



PROCEDURAL STEPS

Here are some helpful procedural steps to assist you regarding your plans.

Ensure you can supply us with, and agree to the following:

1. Ensure you are **allowed to build** on the proposed site
2. Ensure you have the **finance available** as per our invoices
3. Have your **Site Identification** available (Council, Lot No. etc)
4. Ensure you have a valid **BAL Rating** (Bushfire Attack Level)
5. Make sure you have a **Wind Rating** (usually supplied by Council)
6. Supply a **Soil Test** (must be done by a certified approved person)
7. Supply an **Engineers** report for **foundations** (size of trenches etc)
8. Have a **Site Survey** done (include Contour Lines etc)
9. Fill in our '**Site Plan**' and position your property as best you can
10. Ensure you have read and agree to our '**Purchase Agreement**' as shown on the 'Forms' page of our website
11. Fill in and sign our '**Quote Form**' and return to us with the specified deposit having been lodged by Direct Deposit to our Bank.

We will then organise the following:

1. Prepare **Council Plans** for submission by you to your **Council** or **Building Surveyor**
2. We will organise and pay for the required **Certifications** for **Energy** (Basix) and **Frame** and **Truss** reports
3. We will supply the necessary '**Site Identification**' signs. On these Corflute signs will be your name, Owner Builder Permit Number, Contact Phone and Site Address etc

Please Note:

Any information required can be added at a later date if unavailable at this time. The more details you give us, the better and quicker your plans will be.