building Designers name including Building Practitioners Number
- The address of the project
 - Street number Lot number
 - Street name Suburb Postcode
 - Whether the work is
 - Entirely new
 - Renovations or extensions
- Drawing Title
- Job Number
- Date, including the date of any amendments
- Sheet Numbers/Total number of sheets
- Principal drawing scales
- Issue No
- Amendments notated
- Check general notes are current
- Check revision updating
- House Type/Design Name
- Melway Reference

SITE PLAN

- Site Dimensions Bearings Lot No.
 - Street names
- Name and distance to nearest side street
- North point
- Street setbacks shown
 - To existing dwellings on adjoining allotments [Reg 409]
 - To proposed development [Reg 409]
 - Building envelopes nominated/shown
 - Maximum set back at 1/3 depth of allotment [Reg 408]
- Side and rear boundary setback – note relationship to height of building and gutter setback from boundary [Reg 414].
- Clearances to boundaries (including Canals, foreshores, rivers and watercourses) and easements dimensioned to outermost projection (walls and fascia)
- Piers / Posts
 - To carports, verandahs etc.
 - Location and setbacks
- Set out dimension for odd shaped blocks shown
- Location of buildings (external walls - solid, overhangs - dashed)
- Steps/landings and decks shown
- Any existing buildings (shaded)
- Existing structures shown and dimensioned (pools also)
- Location of
 - Swimming pool/spas
 - Fencing
 - Pump motor location
- Buildings named on site plan

- Car parking x 2 spaces shown [Reg 413]
- Existing structure on site shown with remain/removal notation
- Location of septic tanks, alternate sewage systems and disposal trenches
- Details of buildings on adjacent allotments
- Indicate 'recreational private open space' [Reg 418(5)] and 'secluded private open space' [Reg 419(11)] of adjacent allotments
- Existing adjoining residence
 - Set backs/windows locations and associated room
 - Light court min. 3.00m² (1.00m min. dimension) clear to the sky [Reg 416(1)]
 - Wall or carport setback from adjoining habitable room from window for wall or carport exceeding 3.00m average wall height [Reg.416(3)]
 - Footing type
 - Existing FFL
 - Setbacks from neighbouring 'north-facing' habitable room windows (solar access) [Reg 417]
- Levels and contours (over dwelling pad for rural lots)
 - Intervals labelled
 - Corner levels
 - Cut and fill levels
 - Datum point
- Datum point shown to AHD (Australian Height Datum) if available
- Spot levels (at four corners and at kerb for suburban lots)
- Floor levels (including maximum flood levels when applicable)
- Location of existing fill of depth greater than 300mm
- Extent of cut and fill and batters and delineation shown to cut and fill
- Excavations
 - 600mm clear of boundary
 - Relevant Authority approval if in easements
 - 45 degree batter for clay
 - 30 deg. batter for sands and silts
- Platform RL noted on the cut / fill line
- Arrows shown for fall of earth drain to cut / fill location
- Surface drainage provided for and ground surrounding the building shown and noted with 1:20 fall
- Handrails / balustrade to excavations
- Retaining wall
 - Location(s) and extent
 - Retaining wall type
 - Retaining wall heights indicated
- Easements shown hatched and widths nominated
- Show easements on adjoining properties within 5.00m of common title boundaries
- Location underground services on or within 5.00m of the site:

Disclaimer

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Building Designers
Association of Victoria
PO Box 174
Carlton South VIC 3053
ABN: 36 982 485 577

www.bdav.org.au

Phone: (03) 9416 0227
Fax: (03) 9416 0115
Email: info@bdav.org.au

- stormwater pipe size offsets and depths
- Sewer pipe size offsets and depths
- Building setback 1,000mm minimum from sewer main
- Eaves - Check with Councils and Sewerage Authorities for allowable encroachment into easements
- Downpipes and spreaders
 - Size
 - 12.00m maximum spacing
 - Same location as floor plan
- Stormwater lines shown and size nominated (90mm dia. up to 250m² of total roof area, 100mm dia. thereafter)
- Stormwater to rubble pits to be notated as 'stormwater lines to 1.00m³ rubble pit' and dimension 3.00m min. away from boundaries
- Aggie drains or spoon drains connected into silt pits which discharge into SWD
- Driveway and crossover by owner / builder and gradient shown and nominated (Maximum 1:5 with allowance for transitions)
- Crossovers
 - Old / Existing
 - New (new - to Council's Engineering Department details)
 - Footpath width
- External paved areas (if not shown on floor plan)
 - Maximum 80% of site may be covered by impermeable surface [Reg 412(1)]
- Open space:
 - Private open space lesser of 80.00m² or 20% of site [Reg 421(2)]
 - Secluded open space of 25.00m² (3.00M min. dimension) with convenient access from habitable room [Reg 421(3)]
- The location and depth of connection points for services
 - LPD
 - Sewer tie
 - Water
 - Electricity
 - Gas
 - Telephone
- Location
 - Hydrants
 - Electrical supply pits
 - Poles
 - Trees
 - Side entry pits
 - Telecommunication pits
 - Manholes on the site.
- Existing trees to be
 - Removed
 - Retained
 - Root barrier required?
- Boundary fences
 - Proposed heights, type and extent
 - Existing heights, type and extent
- Any special details checked for and added
- Site plan named and scale nominated
- Site Plan includes any subsequent floor plan changes

