



BUILDING DESIGNERS
ASSOCIATION OF AUSTRALIA

BDAA ACCREDITATION

BDAA Accreditation Level: Low Rise

Document: Sample Drawing Checklist

This document demonstrates an appropriate level of competence for the level of Accreditation being assessed.
It is to be used in conjunction with other documents submitted by the applicant.

Proposed Residence
Lot XYZ, DP ABCD
1 Anywhere Street
Anytown

For
Mr & Mrs Anybody

Schedule A – Class 1 & 10 Buildings

Plan Submission Checklist – To be used as a drawing information guide for building designers undertaking the BDAA Accreditation Program

PRELIMINARY

Construction Certificate documentation should include a location plan, site plan, floor plan, roof plan, elevations, sections, reflected ceiling plan, construction details and specification.

Plans should be prepared on A3 paper size as a minimum. Measurements are to be in millimetres and must indicate true north on all relevant plans. New work is to be highlighted in colour and any buildings to be demolished are to be indicated in an outline. Plans may be hand drawn or computer generated but must be to scale with a defined scale bar to enable correct photocopy reproduction.

COVER PAGE		
A cover page that identifies the drawings in the set and includes the following site and building details (building particulars):		
a	Project location: The full address of the construction site, including Street No/Name/Lot & DP No	<input type="checkbox"/>
b	The name, address, contact information, and possibly the logo of the building designer company responsible for the documentation	<input type="checkbox"/>
c	Project number: A specific number assigned to the project for tracking purposes	<input type="checkbox"/>
d	Scale: An indicator of the scale at which the drawings should be read	<input type="checkbox"/>
e	Drawing index: A list of all the drawings included in the set, with sheet numbers for reference. It should indicate the types of drawings such as floor plans, elevations, sections and details	<input type="checkbox"/>
f	Date and revision history of the plans	<input type="checkbox"/>
g	The name of the designer who drew the plans and the name of the person who checked the plans (This information must be attached to all drawings	<input type="checkbox"/>
h	A legend/guide to understanding symbols and abbreviations used in the drawings (if not in a separate drawing)	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

LOCATION & SITE PLAN

A site plan is a birds-eye view of the existing and proposed development and its placement in relation to the site boundaries and neighbouring developments. A site plan should include:

a	Location Plan drawn to scale, preferably 1:200 or 1:500 Including street No/Name/Lot & DP No & North Point clearly shown	<input type="checkbox"/>
b	Site Plan drawn to scale, preferably 1:100 or 1:200	<input type="checkbox"/>
c	Location of the new and existing buildings in relation to site boundaries.	<input type="checkbox"/>
d	Location of any existing and proposed fences and landscaping feature such as swimming pool, retaining walls, paved area and driveways.	<input type="checkbox"/>
e	Location of topographical features, i.e., trees, water courses, slopes/ridges.	<input type="checkbox"/>
f	Encumbrances on the land such as easements/covenants	<input type="checkbox"/>
g	Length, width and site area of land including boundary bearings.	<input type="checkbox"/>
h	Distance from outermost part of proposed building to all boundaries.	<input type="checkbox"/>
i	Location of any trees to be removed – if applicable	<input type="checkbox"/>
j	Location of adjoining property buildings for the purpose of determining setbacks under the Codes SEPP.	<input type="checkbox"/>
k	Contour levels of the site related back to AHD and Benchmark location.	<input type="checkbox"/>
l	Existing and proposed site levels.	<input type="checkbox"/>
m	Stormwater and drainage schematic diagram. (may be separate drawings).	<input type="checkbox"/>
n	Location of existing sewer lines, manholes and connection points	<input type="checkbox"/>
o	An erosion and sedimentation control plan.	<input type="checkbox"/>
p	Waste management plan.	<input type="checkbox"/>
q	Site materials storage areas to be shown on plans	<input type="checkbox"/>
r	Indicate water meter and sewer connection locations	<input type="checkbox"/>
s	Landscaping Plan (if applicable) nominating plant species and pot sizes	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

FLOOR PLAN

Floor plan dimensioning should show clear dimensions to $\pm 5\text{mm}$, in a readable font size & measured to the 'structural' part of the walls. Floor plans should include:

a	Drawings to scale preferably 1:100	<input type="checkbox"/>
b	Room names, areas and dimensions (both internal and external)	<input type="checkbox"/>
c	Window and door locations and sizes (Door & Window Schedule preferred)	<input type="checkbox"/>
d	Structural floor levels and finished floor levels and steps in floor levels to AHD	<input type="checkbox"/>
e	Location of cupboards and other fixtures	<input type="checkbox"/>
f	Location of plumbing fixtures & other drainage fixtures	<input type="checkbox"/>
g	Wall structure type and thickness. EG, timber framed, brick veneer, full/cavity brick, concrete block & poured insitu reinforced concrete. Other proprietary wall system indications should be made obvious. A table of wall types showing structural thickness would aid this.	<input type="checkbox"/>
h	Downpipe locations	<input type="checkbox"/>
i	Floor finishes	<input type="checkbox"/>
j	Location of Smoke Detectors/Alarms	<input type="checkbox"/>
k	North Point clearly shown	<input type="checkbox"/>
l	Detail exhaust fans & other condensation management requirements	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

