



CERTIS™ is one of the Australian construction industry's preferred building certifiers with an established and growing client base. Our head office is in Brisbane, with offices also located at the Gold Coast, Canberra, Sydney and Melbourne.

Due to our extensive industry experience, and our efficient use of systems and technology, we are able to deliver a high quality, fast track tenancy fit out service. We also have a tenancy fit out co-ordinator specifically appointed to add value to our clients on technical queries and to act as a single point of contact for the efficient delivery of our services.

Furthermore, because we have certified a large number of base buildings, you can have peace of mind that we will evaluate the impact that a tenancy fit out may have on any applicable fire-engineered solution that the building relies upon.

BASIC CERTIFICATION PROCESS

1. SUBMIT FLOOR PLANS

You or your consultant submit scaled floor plans to us via email in PDF format. Include any relevant information that you have available (such as the scope and cost of works, location plan, detailed address).

2. FEE PROPOSAL AND PAPERWORK

We will send you a fee proposal and engagement form within 24 hours.

3. ASSESSMENT OF PLANS

Upon receipt of the signed engagement form, we will assess the plans to ensure the essential public safety standards are met. We will respond within 3 working days with any further information or clarifications required.

4. BUILDING APPROVAL ISSUED

Once outstanding issues (if any) are resolved, then we will issue the building approval/permit and approved plans via email. A building approval/permit is required before building work can lawfully commence.

5. FINAL INSPECTION

Once we have been notified that building work is complete, then we will undertake a final inspection. Note that this normally requires 48 hours notice.

6. NOTIFICATION OF OUTSTANDING CERTIFICATES

We will email a list of outstanding commissioning and compliance certificates and any issues (if any) identified during the inspection.

7. FINAL CERTIFICATE ISSUED VIA EMAIL

When all outstanding commissioning and compliance certificates are received and all issues are resolved, we will issue a final/occupancy certificate via email. This enables you to begin trading (subject to other relevant approvals such as food hygiene, liquor license, Council plumbing, etc.

TIPS AND HINTS

- » **CERTIFICATES** from various installers/contractors involved in the construction process are often required before the project can be finalised. Certificates state that aspects of work have been carried out in accordance with Australian construction standards. Timely submission of these certificates will ensure that your tenancy is able to open without delay. A list of the required certificates should be included as part of the assessment.
- » **GETTING THE CERTIFIER/SURVEYOR ENGAGED EARLY** on can save you time and money because compliance issues can be identified and rectified before building work commences.
- » CERTIS™ requires a copy of the owner's letter of consent.
- » Lot DP and RP numbers of project address.
- » Location plan showing fire hydrants, hose reels and the nearest exits serving the tenancy.
- » Ensure that your builder has a copy of the approved plans and building approval before they commence work. They also need to be aware of any approval requirements or conditions.
- » Other approvals may be required before your certifier/surveyor can issue your building approval/permit or final/occupancy certificate. For example, plumbing, health, fire brigade, town planning and liquor licensing. In some instances a portable long service levy is required to be paid. Check with your consultant which approvals are required and whether they have been applied for.

