



CHECKLIST

UNCERTIFIED/CERTIFIED BUILDING PERMIT APPLICATION

RESIDENTIAL DWELLING OR ADDITION

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 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.
- Water Corporation Approval Stamp (scheme water areas only).
- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land.
- Approval to Construct or Install an Apparatus for Effluent Disposal (un-sewered areas only).
- Ardross Estates Developer Approval (Beachridge Estate only).
- Rural Road Number Application Form and prescribed fee of \$150.00 (if the property has no street address and is located outside of a townsite).
- Certificate of Title.
- Building Levy Forms (if the cost of construction is over \$20,000).
- Bushfire Attack Level (BAL) Assessment (if the property is located in a Bushfire Prone Area).

Plans

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 a title block containing lot address, page numbers, a project title and date.

Site Plan (minimum scale 1:200)

- A full feature survey indicating a permanent datum point, contours and spot levels across the site and of the land immediately adjacent to the side and rear boundaries (may be required to be carried out by a Licensed Surveyor).
- All property boundaries, boundary dimensions and existing buildings.
- The distance from the property boundaries and existing buildings to the proposed building.
- Height and extent of proposed earthworks and retaining wall(s).
- Proposed finished floor and ground levels.
- Existing sewer and stormwater drains and/or easements.
- The location and finish of any vehicle access way, driveway or crossover.
- Position of effluent disposal system for un-sewered areas. (Sewage treatment systems have to be approved by the Shire before a Building Permit can be issued. An application for such can be accommodated with the Building Permit Application).
- North point.

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.
- Means of storm-water disposal (soak-wells / spoon-drains). (Buildings closer than 1.5m to a boundary are required to divert stormwater away from adjoining property).
- For timber framed and brick veneer dwellings, full bracing details and layout plan for roof and walls.

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).

Specifications of building work

- General construction notes and specifications of building work to comply with applicable building standards.
- Waterproofing details, product details and location.
- Structural engineering details and specifications certified by a structural engineer; documentation is to be signed.

Energy efficiency

- Details of Energy Efficiency Compliance - Energy Assessor Calculations, Certificate and Stamped Plans.

Termite management

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

Site soil classification

- Site soil classification provided by a Structural Engineer.
- Or provided statutory declaration of knowledge of soil profile and include details of site investigation method taken to determine soil class as per (AS2870-2010).

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

Your plans, details and specifications must meet the requirements of the of the National Construction Code. Where insufficient information is 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