ROOF PLAN

A roof plan is a bird's-eye view of the developments roof that clearly shows the roof configuration – hip, gable, skillion etc and the components of the roof covering and drainage. North Point clearly shown

a	Drawings to scale preferably 1:100	<input type="checkbox"/>
b	Clearly defines roof profile and slopes including hips, valleys and parapet wall locations where applicable.	<input type="checkbox"/>
c	Clearly notes roof covering material including pitch & slope and substructure requirements. Note roof colour aligns with BASIX requirements	<input type="checkbox"/>
d	Gutter and downpipe locations Eaves gutters - overflows and downpipes details specifying the sizes, fall, materials, compatibility, resistant to corrosion, and installation methods	<input type="checkbox"/>
e	Box gutter, including use of rainheads and/or sumps. specifying the sizes, fall, materials, compatibility, resistance to corrosion, installation methods	<input type="checkbox"/>
f	Solar hot water & photo voltaic panels	<input type="checkbox"/>

g	Roof features such as chimneys/flues, skylight and the like	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Elevation Plans

Elevation plans are the side on view of your building or how the building will look when viewed from the front, back and sides after it has been completed. Elevations of all four (4) sides (north, south, east and west facing) of a development need to be included. Elevation plans should include:

a	Drawings to scale preferably 1:100	<input type="checkbox"/>
b	Exterior external materials and finishes, with consideration for NCC requirements including fire protection, weatherproofing and energy efficiency requirements	<input type="checkbox"/>
c	Window and door opening sizes and location (including window and door numbers) Referenced back to Window & Door Schedules	<input type="checkbox"/>
d	Downpipes and gutters	<input type="checkbox"/>
e	Dimensioned floor, ceiling & roof heights above ground level	<input type="checkbox"/>
f	Existing and proposed site levels showing true proposed finished groundlines & existing groundlines	<input type="checkbox"/>
g	Wet Area plans & elevations with waterproofing details & schedules	<input type="checkbox"/>
h	Balconies, balustrades, and other external features such as vents, screenings, and awnings	<input type="checkbox"/>
i	Articulation joint locations of cladding materials	<input type="checkbox"/>
j	Dimension retaining wall heights (refer engineering for walls >600mm high)	<input type="checkbox"/>
k	Show driveway gradients compliant with AS2890.1 – consider steep sites	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Sections

A section is a diagram showing a cut through the development which identifies the materials to be used in the construction. There may be multiple sections required to adequately describe the extent of works. Sections should include:

a	Drawings to scale preferably 1:100 Section details should be provided for all construction methods that cannot be shown on the floor plans, elevations, or other drawings	<input type="checkbox"/>
b	Section names and where they are shown on plan	<input type="checkbox"/>
c	Room names	<input type="checkbox"/>
d	Room and window heights	<input type="checkbox"/>
e	Roof drainage	<input type="checkbox"/>

f	Distance between floor levels and finished ground level	<input type="checkbox"/>
g	Internal and external sheeting	<input type="checkbox"/>
h	Weather proofing and flashing	<input type="checkbox"/>
i	Method of construction	<input type="checkbox"/>
j	Roof pitch and covering	<input type="checkbox"/>
k	Floor/ceiling construction types and details including method of construction and set downs	<input type="checkbox"/>
l	Junctions and interfaces between and within key parts of the building including external wall interface with floor slabs and vertical spandrels	<input type="checkbox"/>
m	Details in section drawings should include Section through floor voids such as atriums, stair, and lift shafts or similar that connect multiple floors	<input type="checkbox"/>
n	Wall type details for differing external and internal wall construction including but not limited to the following: <ul style="list-style-type: none"> . When different wall types intersect (continuous and/or at angles), and . When different wall types are located over each other, including cladding materials and fixings at these junctions 	<input type="checkbox"/>
o	Finishes details for balconies, terraces, and set downs/ recesses in floor levels	<input type="checkbox"/>
p	Location of structural elements – columns, posts, beams etc.	<input type="checkbox"/>
q	Location and height dimensions of balustrades, handrails, and screening (vertical and horizontal)	<input type="checkbox"/>
r	Include reference tags, and callouts to relevant section details and drawings	<input type="checkbox"/>
s	Note: Sections should be suitable for construction, sufficiently detailed, dimensioned, and show integration and coordination of other relevant services	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

