



Building approval process

The building approval process is straightforward. With the right advice upfront, most hurdles can be overcome. This fact sheet outlines that process.



	<p>1. Check if you need planning approval</p> <p>Before applying for a building permit, check with the City of Stonnington if you need a planning permit first. If you do, you'll need that before you can get a building permit.</p>
	<p>2. Make preliminary enquiries</p> <p>Contact the City of Stonnington to find out:</p> <ul style="list-style-type: none"> • what the current use of the building is and its classification (e.g., Class 6) • if there are existing planning permits on the property • what approvals (e.g. food, health or accommodation registration) will be necessary for your proposed business.
	<p>3. Appoint design professionals</p> <p>Depending on your project, you may need an architect, draftsman, services designer, access consultant, structural engineer or sustainability consultant. You may wish to discuss the project with a registered builder at this point too. This is also a good time to finalise all building plans, especially if you're considering changing the exterior of a shop front or signage, as any changes made after the permit is granted will require an additional permit application.</p>
	<p>4. Apply for your building permit</p> <p>You may apply for a building permit with the City of Stonnington or a private building surveyor. It's a good idea to get a few quotes as prices and timelines vary. Allow at least two weeks to assess your application.</p>
	<p>5. Await the results</p> <p>The building surveyor may ask for additional information at this time. Depending on the queries, you may need to engage specialist consultants.</p>
	<p>6. Local Law permits</p> <p>If you require to occupy City of Stonnington land (footpaths, parking spaces, roads, laneways, etc.) to safely conduct building related activities i.e., signage installation, materials or deliveries, you will require a Local Law permit. Depending on the location of your business premises and the extent of works, a permit assessment can take between five days (simple) to two months (complex).</p>
	<p>7. Commence building works</p> <p>The exciting part - your business starts to take shape! Just make sure statutory approvals and permit conditions are adhered to, which will be checked during inspections. Your building permit will list the stages when these inspections take place.</p>
	<p>8. Complete works</p> <p>When the building is finished, arrange for your building surveyor to carry out a final inspection. If everything is approved, you'll be issued with an Occupancy Permit or a Certificate of Final Inspection, and you can start operating. Make sure you have any relevant liquor licences, food registrations, footpath trading permits etc. before you open for business.</p>