



Building Permit Application Submission Checklist: Class 1 Single Dwelling (House/s, all on ground) & Class 10 Non-habitable buildings/structures (Sheds, Garages, Carports, Patios)

When is a Building Permit Application Required?

Under *Building Act 2011, section 9*, ('the Act'), a Building Permit is required for all buildings/structures (residential, commercial & industrial) including but not limited to new works, alterations, additions, swimming pools/spas (below & above ground) & barrier fences, attached/freestanding patios ("pergolas" with metal roof cover), sheds, shade sails, boundary retaining walls/screen walls/front fences (NOT lightweight dividing fences).

Types of Building Permit Applications

When the Act came into effect- 2 April 2012, it introduced a new building approval process for Western Australia. Under the Act, Builders, Designers & Owners may submit either a *Certified* or *Uncertified* building permit application.

What is the difference between a **Certified** & an **Uncertified** application?

Certified Application (BA1 form)

Drawings & Specifications of a proposed building/structure have been assessed by a registered private building surveyor/certifier- before being submitted for a building permit. If proposed building/structure complies with *Building Code of Australia (BCA)*, & applicable building standards, the building surveyor will issue a *BA3 Certificate of Design Compliance*. This certificate must be submitted with the building permit application.

The *permit authority*, i.e. local government (City of Cockburn), has **10 working days (2 weeks)** to make a decision on the application.

Uncertified Application (BA2 form)

Drawings & Specifications for a proposed building/structure have NOT been assessed by a registered private building surveyor. Information & documents submitted 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 (5 weeks)** to make a decision on the application (approve & issue; or refuse).

Building Permit Application Fees

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 commercial costs- materials, goods, labour, necessary services, fees payable, overheads, profit margin, etc., (as defined by *Building Regulations 2012, Schedule 1* and *clauses 1 & 2*).

Please refer to the ***Building Application Fee Schedule*** on City web site.

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Owner-builders

Before an Owner may build any proposed works worth more than \$20,000.00 as an Owner-builder, he/she must apply for approval from Building and Energy at Department of Mines, Industry Regulation and Safety (DMIRS).

Owner-builder application form and information may be obtained from the Building and Energy website – www.commerce.wa.gov.au/building-and-energy.

NOTE: City cannot accept completed Owner-builder application forms.

NOTE: This 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.

City Building Surveyors may need to request *Further Information Required* (FIR). Additional information is to be provided by the Applicant, to the City, within 21 calendar days.

Submission requirements

1. FORMS

- Completed *BA1 Application for a Building Permit- Certified*, or *BA2 (Uncertified)*.
- If value over \$20,000, completed CTF Levy Form (or proof of pre-payment).
- Owner-builder Approval from Building and Energy (if applicable).
- If value of proposed building works over \$20,000.00, full Registered Builder Details. Builder must provide registration number; name as registered, sign the application form.
- Please provide owners contact details (in Owners Details section) and signed by owners (when required).

2. FEES

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

3. OTHER APPROVALS & CONSENT- PRESCRIBED INFORMATION

- If applicable, Water Corporation Approval of the proposed plans.
- If applicable, Development/Planning Approval issued by the City of Cockburn Statutory Planning Services (Ph: 9411 3578 or 9411 3579) for the proposed development.
- If proposed works require installation/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 proposed works require installation/alteration of an aquatic facility (Public Pool/Spa) as defined in *Health (Aquatic Facilities) Regulations 2007*, provide evidence the proposed plans have been submitted to and/or approved by City Health Services or State Department of Health WA.
- If proposed works require installation of a vehicle/driveway crossover, provide evidence proposed plans have been submitted to &/or approved by the City of Cockburn Engineering Services (Ph: 9411 3554).
- If proposed works will *adversely affect* other land, provide consent Form (*BA20 Notice & request for Consent to Encroach or Adversely Affect*) or Court Order in accordance with *Building Regulations 2012, regulation 16(3)*. (Adversely affect means- any building/structure that requires removal of dividing fences; excavations up to or onto other land; building boundary/retaining/parapet walls on, or less than 600mm from side/rear boundaries).
- If applicable, evidence of notification given to the Heritage Council of WA in accordance with *Building Act 2011, section 20*; and *Building Regulations 2012, regulation 18*.

4. CERTIFICATE OF DESIGN COMPLIANCE (CERTIFIED APPLICATIONS)

- Provide a *BA3 Certificate of Design Compliance* from a registered Building Surveyor listing all relevant drawings & specifications for each proposed building/structure & confirming compliance with the *Building Code of Australia (BCA)*, all applicable *BCA-referenced standards*, and all applicable building, materials & installation standards.

5. DRAWINGS (PLANS)

- *CERTIFIED* Applications - ONE (1) complete set of Drawings, Specifications & Details must be submitted with your application. All Drawings must be legible, in ink, & drawn to scale.
- *UNCERTIFIED* Applications – ONE (1) complete set of Drawings, Specifications & Details must be submitted with your application.

