

CERTIFIED BUILDING PERMIT – RESIDENTIAL CHECKLIST

When submitting a building permit application the following information is required before the application can be assessed. Please tick all relevant boxes:

FORMS

- ☐ Building Permit Application Form – (**Certified BA1**)
- ☐ **All owners must signed the Form BA1**
- ☐ Building Construction Industry Training Fund
- ☐ Owner Builders Approval Letter from Building Commission where applicable
- ☐ Application to Construct or Install an Apparatus for Effluent Disposal (unsewered areas only)
- ☐ Notice and request to work affecting other land where applicable (**Form BA20**)

FEES PAYABLE

- ☐ Building Permit Fee (the following calculation removes the GST component)
 - Value of Construction (GST Incl.) \$_____ x 0.09% = \$_____ (Min. fee \$90.00)
- ☐ Building Services Levy
 - Value of Construction (GST Incl.) \$_____ x 0.09% = \$_____ (Min. fee \$40.50)
- ☐ Building Construction Industry Training Fund Levy (Where value of works is above \$20,000)
 - Value of Construction (GST Incl.) \$_____ x 0.2% = \$_____
- ☐ Application to Construct or Install an Apparatus for Effluent Disposal (see Health Services & Fees)
- ☐ Verge Permit Application Form (see Building Fees & Charges and Verge Permit Form)
- ☐ A Self-Audit Checklist may be required. (see Verge Permit Application Form)
- ☐ Verge bond may be payable (see Building Fees & Charges)

CERTIFICATE

- ☐ Certificate of Design Compliance (**certified by a Building Surveyor** compliant with Section 19 of the Building Act 2011)

PLANNING APPLICATION (IF APPLICABLE)

- ☐ Approved Planning Application
- ☐ Approved Planning Application for properties listed as heritage properties or properties within the Shire's Heritage Protection Area

HOME INDEMNITY CERTIFICATE

- ☐ Original copy of Home Indemnity Insurance Certificate from approved insurer
- ☐ Owner Builder does not need to provide Home Indemnity Insurance Certificate

PLANS

Note: Two (2) complete sets of energy efficiency sheet, plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

Site plan (minimum scale 1:200)

- ☐ Clearly indicate all property boundaries, boundary dimensions and existing buildings
- ☐ A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licenced Land Surveyor)
- ☐ Position of Effluent Disposal system (unsewered areas only)
- ☐ Clearly indicate the distance from the property boundaries to the proposed building
- ☐ Height and extent of proposed earthworks
- ☐ Existing Sewer and Stormwater drains and/or easements
- ☐ Locations and heights of stabilised embankments e.g. retaining wall(s)
- ☐ North point
- ☐ Show verge and road features including traffic islands crossover, trees stormwater grates & services
- ☐ Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary
- ☐ Stormwater Disposal details

Floor plan (scale 1:100)

- ☐ All dimensions of the proposed building(s)
- ☐ Room names
- ☐ Sunken areas
- ☐ Location of windows and doors showing their sizes
- ☐ Smoke detector location(s)
- ☐ Ridge, valley, eaves line and downpipe locations

Elevations (scale 1:100)

- ☐ Existing ground and proposed finished floor and ground levels
- ☐ Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding awning;
- ☐ Height of ceiling
- ☐ Roof pitch
- ☐ Types of materials used

Cross sectional view (scale 1:100)

- ☐ Finished ground level
- ☐ Type of subfloor structure eg. concrete footing and slab or frame
- ☐ Sunken areas
- ☐ Height of Ceiling
- ☐ Type of roof eg steel truss, timber truss, pitched, engineered roof

ENERGY EFFICIENCY

- ☐ BCA Energy and Water Efficiency Verification
- ☐ BCA Glazing calculator

SPECIFICATIONS

Note: Two (2) complete specifications must be submitted with your application.

- ☐ All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of The Building Code of Australia.

TERMITE MANAGEMENT

- ☐ Details of termite management (name of products and method of installation)

WATER CORPORATION APPROVAL

- ☐ Water Corporation notification request for all building works
- ☐ Consent letter from water authorities if work is near/over a sewer or water main **(if applicable)**

COURT ORDER

- ☐ Court Order must be obtained where adjoining neighbours' has not been given consent to work that affects their land

STRUCTURAL ENGINEERS DETAILS (certified by a practicing Structural Engineer)

Note: Your plans, details and specification must be certified by a Practicing Structural Engineer.

Site report

- ☐ Site Classification as per the BCA
- ☐ Recommendations for earthworks, foundations and drainage

Footing and slab detail

- ☐ Concrete specifications
- ☐ Footing dimensions
- ☐ Reinforcement size and waterproof membrane and location
- ☐ Slab thickness

Structural beams

- ☐ Structural beam sizes will need to be certified by a Structural Engineer or be in accordance to BCA

Retaining wall

- ☐ Drawing and specification of materials to be used

Two storey construction

- ☐ All structural elements

NOTES

1. This document is intended as a guide only to assist in your application. Contact the Shire's Building Service Department on 08 9188 4444 for further assistance.
2. Ensure that the building application complies with the development approval if one is required. Contact the Shire's Principal Town Planner on 08 9188 4444 for further assistance.