



Welcome to the world of Owner Building!

This form is designed to help you to become an Owner Builder. It may seem a daunting process, but it's not as bad as it may seem! We have broken it down into steps to hopefully make it easier for you, and you can also contact us if you need help at any stage!

The one thing to bear in mind is that you will not be required to have previous building experience, either hands-on or being involved with building previously. As an Owner Builder you will be **managing** your build, you are not expected to swing a hammer unless you choose to!

There are a lot of little details that people miss when they're costing their project, like door handles, hand rails, steps/ramps, so try and be as thorough as you can when planning the cost of your build so you don't get a shock at any stage. Walk around your existing home and list all the little things, and add to it as you think of others.

There are also conditions that must be met during the build process, and these will be listed on your Council Approvals form, which we can help you obtain through a private certifier. These may include things such as, but not limited to, providing a glazing certificate for glass windows, doors and shower screens, and a certificate for waterproofing in wet areas. These will be provided to you by the suppliers or tradespeople involved.

Write down any questions you may have and contact us for more information, we're here to help you achieve the goal of having a lovely new home!

So let's begin! You can cross out each step as you finish it!

- The first step is to take the Owner Builder course online. (It's easy, all the information is given to you as you go through!)
- The website is Absolute Education, choose the Queensland Edition.
- Write down your USI (unique Student Identifier, you can get that as you sign in to Absolute Education), along with your password.
- You don't need to finish in one sitting, just remember your login details and you can go back as often as you like!
- There are modules which must be completed in sequence before you can proceed to the next. You won't be able to progress until the module you're working on is correct.
- There is information to read, and then some questions to answer.
- The questions are multi choice, and there is a drop-down button on the right so that you can read the information again if you're not sure!
- Once you've finished the course, you will be prompted to pay for the Certificate.
- The certificate will be emailed and/or posted to you.
- While you're waiting for the permit, organise a soil test and a percolation test. This gives you the type of soil, and how the soil reacts with moisture.
- Once you have the soil test, you can arrange a waste water design (Septic System), if necessary, we can help with this.
- Once you have the waste water design, you can apply for a plumbing permit with the council, we can help you with this or your plumber can lodge the application.
- When you receive the certificate, head to titlesqld.com.au and select searches.
- Choose current title search and pay for the title. This must be less than 30 days old by the time it reaches QBCC.
- Print and complete the Application for Owner Builder Permit, which should be attached with your certificate, or head to the QBCC website and search Owner Builder Permit.
- Take a copy of the front and the back of your ID, usually your driver's licence.
- Head to your local JP, Police Station or wherever you can get the copy of your ID certified.
- Attach the certified copy of your ID, the OB Permit (remember to keep a copy for yourself!), and the title search to the application form, remember to fill in the payment details, and post to the QBCC address on the form.
- When you receive the Owner Builder Permit, send a copy to us, or your chosen private certifier. **DO NOT CONTACT THE COUNCIL DIRECT - THEY WILL TIE YOU UP IN RED TAPE!**
- Read the information with the permit, you are required to have an Owner Builder sign on the property when work commences.
- Consider public liability insurance for the duration of the build, a contact for a quote should have been sent to you when you completed the course online.
- Check out the trades people who will be completing the build for you, electricians, plumbers etc, make sure they have a licence for the work they will be completing, and insurance.
- Try to enjoy the process, it can be stressful at times, but you can survive, and the end result of your beautiful new home will be worth it!

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