



FINAL INSPECTION REQUIREMENTS

Certificate of Final Inspection – Regulation 1006

Occupancy Permit – Regulation 1005

Project:

Address:

Job No:

DOCUMENTATION			Required	Received
1	a)	A letter from the Mechanical services contractor stating that the system including fire and smoke dampers, is installed to AS 1668 Parts 1 & 2;	<input type="checkbox"/>	<input type="checkbox"/>
	b)	A letter from the Mechanical services contractor stating that system is in compliance with Part J of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>
2		A copy of the Cooling Tower System registration from the BCC and the mechanical commissioning documents.	<input type="checkbox"/>	<input type="checkbox"/>
3	a)	A letter from the Hydraulic services contractor stating that the sprinkler system is installed to AS 2118.	<input type="checkbox"/>	<input type="checkbox"/>
	b)	A letter from the Hydraulic services contractor stating that the hydraulic system is in compliance with Part J of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>
4		The relevant certificates relating to the electrical work are required as follows:		
	a)	A copy of Certificate of Electrical Safety; and	<input type="checkbox"/>	<input type="checkbox"/>
	b)	A letter from the Electrical contractor stating emergency lights and exit signs are installed in accordance with AS 2293; and	<input type="checkbox"/>	<input type="checkbox"/>
	c)	A letter from Electrical contractor confirming electrical installation to AS 3000; and	<input type="checkbox"/>	<input type="checkbox"/>
	d)	A letter from Electrical contractor stating electrical installation is in compliance with Part J of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>
5		A letter stating the lift complies with AS 1735.12 – Disability Facilities.	<input type="checkbox"/>	<input type="checkbox"/>
6		Lift commissioning documentation stating the lift is installed and operational to AS 1735.2.	<input type="checkbox"/>	<input type="checkbox"/>
7		Lift landing door certificate stating the doors are fire rated in accordance with AS 1530 and AS 1735.11.	<input type="checkbox"/>	<input type="checkbox"/>
8		A letter from the Glazier stating glass is installed to AS 1288 and AS 2047.		
	a)	Balustrading	<input type="checkbox"/>	<input type="checkbox"/>
	b)	Façade (Curtain Wall)	<input type="checkbox"/>	<input type="checkbox"/>
	c)	Doors & Windows	<input type="checkbox"/>	<input type="checkbox"/>
	d)	Shower Screens	<input type="checkbox"/>	<input type="checkbox"/>
	e)	Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>

9	A fire door certificate for fire doors installed in the building, scheduling door locations and relevant test report numbers, including the fire rated access panels.	<input type="checkbox"/>	<input type="checkbox"/>
10	A Certificate of Compliance from the plumber.	<input type="checkbox"/>	<input type="checkbox"/>
11	A Certificate of Compliance for the roof plumbing.	<input type="checkbox"/>	<input type="checkbox"/>
12	A letter from the EWIS contractor stating that the system is installed with the intent and locations required by AS 2220* / AS 1670.4* (*delete if not applicable)	<input type="checkbox"/>	<input type="checkbox"/>
13	A letter from the fire alarm contractor and a copy of the commissioning documents stating that the smoke/thermal detection system is installed with the intent and locations required by AS 1670.1.	<input type="checkbox"/>	<input type="checkbox"/>
14	A letter from the electrical contractor stating that the common area smoke alarms are installed with the intent and locations required by BCA E2.2.	<input type="checkbox"/>	<input type="checkbox"/>
15	A letter from the electrical contractor stating the Unit area smoke alarms are hard wired and installed in accordance with AS 3786.	<input type="checkbox"/>	<input type="checkbox"/>
16	A letter from the structural engineer confirming inspection has been carried out and work is in accordance with structural documentation. Note we require the to & from dates for the following areas:		
	a) Footings	<input type="checkbox"/>	<input type="checkbox"/>
	b) Suspended Slabs	<input type="checkbox"/>	<input type="checkbox"/>
	c) Frames (Roof)	<input type="checkbox"/>	<input type="checkbox"/>
17	A letter or certificate from a registered independent tester stating compliance for:		
	a) Fire hydrant	<input type="checkbox"/>	<input type="checkbox"/>
	b) Fire hose reel systems	<input type="checkbox"/>	<input type="checkbox"/>
	c) Hydrostatic testing	<input type="checkbox"/>	<input type="checkbox"/>
	d) AS 2118 and other sprinkler systems	<input type="checkbox"/>	<input type="checkbox"/>
	e) Fire pumps (Diesel/Electric)	<input type="checkbox"/>	<input type="checkbox"/>
	f) AS 1670.1* / AS 1670.4* / AS 2220* (*delete if not applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	g) Common area smoke alarms achieve 85dBA at the unit entry door	<input type="checkbox"/>	<input type="checkbox"/>
	h) Smoke control systems	<input type="checkbox"/>	<input type="checkbox"/>
18	A letter from the relevant installation contractor stating that the MFB Emergency Telephone System has been installed and is operational in accordance with MFB Guideline No. GL-01.	<input type="checkbox"/>	<input type="checkbox"/>
19	A copy of the receipt of purchase or delivery docket for all portable fire extinguishers installed in the building.	<input type="checkbox"/>	<input type="checkbox"/>
20	Consent pursuant to Regulation 1003 from the MFB* / CFA* (*delete if not applicable). (see notes below)	<input type="checkbox"/>	<input type="checkbox"/>
21	Fire Alarm Connection Notice.	<input type="checkbox"/>	<input type="checkbox"/>