5.1 SITE PLAN (minimum scale 1:200)

- All property boundaries, their dimensions (measurements) & existing buildings to be clearly shown/noted.
- A Feature Survey Plan of the property showing a permanent datum point, contour & spot levels. Distance from property boundaries to proposed buildings/structures; & distance away from other structures on the property to be clearly shown/noted.
- Proposed Finished Floor Level (FFL) to building/dwelling & garage/carport to be shown/noted.
- Height and extent of proposed earthworks (excavation/fill) to be shown/noted.
- Existing sewer & stormwater drains &/or easements (from title) to be shown/noted.
- Location of septic tanks if no sewer is available (refer to Other Approvals above).
- Location and height of stabilised embankments or retaining wall/s to be shown/noted.
- Clearly indicate the North point on all Site/Floor/Electrical Plans.

5.2 FLOOR PLAN (minimum scale 1:100)

- All dimensions of proposed buildings/structures.
- Room names.
- Sunken areas/steps (if applicable).
- Location and dimensions (size) of all windows and doors.
- Smoke detectors/alarm locations, noting hard-wired &, if more than one, interlinked.
- Ridge, valley, eaves line (& width), & downpipe locations.
- Location of mechanical ventilation (overhead/extraction fans & air conditioners).

5.3 ELEVATIONS (minimum scale 1:100)

- Existing ground level at external walls & boundaries, as well as proposed Finished Floor Levels (FFL) & Finished Ground Levels (FGL).
- Location & dimensions (size) of doors & windows, including direction of opening (e.g. fixed, sliding, awning, double hung, louvred, etc.).
- Area of each habitable room window. (minimum 10% of net floor area of room for natural light).
- Area of external openings (i.e. doors & openable part of windows- minimum 5% of net floor area of room for natural ventilation).
- Height of ceiling (minimum 2400mm for habitable rooms).
- Roof pitch (e.g., 2° to 35° or slope 1:57 to 1: 1.43).
- Types of materials used. (Determines minimum size & maximum spacings/span of all support framing).
- Location of insulation/Reflective Barrier Membrane (RBM).

5.4 CROSS SECTIONS (minimum scale 1:100)

- Finished Ground Level (FGL).
- Type of floor structure & thickness (e.g. concrete slab, flooring on steel/timber frame & ground clearance).
- Sunken areas/steps (if applicable).
- Height of ceiling.
- Roof frame details (e.g. materials- timber/steel/trusses; sizes/spacings/spans).

6. BUSHFIRE PRONE AREAS (BPA)

- If site for proposed building works is in a BPA, a site-specific Bushfire Attack Level (BAL) rating, less than 12 months old, & a current BAL-Compliance Certificate/Report by an Accredited BAL Assessor. Refer Department of Fire & Emergency Services (DFES) Map of Bush Fire Prone Areas on DFES web site.

7. SPECIFICATIONS

- ONE (1) set of complete standard/general Specifications must be submitted with the application.
- If in a Bushfire Prone Area (BPA), any additional requirements to comply with BCA & AS 3959:2018 *Construction of buildings in bushfire-prone areas*- to a current Certificate/Compliance Report by an Accredited Bushfire Attack Level (BAL) Assessor.

8. BCA ENERGY EFFICIENCY REQUIREMENTS

- Certificate by an Accredited Energy Assessor (including WA-specific requirements).
- Demonstrated compliance with BCA (including glazing calculator) & WA-specific requirements.

9. TERMITE MANAGEMENT SYSTEM

- Details of termite management system (e.g. chemical/physical barriers to boundary walls/treated structural timbers, etc.).

10. HOME INDEMNITY INSURANCE CERTIFICATE

- Home Indemnity Insurance Certificate (original) from approved insurer. Ensure address and contract value details are correct.

11. STRUCTURAL ENGINEER DETAILS

- Drawings, Specifications & Details must be certified in blue or red ink by a Structural *Engineer* (as defined by *BCA Part 1.1.1.2 Definitions*). Alternatively, it must be demonstrated proposed works meet *BCA Deemed-to-satisfy provisions*.

11.1 SITE REPORT

- Site/soil classification as per *BCA*; & applicable *BCA-referenced Australian Standards*.
- Recommendations for Earthworks, Foundations & Drainage.

11.2 FOOTING & SLAB DETAILS

- Concrete Specifications.
- Footing sizes (strip & pad footings).
- Reinforcement (including size, location, minimum cover).
- Slab thickness. (Structural Engineer Certification if less than *Deemed-to-satisfy 100mm*).
- Waterproof membrane location. (NOTE: *BCA* describes membrane as a *vapour barrier*).

11.3 STRUCTURAL BEAMS

- Structural beams must be designed by a Structural Engineer, or be to *BCA Deemed-to-satisfy provisions*.

11.4 RETAINING WALL

- Section Detail & Specifications of materials to be used. Retaining walls 500mm, or more, in height must be designed by a Structural Engineer.

11.5 TWO-STOREY CONSTRUCTION

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

11.6 UNDERPINNING OF EXISTING BUILDINGS

- Details of protective works and underpinning- Design/Specifications must be by a Structural Engineer.
- Completed *BA20 Notice & request for consent to encroach or adversely affect*, signed by all Owners of affected adjoining properties, or *BA20A Notice & request for consent- protection structures, party walls, removal of fences, access to land* (both available from Building and Energy web site), must be submitted with building permit application.

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(Building Act 2011, Part 6- Work affecting other land requires those proposing to do building work that MAY affect adjoining land to obtain a consent or Court Order BEFORE doing so. Failure to seek/receive/lodge signed BA20 Form/Court Order, Penalty: a fine of \$5,000 to \$25,000).

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 March, 2020.