

# FORM: Finalisation of Building and Plumbing Approvals (2026/2027)

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<br><input type="checkbox"/> Collect from Council (we will notify you when it is ready)<br><b>Comments</b> <i>(if needed)</i> : |

**PRIVACY COLLECTION NOTICE:** Logan City Council is collecting your personal information in accordance with Section 51 of the Building Act 1995 for the purpose of processing your approvals. If we do not collect this information we are unable to finalise your approvals. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Council's website: [www.logan.qld.gov.au/privacy](http://www.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<br/>(if known)</b>                         | 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"/> | \$911.00   | RC 1405<br>AP/PC/PP |
| <b>Commercial (Class 2 to 9)</b>                                                                 |                          |            |                     |
| Building and plumbing approval - up to 1000m <sup>2</sup> Gross Floor Area                       | <input type="checkbox"/> | \$1,425.00 | RC 1405<br>AP/PC/PP |
| Building and plumbing approval - 1000m <sup>2</sup> to 5000m <sup>2</sup> Gross Floor Area       | <input type="checkbox"/> | \$1,569.00 | RC 1405<br>AP/PC/PP |
| Building and plumbing approval - above 5000m <sup>2</sup> Gross Floor Area                       | <input type="checkbox"/> | \$2,603.00 | RC 1405<br>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"/> | \$525.00   | RC 1405<br>AP/PC/PP |

## Section 4: Payment Details

|                                                                                   |                                          |                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Paying by mail</b>                    | Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.                                                                                                                 |
|  | <b>Paying by phone</b>                   | Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council.<br>A merchant surcharge fee of 0.30% will apply.                                                |
|                                                                                   | <b>Pay online</b>                        | We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received.<br>A merchant surcharge fee of 0.30% will apply. |
|  | <b>Paying in person</b>                  | Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.                                                                                                                  |
|                                                                                   | <b>Customer service centre locations</b> | <b>Council Administration Centre</b><br>150 Wembley Road, Logan Central<br><b>Beenleigh</b> - 105 George Street, Beenleigh<br><b>Jimboomba</b> - 18-22 Honora Street, Jimboomba                                                        |

## 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 or class 1a attached) building, issue a certificate of occupancy.</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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |