

FORM: Finalisation of Building and Plumbing Approvals (2025/26)

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

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

Section 2: The Property

Address	
Real Property Description	Lot Plan
Owner	
Building or plumbing approval details <i>(if known)</i>	Date of issue:
	Description of works approved:
	Application number:
Person Council can contact to arrange access to the property for inspections	Contact name:
	Contact number:
	Email address:
	Comments <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
Finalisation of building and plumbing approval (see item 1 in Section 5)			
Residential (Class 1 & 10)			
Building and plumbing approval	<input type="checkbox"/>	\$911.00	RC 1405 AP/PC/PP
Commercial (Class 2 to 9) GFA = gross floor area			
Building and plumbing approval - up to 1000m ² GFA	<input type="checkbox"/>	\$1,425.00	RC 1405 AP/PC/PP
Building and plumbing approval - 1000m ² to 5000m ² GFA	<input type="checkbox"/>	\$1,569.00	RC 1405 AP/PC/PP
Building and plumbing approval - above 5000m ² GFA	<input type="checkbox"/>	\$2,603.00	RC 1405 AP/PC/PP
Re-inspections (see item 2 in Section 5)			
Building and plumbing approval re-inspection	<input type="checkbox"/>	\$525.00	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):

Logan Central	150 Wembley Road, Logan Central	open 8am to 5pm
Beenleigh	105 George Street, Beenleigh	open 8am to 4.45pm
Jimboomba	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"> For a residential (class 1 and 10) building, issue a final inspection certificate; or For a commercial (class 2 to 9 or class 1a attached) building, issue a certificate of occupancy. <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.