



DOMESTIC BA CHECKLIST

BA No. _____

To be completed by Bonafide Administrators

			Complete
BUILDING APPLICATION NUMBER	(from the client s/s data base)		<input type="checkbox"/>
Approved Plans to be	<input type="checkbox"/> Posted	<input type="checkbox"/> Collected	<input type="checkbox"/> Delivered
Priority or return customer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	/ /
Architectural plans (4 sets)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Engineer's Drawings / Certificate (3 sets are required minimum)	RPEQ No. <input type="checkbox"/>	The No. is → #	<input type="checkbox"/>
Soil Tests (3 required for new dwelling)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
IDAS forms 1 + 2 (& 2 if plumbing)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Engagement Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Photocopying (Additional required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
PLSL-Q leave (req if value of work is over \$80,000)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
BSA insurance (req if value of works over \$3,300)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Marketing Question – How did you find out about us? How did you know we were here ?	<input type="checkbox"/> Signs <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Website	<input type="checkbox"/> Word of Mouth <input type="checkbox"/> Recommend <input type="checkbox"/> Other	<input type="checkbox"/>

Accepted by _____

Date / /

To be completed by Certifier

		Lodged	Complete
Build Over Sewer	<input type="checkbox"/> BBA to lodge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Required / Not applicable	<input type="checkbox"/> Client to lodge		
Build Over StormWater	<input type="checkbox"/> Client to lodge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Required / Not applicable			
Boundary Relaxation	<input type="checkbox"/> Client to lodge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Required / Not applicable			
Town Planning	<input type="checkbox"/> Client to lodge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Required / Not applicable			
Drawings (copy to be lodged)			
Conditions (copy to be lodged)			
Energy Efficiency Assessment	<input type="checkbox"/> BBA to lodge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Required / Not applicable	<input type="checkbox"/> Deemed to Satisfy (checklist required)		

Documentation

		Complete
City Plan (obtained) <input type="checkbox"/> Yes	New estate <input type="checkbox"/> Yes (Confirm plumbing)	<input type="checkbox"/>
CITEC (obtained) <input type="checkbox"/> Yes	Easement <input type="checkbox"/> Yes (Need RP Map)	<input type="checkbox"/>
BIMAP (obtained) <input type="checkbox"/> Yes		<input type="checkbox"/>
Photocopying <input type="checkbox"/> Yes	<input type="checkbox"/> Yes Additional required & charged	<input type="checkbox"/>
Invoice	<input type="checkbox"/> Client has been invoiced	<input type="checkbox"/> Paid
Form 56	<input type="checkbox"/> Faxed / /	<input type="checkbox"/>
Council Lodgement	<input type="checkbox"/> Lodged / /	<input type="checkbox"/>

COMMENTS
