SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

SITE CERTIFIED PTY LTD

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Occupation Certificate Checklist

Dwellings, Secondary Dwellings, Alterations and Additions, Swimming Pools and Outbuildings

The certificates and documents below are needed before Site Certified can issue your Occupation Certificate (OC). Apply through the NSW Planning Portal against your CDC or DA.

We issue the OC once the final inspection has passed and every applicable certificate is in. The building must not be occupied or used until the OC is issued. Upload certificates as each trade finishes, rather than all at the end, to avoid delays.

Required documents

Provide each certificate that relates to work in your project. Every certificate must name the property address, the work covered, the standard it complies with, and the installer's licence number.

	Document	Description
☐	**Planning Portal application**	OC application lodged on the NSW Planning Portal against the CDC or DA, with Site Certified as Principal Certifier.
☐	**Critical stage inspections**	Every mandatory inspection carried out and passed, with any defects fixed. See our Critical Stage Inspections Checklist.
☐	**Final inspection**	All work complete and built to the approved plans. Booked once every certificate below is ready.
☐	**Final identification survey**	By a registered surveyor, showing the building's position to the boundaries. Where the consent requires it, also floor and ridge levels.
☐	**Structural engineer's certificates**	Confirming the footings, piers, slab, structural steel and retaining walls were built to the engineering plans.
☐	**Roof truss and frame certificates**	Manufacturer's certificate and layout for prefabricated trusses and frames, plus the tie-down and bracing details as built.
☐	**Waterproofing certificate**	For all wet areas and balconies, from a licensed waterproofer, to AS 3740 (and AS 4654.2 for external areas).
☐	**Termite management certificate**	Installer's certificate to AS 3660.1, with the durable notice fixed in the meter box.
☐	**Smoke alarm certificate**	From a licensed electrician, confirming hard-wired, interconnected alarms to AS 3786 in the locations on the plans.
☐	**Electrical certificate (CCEW)**	Certificate of Compliance for Electrical Work for all new electrical work.
☐	**Plumbing and drainage certificates**	Certificate of Compliance from a licensed plumber, plus the sewer service diagram.
☐	**Stormwater certificate**	From the plumber or engineer, confirming the system was built to the stormwater plan and connects to the legal point of discharge.
☐	**Glazing certificates**	Windows and doors to AS 2047 and AS 1288, and shower screens and other safety glazing to AS 1288.
☐	**Insulation certificate**	Installer's certificate stating the R-values installed, matching the BASIX certificate.
☐	**BASIX commitments**	Evidence each BASIX commitment is installed, such as hot water system, rainwater tank connection, insulation, glazing and fixtures.

Required where applicable

	Document	When it applies
☐	**Swimming pool documents**	Pools and spas: NSW Swimming Pool Register certificate, pool barrier compliance to AS 1926.1, engineer's certificate for the pool shell, glass fencing certificate, and resuscitation (CPR) sign displayed.
☐	**Balustrade certificate**	Balconies, decks, stairs or landings with balustrades or handrails, confirming height, openings and loading comply with the NCC.
☐	**Fire-rated construction certificate**	Walls within 900 mm of a boundary, between a dwelling and an attached garage, or between dual occupancy units.
☐	**Bushfire (BAL) compliance**	Bushfire prone land: builder's certificate confirming construction meets the approved BAL under AS 3959.
☐	**Flood compliance certificate**	Flood affected land: engineer's or surveyor's certificate confirming floor levels and flood-compatible materials.
☐	**On-site detention (OSD) works-as-executed**	Where OSD is required: works-as-executed plans and engineer's certificate, plus registration of any positive covenant and restriction on title.
☐	**Driveway crossing sign-off**	Council's final inspection or approval of a driveway built under a Section 138 approval.
☐	**"Prior to OC" conditions**	Evidence that every CDC or DA condition to be met before the OC has been satisfied (e.g. landscaping, street trees, restrictions registered).

Common reasons an OC is delayed

- **A missed critical stage inspection.** It can only be accepted if it was unavoidable and the work is shown to comply, which may need extra reports at your cost. A missed final inspection cannot be accepted.
- **Work that differs from the approved plans.** Changes need a modified CDC or DA before the OC can issue.
- **Incomplete certificates.** Missing the address, the standard, the scope of work or the installer's licence number.
- **BASIX commitments not installed.** For example, the rainwater tank is not connected or the specified hot water system was swapped.
- **Outstanding conditions.** Including council driveway sign-off and registration of covenants on title.
- **Unfinished safety items.** Smoke alarms, balustrades or pool barriers not complete at the final inspection.

Checked against current NSW legislation on 30 October 2026. The Building (Approvals and Practitioners) Act 2026 is not yet in force; this checklist will be updated when it commences.