SITE CONTEXT PLAN

[where a designer chooses to submit a separate site context plan to show compliance with Part 4 of the Building Regulations 2006]

- Site
 - Dimensions
 - Bearings
 - Lot No.
 - Street name(s)
 - Nominate any 'Declared road(s)' [Reg 409(5)]
- North point with 'north-facing' indicator [Reg 417(3)]
- Show levels and contours
 - Nominate slope at < 2.5 deg. or =2.5 deg. over an 8.00m cross section [Reg 410(2)(a)]

- All new and existing buildings shown and named on site plan
- Show floor levels to
 - Dwelling
 - First floor
 - Garage
 - Verandahs
 - Neighbouring dwelling(s)
- Nominate setback from frontage of adjoining dwellings
 - Show and dimension 'average setback' line
- Area analysis indicating
 - Total site area
 - Total site coverage [Reg 411(3)]
- Show
 - Driveway(s) / paving
 - Nominate area (m²) of impervious services (alternatively show / nominate area (m²) of pervious surfaces / gardens etc)

NOTE:- Mandatory requirement [Reg 302(2)(f)]
- Show location and size of car parking spaces

NOTE:-Mandatory requirement [Reg 302(2)(g)]

 - Min. 2 spaces within the allotment [Reg 413(1)]
 - One space @ 6.00m long x 3.50m wide [Reg 413(2)(a)] and second @ 4.90m long x 2.60m wide [Reg 413(2)(b)] or double space @ 6.00m long x 5.50m wide [Reg 413(4)]
- Show side and rear boundary setbacks of critical areas [Reg 414]
- Show roof / eave outline
- Details of buildings on adjacent allotments sp Set backs / windows locations and associated room
 - Existing FFL
- Show daylight compliance to existing neighbouring habitable room windows via light court at min. 3.00m² (1.00m min. dimension) clear to the sky [Reg 416(1)]
 - Wall or carport setback from neighbouring habitable room from window for wall or carport exceeding 3.00m average wall height [Reg. 416(3)]
- New fences setback from neighbouring habitable room from window for fences exceeding 2.00m high [Reg 428]
- Show / nominate
 - Any neighbouring 'north-facing' windows within 3.00m of the title boundary
 - Setbacks from neighbouring 'north-facing' habitable room windows [Reg 417]
- Indicate 'recreational private open space' [Reg 418(5)] and 'secluded private open space' [Reg 419(1)] of adjacent allotments
- Show shadow diagrams of 5 hours to show compliance of overshadowing to the 'recreational private open space' [Reg 418(5)] of the adjoining allotment(s) [Reg 418(1)] (Note: Also required for boundary fences exceeding 2.00m high [Reg 430])
- Show all boundary fences including
 - Existing heights, type and extent
 - Proposed heights, type and extent
 - Location type and extent of fixed screening [Reg 419(5)(d)]
- Show / nominate any 'raised open space' [Reg 419(10)]
- Show
 - Light courts to new habitable room windows at min. 3.00m² (1.00m min. dimension) clear to the sky [Reg 421(1)(a)]
 - Setbacks of 'open' carport / verandahs from boundary [Reg 421(2)]
- Show
 - Private open space lesser of 80.00m² or 20% of site [Reg 421(2)]



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Email: info@bdav.org.au

- ❑ Secluded open space of 25.00m² (3.00M min. dimension) with convenient access from habitable room [Reg 421(3)]
- NOTE:- Mandatory requirement [Reg 302(2)(h)]**
- ❑ Show front fence(s)
 - ❑ Construction details
 - ❑ Fences within 3.00m of a street alignment (2.00m max. to 'declared road' 1.50m max. to non 'declared roads') [Reg 424(2)]
 - ❑ Max. 1.20m height within 9.00m of point of intersection of street alignments [Reg 427(1)]
- ❑ Complete 'siting compliance report' (refer to relevant BDAV Practice Note)

FLOOR PLAN

GF FF (GF = Ground Floor; FF = First Floor)

