

# The 47-step owner-builder checklist

Every stage of an owner-build in Victoria, from feasibility to handover, in the order it happens. Tick them off as you go.

## 1. Feasibility and structure STEPS 01-06

**01** ☐ Confirm how you own the land: sole, joint or trust  
The owner-builder applying for the certificate of consent needs to be an owner of the land.

**02** ☐ Title search: covenants, easements and encumbrances  
Check the title and the section 32 from your purchase.

**03** ☐ Check zoning and planning overlays with council

**04** ☐ Engage an architect or building designer, and lock the scope

**05** ☐ Get town-planning advice: do you need a planning permit?

**06** ☐ Set up a project bank account and a cash-flow forecast

## 2. Design and consultants STEPS 07-13

**07** ☐ Lodge the planning application, if one is needed

**08** ☐ Soil test and site classification (AS 2870)

**09** ☐ Engineering: structural, civil and drainage

**10** ☐ Energy rating report (NatHERS) for the building permit

**11** ☐ Bushfire Attack Level (BAL) assessment, if your site needs one

**12** ☐ Appoint a registered building surveyor

**13** ☐ Asset protection permit from council, before any works

## 3. Owner-builder and permits STEPS 14-20

**14** ☐ Complete the owner-builder online assessment  
Run by the Building and Plumbing Commission.

**15** ☐ Apply for your certificate of consent

**16** ☐ Receive your certificate of consent

**17** ☐ Apply for the building permit through your surveyor

**18** ☐ Pay the permit levies your surveyor lists

**19** ☐ Receive the building permit

**20** ☐ Arrange insurance for the build: contract works and public liability

## 4. Trades and procurement STEPS 21-28

**21** ☐ Check your WorkSafe obligations if you employ anyone directly

**22** ☐ Plan the site setup: fencing, signage, toilet, power and water

**23** ☐ Open trade accounts: concrete, steel, timber and hardware

**24** ☐ Send tender packs to at least three trades for each package

**25** ☐ Compare quotes on scope, programme and references

**26** ☐ Sign trade contracts with scope, payment stages and a variations clause

**27** ☐ Check each trade's licence, insurance and safety paperwork

**28** ☐ Build your programme: milestones, lead times and the critical path

## 5. Construction and inspections STEPS 29-37

- |           |                          |                                                                              |           |                          |                                                               |
|-----------|--------------------------|------------------------------------------------------------------------------|-----------|--------------------------|---------------------------------------------------------------|
| <b>29</b> | <input type="checkbox"/> | Footings inspection before concrete<br>Mandatory, by your building surveyor. | <b>33</b> | <input type="checkbox"/> | Lock-up: roof, windows, doors and cladding finished           |
| <b>30</b> | <input type="checkbox"/> | Slab and steel inspection before the pour<br>Mandatory.                      | <b>34</b> | <input type="checkbox"/> | Services rough-in: plumbing, electrical, heating and cooling  |
| <b>31</b> | <input type="checkbox"/> | Frame inspection before lining<br>Mandatory.                                 | <b>35</b> | <input type="checkbox"/> | Pre-plaster checks: rough-ins tested and insulation in        |
| <b>32</b> | <input type="checkbox"/> | Waterproofing: wet areas, decks and planters                                 | <b>36</b> | <input type="checkbox"/> | Fix stage: joinery, tiling, stone and paint                   |
|           |                          |                                                                              | <b>37</b> | <input type="checkbox"/> | Keep a variations register: written, priced, signed and dated |

## 6. Commissioning and compliance STEPS 38-43

- |           |                          |                                                     |           |                          |                                                    |
|-----------|--------------------------|-----------------------------------------------------|-----------|--------------------------|----------------------------------------------------|
| <b>38</b> | <input type="checkbox"/> | Electrical: Certificate of Electrical Safety        | <b>41</b> | <input type="checkbox"/> | Glazing and energy compliance documents            |
| <b>39</b> | <input type="checkbox"/> | Plumbing: compliance certificates from each plumber | <b>42</b> | <input type="checkbox"/> | Pool or spa barrier compliance, if you have one    |
| <b>40</b> | <input type="checkbox"/> | Heating and cooling commissioning                   | <b>43</b> | <input type="checkbox"/> | Bushfire (BAL) compliance documents, if applicable |

## 7. Occupancy and handover STEPS 44-47

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|-----------|--------------------------|-----------------------------------------------------------|-----------|--------------------------|--------------------------------------------------------------------|
| <b>44</b> | <input type="checkbox"/> | Final inspection<br>Mandatory, by your building surveyor. | <b>46</b> | <input type="checkbox"/> | Defects walkthrough: a written, dated list                         |
| <b>45</b> | <input type="checkbox"/> | Occupancy permit, or certificate of final inspection      | <b>47</b> | <input type="checkbox"/> | Collect warranties, as-built drawings and manuals from every trade |

**These 47 steps are the milestones.** A real build has more than 100 actions between them. The full 100-step version comes with every level of the crash course: [ownerbuilderschool.com.au/course.html](https://ownerbuilderschool.com.au/course.html)

General information only, not legal advice. Check the current rules with the Building and Plumbing Commission and your building surveyor.