PERMIT & INSPECTION TRACKER

Obtain required permits before regulated work. Confirm scope, hold points and inspection sequence with the local authority and licensed professionals; requirements vary.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

AUTHORITY / PERMIT CONTACT

PERMIT NUMBER / ISSUE / EXPIRY

PERMIT AND SUBMISSION REGISTER

Permit / application type	Responsible / submitted	Status / reference

APPROVED PLAN SET / CONDITIONS / REQUIRED SEQUENCE

General template only. Not legal advice. Check the contract and applicable local requirements.

PERMIT & INSPECTION TRACKER

Do not conceal work or proceed past a hold point until the responsible authority authorizes it.

PROJECT / JOB NUMBER

UPDATED BY / DATE

INSPECTION REGISTER

Inspection / area	Requested / date	Result / report ref.	Recheck / owner

CORRECTIONS REQUIRED / COMPLETION EVIDENCE

- [ ] Current approved plans and permit records are available on site.
- [ ] Required re-inspections / final approvals are recorded.
- [ ] Client receives appropriate final permit / inspection documents.

General template only. Not legal advice. Check the contract and applicable local requirements.