

## **BUILDING PERMIT APPLICATION SUBMISSION CHECKLIST - CLASS 1 (RESIDENTIAL) & CLASS 10 (NON-HABITABLE) 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.

### **Types of Building Permit Applications**

When the Act came into effect on 2 April 2012, it introduced a new building approval process for Western Australia. Under the Act, builders, designers and owners have a choice of submitting either a certified or uncertified application.

### **What is the difference between a certified and an uncertified 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.

#### **An Uncertified Application (BA2)**

The plans and specifications for a proposed structure have not been assessed by a registered private building surveyor. The information and documentation lodged with an uncertified building permit application will be assessed by a building surveyor employed by the permit authority.

The permit authority has 25 working days to make a determination 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 the *Building Application Fee Schedule*.

### Owner- Builders

Before an owner can undertake any proposed works over the value of \$20,000 as an owner-builder, that owner is required to apply for approval from the Building Services Board at the Building Commission.

The owner-builder application form and information can be obtained from the City's Building Services website or by visiting the Building Commission's website at <http://www.commerce.wa.gov.au/building-commission/owner-builders-0>. **(NOTE: The City does not accept completed owner-builder application forms).**

### 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) or BA2 (Uncertified).
- Completed CTF 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 *2017/2018 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 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.

#### **5. 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. The documents can also be submitted on a CD or USB.
- UNCERTIFIED 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. The documents can also be submitted on a CD or USB.

##### **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.

##### **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.

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)

- Ridge, valley, eaves line and down pipe locations.
- Location of mechanical ventilation.

### **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.
- 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.

### **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.

## **6. SPECIFICATIONS**

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

## **7. ENERGY EFFICIENCY**

- Completed glazing calculator
- Certification by a suitably qualified energy assessor.

## **8. TERMITE MANAGEMENT**

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

## **9. HOME INDEMNITY INSURANCE**

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

## **10. 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.

### **10.1 SITE REPORT**

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

### **10.2 FOOTING & SLAB DETAILS**

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

### **10.3 STRUCTURAL BEAMS**

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

#### **10.4 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.

#### **10.5 TWO STOREY CONSTRUCTION**

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

#### **10.6 UNDERPINNING OF EXISTING BUILDINGS**

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

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