



# CHECKLIST

## UNCERTIFIED / CERTIFIED BUILDING PERMIT APPLICATION

### RETAINING WALL

#### 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 most building proposals a planning 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.
- BA20 or BA20A Form for adjoining property owner's consent where proposed works will affect adjoining land.
- BCITF Levy Form (if cost of construction is over \$20,000)

#### 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)

- A feature survey indicating a permanent datum point, contours and spot levels of the project area and of any neighbouring land immediately adjoining the project area.
- All property boundaries, boundary dimensions and existing buildings.
- The distance from the property boundaries to the proposed wall.
- Heights of wall along entire length (reference datum point using Top of Wall (TOW) and Bottom of Wall (BOW)).
- The location of any vehicle access way, driveways, or crossover located within 3 meters of the wall.
- North point

#### Elevations (minimum scale 1:200)

- Elevation drawings of each different section including all dimensions and natural ground levels.

#### Wall details

- Footing size / material.
- Construction material size and arrangement.
- Minimum and maximum height requirements.

#### 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](mailto:dsr@dandaragan.wa.gov.au)