- ❑ Room names shown
- ❑ Dimensions
- ❑ Overall
 - ❑ Internal Dimensions
 - ❑ Wall thicknesses
 - ❑ Ensure all tie up eg. Setbacks, critical wall locations
 - ❑ Nominate room on dimension line.
- ❑ All dimensions visible/legible
- ❑ Dimensions to angled walls
- ❑ Distance from adjoining residence
- ❑ Dimension kitchens openings
- ❑ Refrigerator space dimensioned
- ❑ Verandah width shown
- ❑ Section markers shown
 - ❑ Sheet cross reference
- ❑ Section line for details
 - ❑ Sheet cross reference
- ❑ Roof outline
 - ❑ Ridges
 - ❑ Hips
 - ❑ Valleys
 - ❑ Eaves
 - ❑ Gables
 - ❑ Verandahs
- ❑ Ensure roof can be built – adequate propping
- ❑ Roof and ceiling beams with sizes or reference numbers if scheduled
- ❑ Beam lines shown sizes noted on plan
- ❑ Check framing sizes, roof framing and lintel sizes
- ❑ Check truss layout for load bearing walls
- ❑ Girder truss positions shown
- ❑ Check lintels under girder trusses
- ❑ Beams and Columns – Size / location relevant notes in co-ordination with Engineer's Design
- ❑ Ensure beam sizes and locations are correct and relate to Engineers computations where applicable
- ❑ Line of upper floor wall shown
- ❑ Floor Joist direction shown
- ❑ Manhole(s) shown to all separate roof voids near ridge (Size marked)
- ❑ Ceilings
 - ❑ Cathedral or raked ceilings
 - ❑ Lower ceiling areas
 - ❑ Line of Bulkhead(s)
 - ❑ Dropped Ceiling noted (Note: High non standard walls to be checked)
- ❑ Location of service ducts and bulkheads etc. for services
- ❑ Bulkheads
 - ❑ Hatched
 - ❑ Height
 - ❑ Size
- ❑ Internal planters shown
- ❑ Window sizes (legend required if window numbers used)
- ❑ Check window sizes match plan and elevation
- ❑ Daylight to new habitable room windows [Reg 420]
 - ❑ Light court min. 3.00m² (1.0m min. dimension) clear to the sky [Reg 420(1)(a)]
 - ❑ Attached carports and verandahs to be 'open' when built over habitable room windows [Reg 420(1)(b)&(c)]
- ❑ Overlooking [Reg 419] from habitable room windows or 'raised open space' [Reg 419(10)]
 - ❑ Direct line of sight [Reg 419(2)&(3)]
 - ❑ Offsets [Reg 419(5)(a)]
 - ❑ Sill heights [Reg 419(5)(b)]
 - ❑ Obscure glazing [Reg 419(5)(c)] (note extent of opening sash [Reg 419(7)])
 - ❑ Fixed screening [Reg 419(5)(d)]
- ❑ Show location of roof lights
- ❑ Provide 8000mm² clear airway relief grills in bottom of doors to vented skylights
- ❑ Direction arrows for sliding doors
- ❑ Arches/heads (size opening) shown
- ❑ WC
 - ❑ Demountable hinges
 - ❑ Ventilation
- ❑ Door sizes and swings
 - ❑ Rooms
 - ❑ Robes
 - ❑ Linen
 - ❑ Store
 - ❑ External doors
- ❑ Nominate doors with weather stripping and draught excluders complying with energy rating requirements
- ❑ Subfloor access door location
- ❑ Location of built-in furniture
 - ❑ Kitchen
 - ❑ Robes
 - ❑ Vanity
 - ❑ Benches etc.
- ❑ Overhead cupboards shown in kitchen, laundry etc.
- ❑ Range Hood shown in kitchen ducted to external air
- ❑ Nominate sealing of exhaust fans and kitchen range hoods complying with energy rating requirements
- ❑ Fittings – locations of
 - ❑ WM
 - ❑ Dryer
 - ❑ Fridge
 - ❑ Dishwasher
 - ❑ Oven
 - ❑ Hot plate
 - ❑ MW, etc.
- ❑ Plumbing fixtures
 - ❑ Toilets
 - ❑ Baths
 - ❑ Showers
 - ❑ Bidet
 - ❑ Hand basins
 - ❑ Spa
 - ❑ Trough
 - ❑ Sink
- ❑ Shower base size
- ❑ Is a bath or shower on loadbearing walls, if so notate: 'NOT TO BE CUT IN'
- ❑ Floor levels
 - ❑ Dwelling
 - ❑ First floor
 - ❑ Garage
 - ❑ Verandahs
- ❑ Check against excavation RL
- ❑ Indicate step downs
- ❑ Check for slab step down to garage etc.
- ❑ Floor waste shown to
 - ❑ Laundry
 - ❑ Bath
 - ❑ Ensuite
- ❑ Floor waste to first floor above dropped ceiling shown
- ❑ Nominate floor coverings complying with energy rating requirements