22	Completed application for Occupancy Permit	<input type="checkbox"/>	<input type="checkbox"/>
23	A letter stating penetrations through fire / smoke walls and floors have been appropriately sealed in accordance with tested systems and manufacturers specifications.	<input type="checkbox"/>	<input type="checkbox"/>
24	A letter from the builder or plasterboard contractor stating fire / smoke walls are in accordance with manufacturer's specification and tested systems.	<input type="checkbox"/>	<input type="checkbox"/>
25	A letter stating that termite protection has been installed and/or applied in accordance with AS 3660.	<input type="checkbox"/>	<input type="checkbox"/>
26	A letter from the fire spray applicator stating that fire spray has been applied to achieve the required fire resistance level (FRL) in accordance with manufacturers specification and tested system.	<input type="checkbox"/>	<input type="checkbox"/>
27	A letter from the Builder stating the construction of the walls and floors achieve the minimum R_W and C_{TR} acoustic design requirements in accordance with manufactures specification and tested system.	<input type="checkbox"/>	<input type="checkbox"/>
28	Provide copy of Compliance Report from the First Rate House Energy Rating Report.	<input type="checkbox"/>	<input type="checkbox"/>
29	A letter from the Builder stating the construction of the building fabric and glazing has been completed in accordance with the approved documents and Part J of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>
30	A copy of the latest Plan of Subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
31	A letter from the fire safety engineering consultant confirming that the construction is in accordance with the fire engineering report and applicable addenda.	<input type="checkbox"/>	<input type="checkbox"/>
32	A letter from the energy consultant confirming that the construction is in accordance with the energy report and applicable addenda.	<input type="checkbox"/>	<input type="checkbox"/>
33	Provide a copy of the 'permit to use' from the Council Environmental Health Officer for the septic tank system.	<input type="checkbox"/>	<input type="checkbox"/>
34	A letter from the builder stating that all water proofing, including water proofing membranes, flashings, floor covering etc relating to wet areas, balconies and the like have been installed in accordance with AS 3740, approved drawings, specifications and manufactures guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
35	All Special Building Permit Conditions must be satisfied (refer to Building Permit/s for details)	<input type="checkbox"/>	<input type="checkbox"/>
36	All outstanding invoices to be paid prior to issuing Occupancy Permit / Certificate of Final Inspection.	<input type="checkbox"/>	<input type="checkbox"/>
37	Written confirmation from the Builder that the relevant internal linings installed within the building comply with the Early Fire Hazard Indices in the Building Code of Australia Specification C1.10.	<input type="checkbox"/>	<input type="checkbox"/>

Important Note:

MFB / CFA Approval / Consent

- i) Item 20 requires the submission of defect free certificates (as listed in Item 17,18,19 and 21) to be forwarded to the Chief Officer at least 10 days prior to the issue of an Occupancy Permit.
- ii) An Occupancy Permit CANNOT be issued without the prior consent of the Chief Officer.
- iii) All certificates required by the Chief Officer must be from independent testers, be unconditional and without any defects or non compliances.
- iv) Any certificates issued by independent testers which include conditions, non compliances and/or are received less than 10 days prior to the issue of an Occupancy Permit will result in the possible delay of MFB/CFA approval and consequently the issue of Occupancy Permit.