

Information required for a Class 2 – 9 Commercial or Industrial Building Licence application.

- Please tick when items are completed/attached to Application**

Forms

- Building Licence Application Form
- BCITF Levy form (if value of construction exceeds \$20,000)
- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered areas only)
- Energy Efficiency report which demonstrates compliance with BCA Section J (Vol 1)

Plans

Note: Two (2) 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)

Please supply a current fully dimensioned contour and feature survey diagram showing:-

- North point
- A permanent datum point, contours, spot levels and features
- All property boundaries, boundary dimensions and existing buildings including finished floor levels
- Locations and heights (levels at top and bottom) of stabilised embankments e.g. retaining wall/s
- All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by, the proposed development including the finished floor levels
- Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features
- Distance from the existing buildings and property boundaries to the proposed structure
- Finished Floor Level to proposed structure
- Height and extent of proposed earthworks
- Proposed vehicular access and new or amended crossover
- Location of any easement, any piped service traversing the site, sewer connection point or position of effluent disposal system (unsewered areas)
- Show parking bay(s) for people with disabilities

Pavement and Stormwater Drainage Plan (minimum scale 1:200) showing:

Drainage design must be certified by a Practising Civil Engineer or Hydraulic Consultant.

- Existing and proposed ground levels of the site and adjoining road reserve.
- Existing and proposed utility pits and stormwater, drainage and utility manholes including invert levels and pipe sizes
- Proposed car park, hardstand and driveway locations, levels (including high and low points) and construction details specifying materials to be used, thickness and surface type.
- Proposed internal drainage system including pipe gradients, pipe size, length and invert levels.

- Manhole and grated gully locations with lid levels.
- Intended connection point into the Shire drainage system including existing invert level.
- Details that the design will cope with a 1 in 5 year storm and incorporate a 1 in 100 year overland flow to a public roadway or an approved disposal point.

Refer to Shire Infrastructure design guidelines available on the Shire website. www.amrsc.wa.gov.au

Floor Plan (Minimum Scale 1:100)

- All dimensions of buildings, rooms, and room names.
- Locations of windows and doors, showing their sizes, and opening direction.
- Show locations of any stairs or ramps
- Extent of Fire Resistant Construction and Fire Resistant Level to be clearly shown
- Ridge, valley, eaves line and downpipe locations

Elevations (Minimum scale 1:100, minimum of four elevations)

- Existing ground level and proposed finished floor, ground and pavement levels
- Locations and dimensions of doors and windows (including direction of opening) e.g. fixed or sliding
- Height of ceiling and external walls
- Height of ridge and roof pitch
- Roof structure details including ceiling and wall heights
- Type of materials used

Cross Sectional View (Minimum scale 1:100)

- Finished ground, floor and pavement levels
- Type of sub-floor structure e.g. Concrete footing and slab or frame
- Roof Structure details
- Ceiling and wall heights

Facilities for People with a Disability (In accordance with the BCA and AS1428)

- Car parking location, finished pavement levels, dimensions and signage
- Ramp details including gradients, landings, width, kerbing and handrail location
- Threshold details to entrances
- Layout of sanitary facilities indicating position of pan & cistern, basin, door, grab rails, toilet roll holder, mirror and light switch
- Hearing augmentation system
- Tactile indicators

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 BCA and relevant Australian Standards
- Door and window schedule describing the door, door frame and associated hardware.
- Termite Management details

Services And Equipment

Note: The design of services and emergency equipment to be certified by an appropriately qualified person, confirming the proposal meets the requirements of the BCA, and to the relevant Australian Standard.

Certification will be required at completion of the works. Specifications and details may also be required with the application eg fire door manufacturers specs.

Emergency Lighting, Exit Signs and Warning Systems

- Ceiling plan showing locations of Emergency lights, Exit signs and Detectors
- Electrical circuit diagram

Fire Fighting Equipment

- Plans showing locations of Fire Extinguishers, Hydrants within the lot or street, Hose Reels, Sprinklers and Wall Wetting Sprinklers

Smoke Hazard Management

- Plan(s) of Smoke Hazard Management system

Ventilation

- Plan(s) of mechanical ventilation system; or
- Method of natural ventilation

The above services information can be placed on the floor plan if appropriate, or a separate floor plan with the above details may need to be submitted.

Structural Engineers Details

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

Site Report

- Site Classification as per the Building Code of Australia
- Recommendations for earthworks, foundations and drainage

Structural Concrete

- Footing and slab dimensions, and concrete specifications
- Reinforcement size and waterproof membrane location
- Structural Engineer's plans to include certification that concrete external walls (Tilt-up and precast panels) meet requirement of C1.11 of the BCA

Structural Frame

To be in accordance with appropriate Australian Standard

Retaining Wall

- Drawing (including cross-section) and specifications of materials to be used
- Show existing and proposed finished ground levels
- Footing size and wall thickness
- Profile and structural components
- Provision for drainage
- Details of any surcharge or superimposed loads

Other Information Required

- Referral to FESA Built Environment branch. A copy of the FESA report needs to be submitted to the Shire Building Surveyor. See FESA information sheet below.

Fire & Emergency Services Authority (FESA)
480 Hay Street PERTH WA 6000 P 9323 9300

FESA, Built Environment Branch Checklist

FESA requires one set of drawings showing (as applicable): Follow link below to access application forms. <http://www.fesa.wa.gov.au>

Site plan

- Street name, boundaries, main entry, vehicular access and north point.
- The dimensioned position of the building and existing buildings on the site including their floor area and any existing fire services.
- Site levels or contours.
- Where it is proposed to utilise street hydrants, how compliant coverage has been measured.
- Retaining walls, embankments, fences, gates, electronic barriers, or other impediments to fire brigade entry to the site or building.

Floor plans, elevations and sections (scale not less than 1:100)

- Every story or level, including basements and mezzanine levels.
- Dimensions, floor area and volume of fire and smoke compartments and the FRL's of firewalls and fire doors.
- Height and layout of permanent storage racking.
- and combined systems.

Electrical services

- Fire detection and alarm systems.
FIP/mimic panel/s and main and sub-switchboard locations.

Hydraulic fire services

- Delineation of fire hose reel and fire hydrant coverage.
- Water Corporation mains performance, if hydrant coverage is intended from a street hydrant or if fire water tanks rely on in-fill.
- Full pipe-work layout including location of valves, booster, pumps and tanks and hard suction (Storz) connections. A schematic drawing is required for multi-level buildings.
- Fire brigade vehicle access and hard-standing – alternatives to conventional hard-standing must provide a specification and show extent, signage and marking of the surface.
- Sprinkler drawings showing flow requirements, booster/control assemblies, pumps, drenchers.

Mechanical services

- Duct work layout (showing fire and smoke dampers).
- Smoke exhaust outlet locations and exhaust fan capacities.
- Stairwell pressurisation air inlet and relief grille locations.

Note: Completed documentation will assist FESA to provide a more timely assessment and allow turn-around times to be reduced.