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- □ Garage min. clear internal size -Single 6.00m long x 3.50m wide [Reg 413(2)(a)] – Double 6.00m long x 5.50m wide [Reg 413(4)]
- □ 230mm masonry to garage within 3000mm of pitching beam/ pitching plate. Balance in single leaf with attached piers
- □ Engaged masonry pier(s) note
- □ Garage pitching beam note
- □ Garage lintel sizes
- □ All attached garages to be on same footing as house, except flat roof (these generally are on strip footings)
- □ Garage infill slab details 100mm thick infill concrete slab with F72 mesh top - 20 MPa concrete
- □ Outline for garage
 - □ Panel lift door
 - □ Roller door
 - □ Tilt-a-door
- □ Garage door opening
 - □ Height
 - □ Width
- □ Check roller door clearances, also panel lift and tilt-a-doors if beams have been altered
- □ Ceiling clearance back from garage door for panel lift and tilt-a-door checked
- □ Garages to be a minimum of 170mm off boundary unless very tight
- □ Stairs and ramps
 - □ Directions up / down
 - □ Widths
 - □ Materials
 - □ Riser and tread dimensions
 - □ Winding stair details
 - □ Non slip surfaces specified
- □ Balustrade
 - □ Height
 - □ Member spacings
 - □ Connection details to floor, columns or walls
- □ Steps and Landings – Ensure steps in floors work to masonry dimensions
- □ Patio slabs to have sufficient fall to prevent ponding against building
- □ Method of waterproofing upper storey balconies and decks if over rooms
- □ Ducted heating unit
 - □ Location
 - □ Provision for heating ducts
 - □ Return air ducts
- □ Solid fuel heaters
 - □ Fire protection
 - □ Clearance to walls
 - □ Hearth details
- □ Oil and gas heaters
 - □ Fire protection and clearance to walls
 - □ Hearth details
- □ Open fireplace details
 - □ Hearth
 - □ Damper
- □ Walls / carports on boundaries max. 10.00 l/m + 25% of balance of boundary [Reg 415]
- □ Any walls required to have a FRL under BCA Part 3.7.1
- □ Any walls required to have sound insulation under BCA Part 3.8.6
- □ Electrical meter box location
- □ Gas meter location
- □ Hot water service
 - □ Location
 - □ Concrete pad under
- □ Gas bottles location shown
 - □ Concrete pad under
- □ Lightning conductor (if required)
- □ Isolated brick piers – to be designed/ reinforced for impact loading
- □ Masonry pier note shown
- □ Masonry hatching shown
- □ Full height masonry articulation joints
 - □ Locations
 - □ Spacings (check soil report recommendations)
- □ Pergola
 - □ Location
 - □ Beams and posts
 - □ Pad supports
 - □ Connection detail
- □ Verandah post size
- □ External paved areas (if not shown on site plan)
 - □ Non slip surfaces specified
 - □ Fall nominated
- □ External hose taps
 - □ Downpipes
 - □ Shown
 - □ Confirm location same as site plan
- □ Check all items required by House Energy Rating Certificate are included on drawings
- □ Check all items listed in design brief included on drawings
- □ Check all items on client sketch included on drawings
- □ Floor plan named and scale shown

ELEVATIONS

- Elevations of all sides of new work
- Ensure elevations match floor plan
- Gables to roofs in all elevations
- Dimension gable
 - Length
 - Overhang
 - Eaves overhangs
 - Garage eaves cut back on boundaries
- Cement sheet lining to verge of garage where fire rating required
- Gutter overflow notation
- Check that stack to chimney is same on elevations and details and height above roof (300mm above roof within 3600mm)
- Sills to all openings shown
- Window sill types
- All door and window openings shown
- Door and window head heights
- Show external door swing
- Show openable sashes
- Glazing bars to windows
- Stipple obscure windows
- Head flashings / weephole above openings in masonry veneer and cavity masonry walls
- Selected infill(s) note
- Wall claddings
- Finished surface levels
- Natural ground lines
- Natural surface levels (NSL) at excavations
- Ag. Lines at base of excavations
- Ground Lines – show 'wall height(s)' [Reg 105] and side and rear boundary setbacks of critical areas [Reg 414]
- Floor levels (relative to ground levels)
- Floor / ceiling level control lines and labels
- Landings, steps, balustrading height
- Handrail / balustrade notation
- Subfloor vents
- Subfloor door
- Down pipes shown
- 'Building height' [Reg 105] at highest point to natural ground maximum 9.00m [Reg 410(2)(b)] with 10.00m maximum on 'sloping sites' [Reg 410(2)(a)]
- Check and specify max. 3.60m overall with max. 3.00m average 'wall height' (unless abutting existing) garage/carport/dwelling at boundaries [Reg 415] & [Reg 105]
- Heights of masts, poles, aerials, chimney flues, service pipes etc
 - If attached to building to be max. 3.00m above roof [Reg 431(a)]
 - Free standing to be 8.00m max. above ground level [Reg 431(b)]
- Retaining walls to garage
- Tie down beams 1800mm into masonry piers with hoop iron
- Garage door type same as for plan (panel lift, RAD, etc.)



