



## CERTIFIED BUILDING PERMIT APPLICATION SUBMISSION CHECKLIST (CLASS 2 – 9 BUILDINGS)

### When is a Building Permit Application Required?

Under s.9 of the *Building Act 2011* ('the Act'), a Building Permit is required for all structures (residential, commercial & industrial) including but not limited to new works, alterations, additions, swimming pools, spas (below and above ground), patios, sheds and shade sails.

### Building Permit Application

When the Act came into effect on 2 April 2012, it introduced a new building approval process for Western Australia. Under the new building legislation, building permit applications for Class 2 to 9 Buildings are to be certified.

### What is a certified application?

#### A Certified Application (BA1 form)

The plans and specifications of a proposed building have been assessed by a registered private building surveyor. If the proposed structure complies with the applicable building standards, the building surveyor will issue a certificate of compliance. This certificate of compliance is to be submitted with the building permit application.

The permit authority (i.e. local government) has 10 working days to make a decision on the application.

### Building Permit Application Fees

The fees payable with the building permit application are based on the contract value of the proposed works (including GST). If there is no contract, the value of the works must include all material costs, labour costs, necessary services, fees payable, overheads, etc (as stipulated in the *Building Regulations 2012*).

Please refer to *2015/16 Building Application Fee Schedule*.

## **NOTE**

The attached submission checklist is intended as a guide only. If all relevant information is provided with the building permit application, it will facilitate faster assessment and approval within statutory timeframes.

However, in some instances the City's Building Surveyors may request further information. The additional information would need to be provided to the City **within 21 calendar days** by the applicant.

## **Submission requirements**

### **1. FORMS**

- Completed Building Permit Application Form BA1 (Certified).
- Completed BCITF Levy Form (or proof of pre-payment).
- Owner-Builder Approval from the Building Services Board (if applicable).
- Registered Builder's Details – Builder must provide registration number and sign the application form if works exceed \$20,000.

### **2. FEES**

- Application fee plus associated State levies must be paid at time of lodgement of the application (refer to *2015/16 Building Application Fee Schedule*).

### **3. PRESCRIBED INFORMATION – OTHER APPROVALS & CONSENT**

- Water Corporation Approval of the proposed plans (if applicable).
- Planning Approval issued by the City of Cockburn's Statutory Planning Services (Ph: 9411 3578 or 9411 3579) for the proposed development (if applicable).
- If the proposal requires installation or alteration of an on-site sewage effluent system, provide evidence that the proposed plans have been submitted to and/or approved by the City of Cockburn Health Services (Ph: 9411 3589).
- If the proposal requires installation or alteration of an aquatic facility (Pool / Spa) as defined in the *Health (Aquatic Facilities) Regulations 2007*, provide evidence that the proposed plans have been submitted to and/or approved by the City's Health Services or Department of Health WA.
- If the proposal will require the installation of a vehicle/driveway crossover, evidence to be provided that the proposed plans have been submitted to and/or approved by the City of Cockburn's Engineering Services (Ph: 9411 3554).
- Provide consent (Form BA20) or court order in accordance with r.16(3) of the *Building Regulations 2012* if the proposed works will encroach on other land.
- Provide consent (Form BA20) or court order in accordance with r.16(3) of the *Building Regulations 2012* if the proposed works is likely to adversely affect other land (required where boundary, parapet or retaining walls are proposed or for excavations up to or onto other land).

- Evidence of notification given to the Heritage Council of WA in accordance with s.20 of the *Building Act 2011* and r.18 of the *Building Regulations 2012*.

#### **4. CERTIFICATE OF DESIGN COMPLIANCE (CERTIFIED APPLICATIONS)**

- Provide a Certificate of Design Compliance (CDC) from a registered Building Surveyor specifying the relevant drawings and specifications for each proposed structure and confirming compliance with the Building Code of Australia (BCA) and all referenced standards.
- The CDC is to include details of compliance for any proposed Alternative Solution to the BCA or if a declaration under s.39 of the Act has been issued by the Building Commissioner. A copy of the declaration should be provided with the application.
- The CDC is to include a copy of comment by the Department of Fire and Emergency Services (DFES) and confirmation of compliance with DFES's advice or a statement with reasons for non-compliance.
- The CDC is to include a statement with regard to any works that are likely to adversely affect other land.

#### **5. PLANS**

Two complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible and drawn to scale in ink.

##### **5.1 SITE PLAN (min scale 1:200)**

- All property boundaries, their dimensions and existing buildings to be clearly shown.
- A feature survey of the property showing a permanent datum point, contour and spot levels.
- Distance from the property boundaries to the proposed building/s and distance away from other structures on the property to be clearly indicated.
- The proposed finished floor level to the residence and garage / carport to be shown.
- Height and extent of proposed earthworks.
- Existing sewer and stormwater drains and/or easements.
- Location of septic tanks if no sewer is available (refer to **Other Approvals** above)
- Location and height of stabilised embankments or retaining wall/s
- Clearly indicate the North point.
- Stormwater disposal details (Engineer endorsed design layout).
- Position of fire hydrant/s and/or booster.

##### **5.2 FLOOR PLAN (min scale 1:100)**

- All dimensions of the proposed building/s.
- Room names.
- Sunken areas (where applicable).
- Location and dimensions of windows and doors.
- Smoke detector locations.
- Ridge, valley, eaves line and down pipe locations.
- Location of mechanical ventilation.
- Location of fire hose reels and extinguishers, exit signs and disabled toilets.

##### **5.3 ELEVATIONS (min scale 1:100)**

- Existing ground level at the external wall and at the boundary, as well as proposed finished floor and ground levels.
- Location and dimensions of doors and windows (including direction of opening) eg. fixing, sliding, awning.

9 Coleville Crescent, Spearwood | PO Box 1215, Bibra Lake DC WA 6965 | Ph: 9411 3444  
Fax: 9411 3333 | Web: [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au) | Email: [building@cockburn.wa.gov.au](mailto:building@cockburn.wa.gov.au)

- Height of ceiling.
- Types of materials used.

#### **5.4 CROSS SECTIONAL VIEW (min scale 1:100)**

- Finished ground level.
- Type of floor structure eg. concrete footing slab or frame.
- Sunken areas (where applicable).
- Height of ceiling.
- Roof frame details.
- Location and type of insulation.

#### **6. SPECIFICATIONS**

- Two sets of complete specifications must be submitted with the application.

#### **7. ENERGY EFFICIENCY**

- Completed glazing calculator (available for download on the City's website).
- Certification by a suitably qualified energy assessor.

#### **8. TERMITE MANAGEMENT**

- Details of termite management (eg. chemical and physical barriers).

#### **9. STRUCTURAL ENGINEER DETAILS**

The plans, specifications and details must be certified in blue or red ink by a practising Structural Engineer. Alternatively it must be demonstrated that the proposed works meet the requirements of the Deemed-to-Satisfy provisions of the BCA.

##### **9.1 SITE REPORT**

- Site / soil classification as per the BCA and relevant Australian Standard/s.
- Recommendations for earthworks, foundations & drainage.

##### **9.2 FOOTING & SLAB DETAILS**

- Concrete specifications.
- Footing dimensions (strip and pad footings).
- Reinforcement size and location.
- Slab thickness.
- Waterproof membrane location.

This information sheet has been produced by the City of Cockburn with all due care as to its accuracy. However the City does not warrant or represent that it is free from error or omission. The information contained in this fact sheet is advisory in nature only. The City may make changes to the information at any time and without notice. This information sheet is considered to be correct as at July 2015.