



## **OC APPLICATION CHECKLIST COMMERCIAL / INDUSTRIAL DEVELOPMENTS**

The following list comprises a general preliminary list as to what information is necessary for an Occupation Certificate (OC) application for Class 2 – 9 buildings / developments.

Please note that this list is a preliminary list only and that assessment of the OC application submission may reveal additional information that is required and this will be notified to you once that assessment process and the final inspection has been completed.

- Confirm property ownership is correct and has not changed during construction.
- Compliance Documentation:
  - For CC refer to Schedule 3 of CC for Development (DA) Condition Compliance Requirements.
  - For CC or CDC refer to Client Cover Letter for construction compliance / installation certificates required.
  - Details on compliance/installation certificates confirmed as correct (i.e. property address matches).
  - Installation Certificates & Compliance Documents signed & dated.

### **NOTES**

1. In relation to the information required to address any Prior to OC conditions of the development consent please consult with your Pro Cert certifier who will confirm these requirements if you are unsure.