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- Garage door notation
- Verandah post(s)
- Elevation numbers to mirrored plans
- Elevations named and scale shown
- Elevations include any subsequent floor plan changes

SECTIONS

- Ensure section matches floor plan
- Room names where section cut through
- Roof cladding
- Roof pitch shown / specified
- Roof / floor truss notation
- Eaves overhang shown and dimensioned
- Eaves / Soffit sheeting notated
- Beams shown correctly to scale / type and locations
- Ceiling heights
- Top plate heights shown to raked ceiling areas
- Show wall, floor and ceiling insulation type and R value complying with energy rating requirements
- Windows shown (cross section)
- Wall sheeting notated as 'Plasterboard to walls and ceilings (Waterproof grade to wet area walls)'
- Extent of walls with required FRL
- Upper storey floor joist
 - Type
 - Spacings
- Joist blockings at for deep floor joists
- Floor levels (relative to finished ground levels)
- Ground line / levels
 - Natural
 - Finished
- Ground hatching
- Does section shown cut and fill bank
- Footing type slab / strip footings
- Notation for footings / pads / slab to 'refer to Engineer design'
- Verandah
 - Posts
 - Pads
- Landings, steps, balustrade height
- Stump bracing
- Bearer clearance
- 230mm thick masonry to within 1400mm of underside of bearer with engaged piers to balance
- Section named and scale shown
- Section(s) include any subsequent floor plan changes

ENERGY EFFICIENCY REQUIREMENTS

- Climate Zone nominated on drawings [BCA 1.1.1.2]
- Water tanks
 - Tank size
 - Location / setbacks
 - Colour / finish
- Solar hot water unit location/details
- Building Fabric Thermal Insulation [BCA 3.12.1]
 - Insulation overlapping/taping details
 - Insulation location
- Roofs [BCA 3.12.1.2]
 - Minimum Total R-Value required
 - Direction of heat flow
 - Minimum Total R-Value provided
 - 1:20 Construction Detail
- Roof Lights [BCA 3.12.1.3]
 - Total area as % of room
 - Total area as % of floor/storey
 - Roof light shaft index
 - Solar Heat Gain Coefficient (SHGC) required
 - Solar Heat Gain Coefficient (SHGC) provided
 - Total U-Value required
 - Total U-Value provided
- External Walls [BCA 3.12.1.4]
 - Minimum Total R-Value required
 - Minimum Total R-Value option provided
 - Wall shading + ceiling fans
 - 1:20 Construction Detail

- Floors [BCA 3.12.1.5]
 - Minimum Total R-Value required
 - Minimum Total R-Value provided
 - 1:20 Construction Detail
- Attached Class 10a (garages) [BCA 3.12.1.6]
 - External fabric thermal performance level same as dwelling or separating wall /ceiling thermal performance level same as dwelling
 - 1:20 Construction Detail
- External Glazing [BCA 3.12.2]
 - Orientation sector
 - Window Schedule including frame type, glass type and thickness
 - Glass calculations to confirm compliance
 - Type, extent and location of any shading devices
 - Shading device 1:20 Construction Detail
- Building Sealing [BCA 3.12.3]
 - Sealing of chimneys & flues
 - Sealing of roof lights
 - Sealing of external windows and doors
 - Sealing of exhaust fans and range hoods
 - Sealing at walls roofs and floor junctions
 - Self closing dampers to evaporative coolers
- Air Movement [BCA 3.12.4]
 - Air movement to habitable rooms – Compliant ventilation opening size
 - Compliant breeze path
 - Compliant required ceiling fan/evaporative cooler
- Services [BCA 3.12.5]
 - Minimum insulation R-Value of central heating water piping specified
 - Minimum insulation R-Value to heating and cooling ductwork specified
 - Protection of ductwork

SLAB PLAN

- Engineers design required for
 - Buildings longer than 25m
 - Slabs/footings in Class E or P soil classification
 - (Refer to Clause 3.1.1 of AS 2870 for other limitations)
- Foundations and reinforcement to be approved by Engineer before concrete is poured - notation
- Check all dimensions with regard to floor plan etc.
- Check all dimensions tie up
- Reference to the Soil Report on which slab design is based
- Description of foundation materials (rock, sand, clay, gravel etc.) to AS 2870
- Foundation material is to be verified as consistent with the site Foundation Report when excavated–notation
- Detail of edge and stiffening beam (Refer to soil report)
- Cross section at minimum scale 1:20 showing
 - Detail of footings and slab-on ground
 - Vapour barrier
 - Thermal insulation
 - Reinforcement to slab and footings
 - Construction joints
 - Minimum freeboard height of slab above finished ground (refer to soil report)
 - External cladding
 - Weep holes
 - DPC positions and flashings
- Edge beam width and edge beam depth under cavity masonry walls
- Show where beams have been depended due to easements etc.
- Details of construction over stormwater or sewer
- Concrete pads to post / piers
 - Size
 - Depth as per soil report
- Beams under masonry feature walls
 - Depth
 - Reinforcement.



