



Building Permit Application Checklist

Subhead: Class 1 (Residential) & Class 10 (Non-Habitable) Buildings

Submission Requirements

FORMS

- Completed Building Permit Application Form BA1 (Certified) or BA2 (Uncertified).
- 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.

FEES

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

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 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
- 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, the proposed plans must be submitted to the City of Cockburn's Engineering Services
- 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.
- Proposed buildings in bushfire prone areas may require and be subject to a BAL Assessment Report, prepared by a suitably qualified assessor.

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CERTIFICATE OF DESIGN COMPLIANCE (CERTIFIED APPLICATIONS)

- Provide a Certificate of Design Compliance 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.

PLANS:

CERTIFIED Applications

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

UNCERTIFIED Applications

- 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.

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.

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.

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

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- Area of each window
 - Area of external openings (i.e. doors and openable portion of windows)
 - Height of ceiling
 - Roof pitch
 - Types of materials used
 - Location of insulation / RBM.

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.

SPECIFICATIONS

- ONE set of complete specifications must be submitted with the application.

ENERGY EFFICIENCY

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

TERMITE MANAGEMENT

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

HOME INDEMNITY INSURANCE

- Original copy of Home Indemnity Insurance Certificate from approved insurer
- Ensure address and contract value details are correct.

STRUCTURAL ENGINEER DETAILS

- The plans, engineering 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.

SITE REPORT

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

FOOTING & SLAB DETAILS

- Concrete specifications
- Footing dimensions (strip and pad footings)
- Reinforcement size and location



- Slab thickness
- Waterproof membrane location.

STRUCTURAL BEAMS

- Structural beams should be designed by a Structural Engineer or comply with the BCA.

RETAINING WALL

- Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed by a practising Structural Engineer.

TWO STOREY CONSTRUCTION

- All structural elements and construction details must be certified by a Practising Structural Engineer.

UNDERPINNING OF EXISTING BUILDINGS

- Details of protective works and underpinning – Structural Engineer's design required.