

Plans of the proposed development are provided to Capital Certifiers for fee proposal.



If fee is accepted, Capital Certifiers will send through Checklist for Approval and appropriate forms



Once officially engaged, Capital Certifiers will apply for Utility Approvals (Approx. 15 workings days)

All remaining documentation can be submitted during this period

During this period, Capital Certifiers will notify you of any minor encroachments or non-compliances

Once final documentation and Utility approvals have been received, Building approval will be prepared (allow 3-5 working days)

If engaging a licenced builder, an appointment of builder will need to be submitted to our office along with a copy of the Home Owners Warranty Policy for us to issue Commencement

If applying for an Owner Builders permit, you will need to apply to Access Canberra with your online course certificate and Building Approval (link can be found on our website) Once issued please forward to our office for Commencement

All Mandatory Inspections need to be booked via our website 24 hours prior (weekends not included)
www.capitalcertifiers.com.au/inspection-request/



Once the Final Inspection has been completed, the inspector will provide an inspection report that will outline all of the compliance certificates required to accompany the Application for COU



When final documentation has been submitted, Capital Certifiers will apply for Certificate of Occupancy. Access Canberra will assess our lodgement over the next few working days and notify of any outstanding documents. Alternatively they will issue the Certificate of Occupancy