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- For reactive clay sites detail protection against cracking of pipes from soil movement showing details of service penetrations through footings and / or flexible jointing
- Other precautions for reactive clay site including reference to
 - Trees to be removed or retained
 - Allowance for movement at downpipe outlets
 - Water pipes not to be within or under slab
 - Sewer connection external to building
 - Unusual or special connection details
- Slab/footing – show detail of both existing and proposed where new footing is in close proximity of existing buildings.
- Slab thickening under load bearing walls (i.e. More than 10kN/m)
- Finished floor level notation
- Floor wastes
 - Location of
 - Slab fall / grade to
- Identify step downs etc. by shading different floor levels
- Slab set down for shower recess
- Notation indicating all water pipes built into concrete are to be sleeved to allow free movement of pipes
- Set downs to tiled areas
- Extent of cut and fill
- Compaction details for fill (if applicable)
- Specify type and level of termite protection to be provided
- Location and method of controlling cracking where brittle floor finished are used
- Additional mesh reinforcement
- Slab thickening due to heating cables/pipes
- Re-entrant reinforcement
- Slab plan named and scale shown
- Slab plan includes any subsequent floor plan changes

FOOTING PLAN

- Engineers design required for
 - Buildings longer than 25m
 - Footings in Class E or P soil classification
- Foundations and reinforcement to be approved by Engineer before concrete is poured - notation
- Check all dimensions with regard to floor plan etc.
- Check all dimensions tie up
- Reference to the Soil Report on which footing design is based
- Description of foundation materials (rock, sand, clay, gravel etc.) to AS 2870
- Foundation material is to be verified as consistent with the site Foundation Report when excavated – notation
- Cross section at minimum scale 1:20 showing
 - Depth
 - Width
 - Founding depth as per soil report
 - Reinforcement type
 - Reinforcement cover and overlap
- Detail services penetrations
- Footing width and reinforcement type under feature brick walls
- Show where footings have been deepened due to easements etc.
- Footing – show detail of both existing and proposed where new footing is in close proximity of existing buildings
- Floor levels
- Stump pads
 - Size
 - Founding depth as per soil report
- Concrete pads to post / piers
 - Size
 - Depth as per soil report
- Pad size to stumps/piers under highly loaded columns/posts etc.
- Show footings to verandahs, landings and steps
- Set downs

- Show extent / location of suspended concrete porch slabs
- Unusual or special connection details
- Footing plan named and scale shown
- Footing plan includes any subsequent floor plan changes

FRAMING PLAN

- All beams cross referenced (plans to schedule)
- Girder truss lintels schedule
- Lintels schedule
- All dimensions visible/legible
- Upper storey floor joists
 - Layout
 - Spacings
 - Support under load bearing walls
 - Service pipes / ducts
 - Solid blocking
- Dwarf walls notated
- Bulkheads
 - Shown
 - Dimensioned
- Pitching plate notation
- Verandah posts / isolated piers shown
- Framing Plan named and scale shown
- Framing plan includes any subsequent floor plan changes

SUB FLOOR FRAMING PLAN

- All dimensions visible / legible
- Span and spacings of
 - Bearers
 - Joists
- Support(s) under load bearing walls
- Attached pier spacings
- Attached piers under girder truss stations
- Stumps under beam supports and stump pad size
- Pads/stumps under highly loaded columns/posts etc.
- Footing Pads to
 - Piers
 - Post
 - Columns
- Set downs
- Dwarf walls notated
- Under-floor clearances and ventilation
- Method of termite protection
- Tie-down details
- Suspended concrete porch slabs
- Sub-floor access door
 - Location
 - Materials
 - Size of
- Masonry articulation joint locations shown
- Sub Floor Plan named and scale shown
- Sub Floor Framing plan includes any subsequent floor plan changes

PERMANENT BRACING PLAN

- Design gust wind speed / Wind classification nominated
- Check bracing values – Direction 'A' Required Achieved
- Check bracing values – Direction 'B' Required Achieved
- Check calculations and bracing indicators
- Bracing table and plan consistent
- Table for bracing type included
- Check bracing DOES NOT occur behind bath/showers
- Check distribution of wall bracing units
- Roof bracing shown
- Permanent bracing plan named and scale shown
- Permanent bracing plan includes any subsequent floor plan changes

ELECTRICAL PLAN

- Meter box location
- Switchboard location
- All lights and switches shown
- Door swing to light switch locations



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- Smoke alarms
 - For all bedrooms
 - To all storeys
- Exhaust fans
 - Extraction rate notated
 - Switch location
 - Draft sealing complying with energy rating requirements
- GPO location for garage door motors
- Manholes shown
- Electrical Plan named and scale shown
- Electrical Plan includes any subsequent floor plan changes

ROOF PLAN

- Roof
 - Fall
 - Pitch
- Gutter
 - Size
 - Fall
 - Downpipe locations
 - Sumps
 - Overflows
- Roof lights
- Solar Hot Water Unit
 - Location
 - Type
- Shadow diagrams of 5 hours to show compliance of overshadowing to the 'recreational private open space' [Reg 418(5)] of the adjoining allotment(s) [Reg 418(1)] (Note: Also required for boundary fences exceeding 2.00m high [Reg 430])

