



Retrospective occupancy permit application checklist

Class 2 to 9 buildings

Submission checklist

Please note that under section 54 of the Building Act 2011, an occupancy permit application should be accompanied by the following documentation:

- A certificate of building compliance (BA18) issued by a registered private building surveyor
- A completed Occupancy Permit application form (BA9) signed by each owner of the subject property
- A copy of each technical certificate that the building surveyor has relied on to issue the certificate of building compliance
- A copy of scaled drawings of the unauthorised structure/s
- A site plan (min scale 1:200) clearly showing lot dimensions, location of all existing structures on the lot, and setback distances of the unauthorised structure/s from the lot boundaries
- A floor plan (min scale 1:100) with all areas / rooms clearly indicated and dimensions shown (if applicable)
- Cross-sectional and elevation details (min scale 1:100) clearly showing footing dimensions and connection details (where applicable). Please note: Certification by a practising structural engineer may be required
- The prescribed application fee and associated State levies (see 2015/16 Building Application Fee Schedule).

A Retrospective Development Application may be required prior to issuance of the Occupancy Permit.

For more information on retrospective occupancy permits, please contact the City's Building Services on 9411 3444 or at customer@cockburn.wa.gov.au