



# 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 (refer to current financial year 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](mailto:customer@cockburn.wa.gov.au)**