
HOUSE SIGN-OFF PROCESS & CHECKLIST

Once the building is complete, the owner's architect must request a final sign-off inspection with FEFA whereafter a sign-off letter from FEFA, certifying that the building has been constructed in accordance with the approved plans, will be issued to assist the homeowner in applying for his Council Occupation Certificate.

Step 1 The following Certificates of Compliance/Completion must be in place and presented to FEFA before house sign-off and occupation:

- ✓ Architect completion certificate
- ✓ Electrical compliance certificate
- ✓ Gas compliance certificate (if you use gas)
- ✓ Sewage compliance certificate
- ✓ Plumbing completion certificate
- ✓ Engineering completion certificate

Step 2 The entrance to your property

All properties must have a Fairview Estates-designed property identity sign, erected at the property entrance from the primary or secondary road.

The erection of this property identity sign is required to be completed within the **last 60 days** of commencing construction of any structures on the property. Property identity signage design elements consist of:

- ✓ A gabion basket filled with gabion stone or handstone.
- ✓ A laser-cut steel plate protruding off wall powder coated in any of the following approved estate colours: i.e., "Foliage," "Valley" or "Moss"
- ✓ Artwork to include Fairview Estates' monogram.

Step 3 Meeting with the Architectural Design Review Committee

- ✓ Council-approved drawings must be submitted.
- ✓ As-built drawings must be submitted and presented.
- ✓ As-built drawings to be stamped and signed off by the ADRC before being submitted to Council.

Step 4 Review of completed home

The following persons must be present at the house-signoff on-site meeting:

- ✓ Client's architect
- ✓ Principal ADRC Architect
- ✓ FEFA representative

Step 5 Apply for your Council Occupation Certificate.

Step 6 (1) Submit a hard copy of the Council-approved as-built drawings to FEFA.
(2) Submit your Council Occupation Certificate to FEFA.

HOUSE SIGN-OFF DOCUMENTS CHECKLIST

☐	Approved Council Plans
☐	As-built Drawings
☐	Council Occupation Certificate when available

CERTIFICATES OF COMPLETION/COMPLIANCE

☐	Architect completion certificate
☐	Electrical compliance certificate
☐	Gas compliance certificate (if you use gas)
☐	Sewage compliance certificate
☐	Plumbing completion certificate
☐	Roofing compliance certificate
☐	Engineering completion certificate

OTHER

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