

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	☐ Post ☐ Email ☐ Collect from Council (we will notify you when it is ready) Comments <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

Section 2: The Property

Address	
Real Property Description	Lot Plan
Owner	
Building or plumbing approval details (if known)	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	☐	\$911.00	RC 1405 AP/PC/PP
Commercial (Class 2 to 9)			
Building and plumbing approval - up to 1000m ² Gross Floor Area	☐	\$1,425.00	RC 1405 AP/PC/PP
Building and plumbing approval - 1000m ² to 5000m ² Gross Floor Area	☐	\$1,569.00	RC 1405 AP/PC/PP
Building and plumbing approval - above 5000m ² Gross Floor Area	☐	\$2,603.00	RC 1405 AP/PC/PP
Re-inspections (see item 2 in Section 5)			
Building and plumbing approval re-inspection	☐	\$525.00	RC 1405 AP/PC/PP

Section 4: Payment Details

	Paying by mail	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	Paying by phone	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council.
	Pay online	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.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Section 5: Description of Services

Category	Explanation of service
Finalisation of Building Approval	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: - 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. 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.
Re-inspection	Where the initial inspection requires additional further inspection(s) there will be a fee charged per inspection.