



CHECKLIST UNCERTIFIED / CERTIFIED BUILDING PERMIT APPLICATION OUTBUILDINGS

Forms and supporting documents

- Building Permit Application form; either a **certified BA1** form or an **uncertified BA2** form. Certified means you have engaged a private Building Surveyor to complete the relevant certificates, uncertified means the Local Authority Building Surveyor will assess and complete the relevant certificates. The duty of the Building Surveyor is to ensure compliance with the relevant building standards, legislative requirements, and town planning matters.
- BA3 Certificate of Design Compliance (certified applications only)
- For many building proposals, a development approval will be required before a building permit can be issued. Please ensure town planning is addressed prior to the lodgement of a Building Permit Application, which will in turn assist in the timely processing of the building application.
- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land.
- Building Levy Form(s) (if cost of construction is over \$20,000)
- Bushfire Attack Level (BAL) assessment (Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area www.dfes.wa.gov.au or contact the Shire of Dandaragan Development Services to check if a Bushfire Attack Level (BAL) assessment is required with your application.)

Plans

Complete set of plans and details must be submitted with your application. All plans and details must be legible, drawn to scale and include a title block containing lot address, page numbers, a project title and date.

Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings.
- Clearly indicate the distance from the property boundaries to the proposed building and existing buildings.
- Locations and heights of stabilised embankments e.g. retaining wall(s).
- Existing ground level and proposed finished floor of building.
- Position of Effluent Disposal System (when proposed and in un-sewered areas only).
- North point.

Layout Plan (scale 1:100)

- All dimensions of the proposed building(s).
- All member sizes and spacing's (posts, roof beam, rafters, plates' battens and trusses).
- Ridge, valley, eaves line and downpipe locations/soak wells.
- Details if secondary guttering (box) is to be used in adjoining roofs.

Cross Sectional View (scale 1:100)

- Finished ground level.
- Type of floor structure e.g. concrete slab, earth, paving and decking.

- Height of beam of natural ground.
- Roof frame details.
- Connections details for supports from eave line to structure, post to beams and post to footing.
- Timber framing details if decking under patio, complete layout and including all members sizes.

Elevations

- Showing all sides of structure.
- Location and sizes of openings.

Steel structure

- Any steel structure is to be certified by a structural engineer; documentation is to be signed. Cloud in red or highlight all relevant components if multiple system engineering details are used.

Timber framed roof trusses

- Prefabricated roof trusses are to include a certificate from manufacturer.

If proposed works are valued over \$20,000

- Registered builder – Original copy of Home Indemnity Insurance Certificate from approved insurer.
- Owner Builder – Copy of Owner Builders License Certificate

General requirements

Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the structure for compliance with the provisions of the National Construction Code.

More information

Should you have any questions or require any further information, please contact Development Services staff on the details below or visit the Development Services counter at the Shire of Dandaragan Jurien Bay Administration Centre at 69 Bashford Street.

Phone: 9652 0800 or Email: dsr@dandaragan.wa.gov.au