



**Government  
of South Australia**

Department of Planning,  
Transport and Infrastructure



**CITY OF  
MITCHAM**

***Development Regulations 2008***  
**Regulation 74 – Supervisor’s checklist**  
**Handling / installation / inspection of roof framing**

**General information**

1. In accordance with Regulation 74, at least one (1) business day’s notice must be given to the council of the intended completion of all roof framing forming part of the building work and (including top and bottom chord restraints, bracing and tie-downs).
2. The completed roof framing must not be concealed until after the expiration of two (2) clear business days after the notice of completion of roof framing has been received by the council.
3. The applicable checklist must be completed by a registered building work supervisor who has inspected the work and must be provided to the council when giving notice of the completion of roof framing.

**Note:**

The above processes do not apply to a Class 10 building if it is not attached to any part of the roof framing of a building of another class.



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Regulation 74 – Supervisor’s checklist**

**Part 4 – Conventional steel roof frame: erection, fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

City of Mitcham

Email: [development@mitchamcouncil.sa.gov.au](mailto:development@mitchamcouncil.sa.gov.au)

Phone: 8372 8888

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	Checked
1	Steel is legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating	
2	Roof constructed in accordance with approved layout	
3	Bracing	
4	Coupled roof connections – ceiling joists to rafters, collar ties to rafters	
5	Tie-downs	
6	Transfer of wall frame bracing	
7	Point loads - including beams, struts, are adequately supported	
8	Location of special loads: Solar heating, air con, HWS, Other	
9	All trusses are appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_