REFLECTED CEILING PLAN

The reflected ceiling plan should provide details and show location of the following as applicable:

a	Drawings to scale preferably 1:100 with North Point clearly shown	
b	Ceiling material and linings such as different ceiling materials or finishes such as plaster, acoustic ceiling tiles, wood, etc	
c	Ceiling features such as beams, soffits, cornices or access panels	
d	Emergency lighting and exit signs	
e	Light fixtures	

f	Air conditioning grilles and diffusers	
g	Mechanical ventilation and exhaust systems	
h	Access panels	

CONSTRUCTION DETAILS

Construction details are large scale drawings that explain clearly the methods of construction and specific details and materials - for example: damp proof course and flashing locations, vermin proofing, box gutter details, intricate architectural details and finishes.

These drawings may be scaled at 1:20, 1:10, 1:5 and even 1:1 where appropriate.

There is no minimum number of details required for a particular project, but sufficient details should be produced to enable the builder to clearly understand what the designer's intent and requirements are. Construction details should include:

a	Large scale section details of any non-standard areas including annotation.	<input type="checkbox"/>
b	Wet area requirements showing large scale section details & elevations including annotations & falls to floor drainage outlets.	<input type="checkbox"/>
c	All relevant waterproofing detailing including for wet-areas, thresholds, even basic construction ones like sliding doors / hinged doors, external set downs, level threshold details & including how to waterproof seal the adjoining walls or steps / set downs etc, also includes finishing cladding/external surfaces	<input type="checkbox"/>
d	Roof & surface drainage –parapet detailing/roof penetration detailing (skylights etc) down pipe & guttering selection / location especially box gutters (even basic allowances for the space & falls required)	<input type="checkbox"/>
e	Any non – standard roof forms to have hip, ridge, valley & guttering flashing details	<input type="checkbox"/>
f	<p>Stairs & Ramps - Plans, sections and construction details should nominate the following details:</p> <ul style="list-style-type: none"> • Riser and going dimensions including the Finished Floor Levels (FFL) including NCC 2R+G= criteria • Stairway widths • Landing location, gradients and dimensions • Head clearance dimensions • Dimensions of openings between treads • Materials and finishes of stairs, landings and ramp components • Slip resistance measures applied to stairs and ramps (such as nosing strips) including the size and location of the measures • Slope or gradient of ramps Reduced Levels (RL) at landings • Details demonstrating provisions for access for people with a disability • Handrail/balustrade details 	<input type="checkbox"/>
g	Balustrades and Handrails – design documentation should show include the following:	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Identification of all components of the barrier, including posts, rails, infill panels and base plates • Identification of the building elements supporting the barrier • Details of the proposed installation and materials proposed, including relevant Australian Standards applicable to the material and design • Waterproofing detail to base of posts in waterproofed areas 	
h	BASIX Schedules and Data	<input type="checkbox"/>
i	'Safety in Design' notes as a separate drawing sheet	<input type="checkbox"/>
j	Detail exhaust fan ducted to outside (condensation management)	<input type="checkbox"/>
k	Include bushfire BAL details on plans (where applicable) may be separate drawing	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SPECIFICATIONS

Specifications are a comprehensive written statement covering all facets of building work that should include:

a	Type of external finishes.	<input type="checkbox"/>
b	The construction and materials to be used.	<input type="checkbox"/>
c	Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars.	<input type="checkbox"/>
d	The method of drainage, sewerage/septic and water supply.	<input type="checkbox"/>
e	Internal fittings/fixtures & PC Items	<input type="checkbox"/>
f	Electrical and hydraulic services	<input type="checkbox"/>
g	BCA compliance schedule including nominated Australian Standards to be used.	<input type="checkbox"/>
h	A comprehensive timber framing detail including the design wind velocity, wall and roof bracing calculations and details, timber sizes and spacing, stress grading and fixing details at joints (in conjunction with structural engineers drawings)	<input type="checkbox"/>
i	<p>In relation to prefabricated truss details the following information shall be submitted (in conjunction with structural engineers drawings)</p> <ul style="list-style-type: none"> ➤ Design wind velocity ➤ Roof pitch ➤ Material of roof ➤ Material of ceiling ➤ A statement on the plans that the trusses are to be designed and manufactured in compliance with: AS 1170 – Structural design actions Parts 1 and 2 (“AS 1170”) and AS 1720 – Timber structures Part 1 (“AS 1720”). 	<input type="checkbox"/>