

Building Certification Applications

Digital Requirements

To formally lodge a building certification application, the City of Sydney requires an electronic copy of all plans and documentation to be submitted on a USB.

Electronic documents submitted with your application must satisfy the following criteria.

Accuracy

Electronic documents submitted to the Council must be exact and fully legible reproductions of the original documents or plans.

File Format

All documents must be submitted in PDF or PDF/A format. All security settings such as password protection and editing restrictions must be disabled.

The plans and documentation should not be scanned and must be directly created or converted into PDF or PDF/A format.

Documents

All documents must be A4 formatted and optimised for minimum size (online publishing). Files larger than 20MB should be broken up into logical parts and supplied as separate files.

Plans

Plans must be to scale and the scale should be clearly displayed on every page. The scale needs to state the original plan size, for example:

- 1:100 and separately state the original sheet size (eg A3), or
- 1:100@A3

Plans must also be rotated to landscape and provided in PDF format. Plans should not be scanned and must be directly created or converted into PDF or PDF/A format.

Colour plans are to have a resolution between 300 and 900dpi.

Black and white plans may be accepted on the basis that they are created in grayscale at a resolution of at least 300dpi.

Plans should be grouped together in their relevant plan type, saved as a PDF file and should be titled using the City's required naming conventions below.

Photos/Photomontages

Photos are to be provided as PDF or PDF/A format.

Public Access to your application

Documentation provided with an application will also be accessible in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

Naming Conventions

To improve their accessibility and management, all plans and documents submitted must have titles that match the relevant Council's naming conventions listed below. If the document is not listed below, please name the file with a descriptive name of less than 100 characters.

Document Description

Application Form
 Contract for certification work
 Dilapidation report
 Elevations (existing or proposed)
 Floor plans (existing or proposed)
 Graphics/artwork
 Manufacturer's/suppliers details
 Photographs
 Plan view
 Public liability insurance
 Report (specify type e.g. geotechnical, survey, arborist or BCA)
 SafeWork NSW certificate of plant item registration
 Sections
 Site plan (existing or proposed)
 Specification
 Stormwater Drainage Plan
 Structural design certificate
 Structural drawings (plan, sections, details or specifications)

Property Address

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For example:

'Site Plan – 123 Smith St Surry Hills' or 'Owners Consent – 123 Smith St Surry Hills'.