BUILDING SETOUT PLAN

- Dimensions
 - Check dimensions correspond with plan
 - Diagonal setout
- Angles / splays dimensioned
- Bay window set out notated
- Steps and landings notated (Timber floors)
- Verandah/ pergola slab note set down (90mm with fall (25mm fall))
- Floor wastes shown
- Location of concrete pads for
 - Roof point loads
 - Pergolas / verandahs shown and dimensioned
- Verandah post(s) shown
- Floor levels notation
- Step down(s)
 - Shown
 - Dimensioned
- Set down for shower recess notated
- Sewer stack location
- Garage slab fall note shown in mm (eg 25mm fall to slab)
- Setout plan named and scale shown
- Setout plan includes any subsequent floor plan changes

STANDARD DETAILS

- Decking detail
 - Cross referenced
 - Scale
- Roof/ceiling insulation detail
 - Cross referenced
 - Scale
- External wall insulation detail
 - Cross referenced
 - Scale
- External wall shading detail
 - Cross referenced
 - Scale
- Floor insulation detail
 - Cross referenced
 - Scale
- Dwelling wall fire rating details
 - Cross referenced
 - Scale

- Fireplace details
 - Hearth
 - Chimney height
 - Damper
 - Cross referenced
 - Scale
- Fixings of columns or posts (top and bottom) if not referenced to Residential Timber-Framed Construction
 - Cross referenced
 - Scale
- Free standing retaining wall
 - Setback
 - Height (excavation depth)
 - Method of drainage
 - Cross referenced
 - Scale
- Garage wall fire rating details
 - Cross referenced
 - Scale
- Pergola detail
 - Cross referenced
 - Scale
- Reinforced piers
 - In wall
 - Isolated
 - Cross referenced
 - Scale
- Verandah eaves connection detail
 - Roof type
 - Eaves overhang
 - Cross referenced
 - Scale
- Walls of building below ground
 - Setback
 - Height (excavation depth)
 - Method of drainage
 - Waterproofing or drainage of cavity
 - Method of drainage including under slab agricultural drainage
 - Cross referenced
 - Scale
- Unusual or special connection details
 - Cross referenced
 - Scale

BUSHFIRE PRONE NOTES/DETAILS

- Specify
 - Bushfire Attack Level (BAL) (Refer to AS 3959-2009 Construction of buildings in bushfire prone areas for all specific construction requirements)
- Details on
 - Supporting Posts
 - Columns
 - Stumps
 - Piers and Poles
- Details on
 - External Walls
 - Sub floor
 - Wall Joints
- Details on
 - Windows
 - Glass
- Details on
 - Bushfire shutters
- Details on
 - External Doors
 - Vehicle access doors
- Details on
 - Vents and Weepholes
- Details on
 - Roofs
 - Roof lights
 - Roof ventilators
 - Roof-mounted evaporative cooling units
 - Roof penetrations
- Details on



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- Eaves
- Gables
- Facias
- Gutters and Downpipes
- Details on
 - Verandahs
 - Decks
 - Steps
 - Ramps
- Details on
 - Balustrades, handrails or other barriers
- Details on
 - Water and Gas Service Pipes
 - Water tanks fitted with gate valve incorporating 75mm Stortz coupling with blank cap attached

MISCELLANEOUS

- All encumbrances caveats covenants referred to on Certificate of Title complied with
- Developer's Design Guidelines complied with
- General Notes (include current Building Regulation Amendments)
- Design gust wind speed / Wind classification nominated
- Septic note
- Septic requirements – check with Council
- Site classification
 - Soil Classification
 - Report No.
- Letter from Geotechnical Engineer re: site cut
- Energy rating requirements including solar hot water / water tank details
- Insulation Schedule
- Abbreviations Legend shown
- Bushfire prone notations/details
- Tree root barrier notation
- Retaining wall notation
- Area analysis (including % of permeable surfaces [Reg 412(1)])
- Maximum site coverage 60% max. [Reg 411] where 'Schedule 3' does not apply
- All
 - Town Planning requirements complied with
 - Development overlays complied with
- Special construction requirements imposed by Relevant Authorities (at /over easements, Town Planning etc.)
- Shadow diagrams from
 - Buildings [Reg 418]
 - Fences [Reg 430]
- Form 3 and 4 'Protection Work Notices' – if required
- Specify location, details and extent of protection works required
- Information contained on the Engineer's drawings is consistent with Architectural drawings
- Show additional dimensions and architectural details not shown on the Engineer's drawings
- Client specific construction requirements shown/specified
- Boundary fences exceeding 2.00m in height max. length 10.00m + 25% of balance of boundary (Length to include carport / dwelling / garage wall constructed on the boundary) [Reg 426(1)]
 - 3.60m max. height with 3.00m max. average [Reg 426(2)]
 - Side and rear boundary setbacks for fences exceeding 3.00m high [Reg 425]
 - Permanent fixed screen to 2.50m max. height with top 0.50m @ 20% to 25% open exemption [Reg 426(4)]
 - Daylight [Reg 428] and solar access [Reg 429] to existing adjoining allotment habitable room windows for fences over 2.00m high
 - Overshadowing of recreational private open space for fences over 2.00m high [Reg 430](shadow diagrams)

