



BUILDING PERMIT APPLICATION CHECKLIST

Approval:

A building permit is always required for construction of a new residential dwelling, sheds or additions and alterations to an existing dwelling where the building works are not exempted under the Building Regulations 2012 Schedule 4 Part 2.

Notes:

- The Residential Design Codes of Western Australia (R-Codes) also apply to the construction of residential dwellings in a Residential zone.
- Setbacks, height, maximum size, site cover etc. are determined by R-Codes based on the density code that applies to the land under the Shire of Broomehill Town Planning Scheme No 1 & Shire of Tambellup Town Planning Scheme No2. (the Scheme).
- In some zones, such as a Rural Residential zone or Rural zone all single houses require development approval under the Scheme.
- Where a single house requires development approval, that approval should be obtained prior to submitting a building permit application.
- You can check the zoning of your property on line by searching the address on [PlanWA \(dplh.wa.gov.au\)](http://PlanWA(dplh.wa.gov.au)) and turn on the map layer titled 'Planning Schemes' then the filter titled 'Local Planning Schemes'.

Fees:

Refer to 'Building Act Fees' available through the Department of Energy, Mines Industry Regulation and safety – [Building Act fees | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://Building Act fees | Department of Energy, Mines, Industry Regulation and Safety (commerce.wa.gov.au)).

Checklist:

1. Forms, Supporting Documents & Fees Payable

- BA2 form – Application for Building Permit Uncertified, or
- BA1 form – Application for Building Permit Certified
- Certificate of Design Compliance (for certified application only).
- Owner builder certificate from the Building Commission if estimated value of building work is over \$20,000.
- Certificate of Home Indemnity Insurance or Cover Note from approved insurer (for building works valued over \$20,000 to be completed by a registered builder).
- BA20 or BA20A Form Consent from adjoining owner where proposed works may encroach or adversely affect neighbouring properties and adjoining land.

- Approval to Construct or Install an Apparatus for Effluent Disposal (for unsewered areas only).
- Development Approval.
- Provide proof of development approval e.g. Planning Approval, Planning Assessment, Pro-Forma Statement on Planning, or completion of relevant planning assessment sheet.
- Crossover Application or Approval – owners need to apply to the Shire for the installation of any new crossover to a dwelling.
- All fees are payable at the time of lodging the application.

2. Plans

General note: One (1) complete sets of 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 Licensed Land Surveyor).
 - Clearly indicate the distance from the existing buildings and property boundaries to the proposed building.
 - Show the proposed finished floor level of the new building.
 - Existing ground level and proposed finished floor and ground levels.
 - Height and extent of any proposed earthworks.
 - Location of existing sewer and stormwater drains and/or easements.
 - Position of Effluent Disposal system (for unsewered areas only).
 - Locations and heights of stabilised embankments e.g. retaining wall(s).
 - North point.
 - Means of stormwater disposal (soakwells / spoon drains).
 - The location of any vehicle access way, driveways or crossover located within 3 meters of the side boundary adjoining the development site.
 - The ground levels of the adjoining land adjacent to the side and rear boundaries.
- Floor Plan (scale 1:100)**
 - All dimensions of the proposed building(s).
 - Room names.
 - Location of windows and doors showing their sizes.
 - Smoke detector location(s).
 - Ridge, valley, eaves line and downpipe locations.
 - Position of beams, strutting beams and dimensions.
 - Lintel location and size.
- Elevations (scale 1:100)**
 - Location and dimensions of doors and windows (including direction of opening) e.g. 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 e.g. concrete footing and slab or frame.
 - Sunken areas.
 - Height of ceiling.
 - Roof frame details (rafter size and spacing / batten size and spacing).

3. Structural Details

General note: Your plans, details and specification must meet the requirements of the Deemed to Satisfy provisions of the BCA. Alternatively, when required by the Building Surveyor, a complete set of detailed calculations of the stresses and detailed drawings covering the structural members. These details are to have been stamped or signed with an original signature in ink.

- Site Classification Report**
 - Site soil classification provided by a structural engineer; or
 - Statutory declaration of knowledge of soil profile and include results of site investigation method taken to determine soil class as per AS2870-2010

- Footing and Slab Details**
 - Concrete specifications.
 - Footing dimensions.
 - Slab thickness.
 - Reinforcement and waterproof membrane size and location.

- Structural Beams**
 - All 'T' lintels sized and certified by a structural engineer.
 - All structural beams not adhering with the Deemed to Satisfy of the BCA or Manufacturing Guide are to be certified by a structural engineer.

- Wall Frame Details**

Masonry

- Masonry construction to comply with AS3700 and /or AS4773.

Timber

- If prefabricated wall frame certification required.
- Timber size for top & bottom plate, wall studs and spacing.
- Framing hold down, bracing and connection details.
- Lintel sizes over openings.

Steel

- Any steel structure not covered under the BCA is to be certified by structure engineer. Signed original copy of documentations to be submitted.
- All member sizes and spacings, frame hold down, bracing and connection details.

Other Construction Type

- Wall frame certification from manufacturer or structural engineer is required.

Roof Frame Details

- Conventional timber framed to comply with AS1684.
- Strutting beam layout showings sizes of spans and source of information.
- Roof truss certificate (design criteria) from manufacturer (truss roof only).

Two Storeys / Elevated Construction

- All structural elements.
- Stairs and balustrade/handrail details.

4. Specifications and Addenda

Specifications

- Waterproofing details.
- Wall tie details: type and location (spacing).
- Lintel schedule (Lintels shown on plans but not specified in the Australian Standards' table must be signed off by a structural engineer).
- Cavity weep/ventilation holes.

Addenda

5. Termite Management

- Details of Termite Management system if the primary building elements are subject to termite attack**

6.

7. Energy Efficiency

Details of Energy Efficiency Compliance

- Deemed to satisfy provisions or Energy Rating report to verify compliance with energy efficiency requirements details in the applicable Building Code of Australia Volume Two.

8. Bushfire Prone Areas

A Bushfire Attack Level assessment by a suitably qualified fire consultant may be required for development on a lot in a designated bushfire prone area.

- Not Applicable.
- BAL Assessment provided.

Notes:

1. *Bushfire prone mapping can be viewed on line - [Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](http://slip.wa.gov.au)*
2. *The Department of Energy, Mines, Industry Regulation and Safety has information on building in a bushfire prone area - [Building in designated bush fire prone areas | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://commerce.wa.gov.au)*

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the plans as to whether more details will be required to be submitted in order to achieve the performance requirements relating to the relevant parts of the National Construction Code and the Western Australia Building Act 2011.

Disclaimer

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