RIDGE
BUILDING CERTIFIERS

DEVELOPMENT STAGES	DETAILED FLOW DIAGRAM DEVELOPMENT APPLICATION APPROVAL PROCESS
DEVELOPMENT APPLICATION TO COUNCIL	OWNER/APPLICANT lodge plans & supporting documentation with Council for assessment and determination
CONSTRUCTION CERTIFICATE (CC) APPLICATION	OWNER/APPLICANT lodge with Ridge Building Certifiers (RBC): - Council Stamped Plans - Notice of Determination - Signed CC Application - Signed Fee & Service Agreement - Title Search
ASSESSMENT - DEVELOPMENT CONSENT & BUILDING CODE	Plans assessed by RBC against DA conditions and BCA – Checklist of required documents for CC provided to applicant OWNER/APPLICANT provides required documentation to RBC for assessment to complete the CC application
CC DETERMINATION	CC determined by RBC
PRIOR TO COMMENCEMENT OF WORKS	**OWNER to:** - Satisfy any DA pre-conditions - Engage licensed builder - Obtain HBCF policy or O/B permit - Appoint Principal Certifier - Lodge Notice of Commencement with Council **BUILDER to:** - Set up building site, site security fence, sediment control, tree protection, PC sign etc.
CONSTRUCTION	Mandatory Critical Stage Inspections OWNER/BUILDER to book inspections with RBC & provide 48 hrs notice OWNER/BUILDER to request a checklist of required documentation from RBC for the OC
ASSESSMENT & DETERMINATION OF OCCUPATION CERTIFICATE (OC)	OWNER to Book Final Inspection with RBC & apply for OC once all works are complete OC determined subject to submitted documentation & Final Inspection outcome

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