

# FORM: Finalisation of Building and Plumbing Approvals (2023/24)

Use this form to finalise a building approval issued by Council between 1983 and the introduction of private building certification in April 1998. A Council building certifier will inspect the building, within 10 business days of receiving the request, to check that it meets approval requirements. To learn more visit [Building approval](#) on Council's website.

## Section 1: Your Details

<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Your reference</b>	
<b>Date of request</b>	
<b>Signature</b>	
<b>Your preference to receive your response:</b>	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect from Council (we will notify you when it is ready) <b>Comments</b> <i>(if needed)</i> :

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy).

## Section 2: The Property

<b>Address</b>	
<b>Real Property Description</b>	Lot            Plan
<b>Owner</b>	
<b>Building or plumbing approval details</b> <i>(if known)</i>	Date of issue:
	Description of works approved:
	Application number:
<b>Person Council can contact to arrange access to the property for inspections</b>	Contact name:
	Contact number:
	Email address:
	<b>Comments</b> <i>(if needed)</i> :

## Section 3: Services and fees

Please tick the building and plumbing approval services you need, noting the fee for each service. The timeframe to receive your response from Council may be up to 10 business days.

Description	(✓)	Fee	Council use
<b>Finalisation of building and plumbing approval</b> (see item 1 in <a href="#">Section 5</a> )			
<b>Residential (Class 1 &amp; 10)</b>			
Building and plumbing approval	<input type="checkbox"/>	\$469.00	RC 1405 AP/PC/PP
<b>Commercial (Class 2 to 9)      GFA = gross floor area</b>			
Building and plumbing approval - up to 1000m <sup>2</sup> GFA	<input type="checkbox"/>	\$736.00	RC 1405 AP/PC/PP
Building and plumbing approval - 1000m <sup>2</sup> to 5000m <sup>2</sup> GFA	<input type="checkbox"/>	\$810.00	RC 1405 AP/PC/PP
Building and plumbing approval - above 5000m <sup>2</sup> GFA	<input type="checkbox"/>	\$1,344.00	RC 1405 AP/PC/PP
<b>Re-inspections</b> (see item 2 in <a href="#">Section 5</a> )			
Building and plumbing approval re-inspection	<input type="checkbox"/>	\$271.00	RC 1405 AP/PC/PP

## Section 4: Payment

The request will be processed after payment is received. When you lodge the request, you can choose to pay:

- by phoning 07 3412 3412 with a credit card  
(for your security, please **do not email credit card details to Council**)
- by post with a cheque or money order (allow 5 business days) to:

Chief Executive Officer - Logan City Council  
PO Box 3226, Logan City DC QLD 4114

- in person at one of our Customer Service Centres, Monday to Friday (excluding public holidays):

<b>Logan Central</b>	150 Wembley Road, Logan Central	open 8am to 5pm
<b>Beenleigh</b>	105 George Street, Beenleigh	open 8am to 4.45pm
<b>Jimboomba</b>	18-22 Honora Street, Jimboomba	open 8am to 4.45pm

From 1 October 2022, a merchant surcharge fee of 0.34% will apply to all online and phone credit card payments.

## Section 5: Description of Services

Category	Explanation of service
Finalisation of Building Approval	<p>In this service, a visual inspection will be carried out by a qualified building inspector. When Council is satisfied that the building meets approval requirements, we will:</p> <ol style="list-style-type: none"> <li>For a residential (class 1 and 10 building) issue a final inspection certificate; or</li> <li>For a commercial (class 2 to 9 building or Class 1a attached building), issue a certificate of occupancy (formerly certificate of classification).</li> </ol> <p>Where plumbing and drainage works form part of the building, a plumbing inspector will also carry out a visual inspection for plumbing and drainage works.</p>
Re-inspection	Where the initial inspection requires additional further inspection(s) there will be a fee charged per inspection.