- Front fences
 - Construction details
 - Fences within 3.00m of a street alignment (2.00m max. to 'declared road' 1.50m max. to non 'declared roads') [Reg 424(2)]
 - Max. 1.20m height within 9.00m of point of intersection of street alignments [Reg 427(1)]
- Car parking
 - Min. 2 spaces within the allotment [Reg 413(1)]
 - One space @ 6.00m long x 3.50m wide [Reg 413(2)(a)] and second @ 4.90m long x 2.60m wide [Reg 413(2)(b)] or double space @ 6.00m long x 5.50m wide [Reg 413(4)]
- Bracing Schedule
- Door Schedule
- Window Schedule
- Thermal Insulation Schedule
- Materials and Finishes Schedule
- Tie Down Schedule
- Beam Schedule
- Timber Framing Schedule
- Steel Framing Schedule
- Masonry Lintel Schedule

ADDITIONS/ALTERATIONS & DEMOLITION OR REMOVAL

- If work is to be demolished or removed, the drawings indicate
 - By hatching (not colouring) the building or structure to be demolished or removed
 - Necessary details confirming the remaining structure will be sound, including any walls below ground
 - The services to be disconnected
 - Any excavations to be filled
- If renovations or extensions are involved, the drawings indicate by hatching (not colouring), the existing building work which will remain unaltered
- Existing ← Proposed
- Masonry control joints between new and existing
- No brittle floor coverings to cross between new and old works – to be notated on floor plans
- Specify 6000mm² clear ventilation per metre run of wall to base brickwork of existing wall where extension is added on to
- Gas wall furnace flue location (2 storey construction)
- Area as a percentage schedule of existing and new

AMENDMENTS TO DRAWINGS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| A | B | C | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Issue number in title block and indicate amendment type and date |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Balloon amendments |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Highlight issue number on title block on prints |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Highlight Amendments on one set of prints for Relevant Building Surveyor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check all items amended on 'Preliminary Plans' included on drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check section still ties up |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check that all dimensions have been altered and still tie up |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check that all elevations have been amended |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check that beam spans still current – New set of revised computations required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check slab plan/footing plan still current |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check site plan for setbacks, set outs, downpipes and building outline |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check building setout is still current |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check all other relevant drawing sheets (eg <ul style="list-style-type: none"> <input type="checkbox"/> Electrical <input type="checkbox"/> Framing <input type="checkbox"/> Building setout <input type="checkbox"/> Slab <input type="checkbox"/> Footing etc.) |



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DOCUMENTS FOR CLIENT PICKUP

- Building Permit Application Form
- Architectural drawings x 10 sets
- Energy Rating Report / Certificate
- Siting compliance report x 2 sets
- Project specifications x 5 sets
- Soil report x 5 sets
- Slab/Footing design x 10 sets
- Letter from soils engineer for site cut – if applicable
- Photocopy of Certificate of Title
- Copies of all Encumbrances Caveats Covenants referred to on Certificate of Title
- Re establishment survey x 2 copies
- Extract of tables used for beams x 5 copies
- Wall bracing details/schedule x 5 copies
- Councils Building Department Hazard Information Response letter x 2 sets
- Floor/Flood level – Relevant Water Authority approval/ correspondence x 2 copies
- Sewerage Authority confirmation on sewer point location
- Sewerage Authority details on sewer main offset, size and depth to invert
- Council confirmation on Legal Point of Discharge x 2 sets
- Councils details on stormwater main offset, size and depth to invert
- Original of Town Planning Permit / Approval (includes stamped plans)
- Relevant Electrical Supply Authority stamped plan x 2 sets
- Councils Health Department approval for septic tank
- Roof truss details and layout plan x 3 sets
- CSIRO publication on foundation maintenance guide x 2 copies
- Structural computations x 3 sets
- Structural drawings x 5 sets
- Original of Certificate of Compliance – Proposed Building Works from Design Engineer
- Civil computations x 3 sets
- Civil drawings x 5 sets
- Original of Certificate of Compliance – Proposed Building Works from Civil Engineer
- Design Gust Wind Speed assessment calculations X 2 sets
- Site bushfire Attack Assessment Determination x 2 sets
- Relevant Authorities 'Build over Easement' Approvals x 2 sets
- Developers Design Assessment Approval (includes stamped plans) x 2 sets
- Original of any Council Dispensation / Consent and Report
- Copy Form 3 and original copy Form 4 (protection notices) and associated protection works details
- Performance assessments from Relevant Building Surveyor – if applicable
- 1:500 plan for Relevant Sewerage Authority x 2 sets
- Account – ensure all times and invoices have been entered up on job card and invoiced for.



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