

Building Permit Application Check Sheet – Uncertified Class 1A

Single dwelling, town house, duplex, etc.



July 2018

Building Services

Forms & Certificates Required	Further Information	Yes	N/A
Planning Approval	Prior planning approval may be required. Please contact the Shires Planning Department on 9780 5220 prior to the lodgment of your building application.	☐	☐
Application to Construct or Install an Apparatus for Effluent Disposal Form	Prior to lodging an uncertified building permit application, if a new septic / effluent system is required, a septic application must be submitted separately to amrshire@amrshire.wa.gov.au. One copy of the site plan, floor plan and soil report are required with this application.	☐	☐
Uncertified Application Form BA2	Complete this form if you require a Shire of Augusta Margaret River Building Surveyor to assess your plans and issue the building permit. Permits will be assessed within 25 working days after lodgment. Further information may be required	☐	☐
BA2 Fees	Permit Fee - As per Councils adopted fees and charges Building Services Levy – 0.137% of the value of construction (min fee \$61.65) Payable on all applications CTF Levy Form – 0.2% of the estimated value of construction. Required for all applications > \$100,000	☐	☐
Rural Street Number Application Form	Required for all rural properties without an allocated street number. Installation Fee - A fee is applicable; please refer to the Shire's current Annual Fees & Charges schedule	☐	☐
Required Documents <u>One Copy of all Documents Required</u>			
Builder Registration Number or Owner Builder Certificate	Builds >\$20,000 construction must use a registered builder or be a registered Owner Builder (register through the Building Commission of WA). (>\$50,000 for Class 10a structures & N/A for Class 10b's structures)	☐	☐
Home Indemnity Insurance Certificate	Required for dwellings and associated works included in the contract >\$20,000 construction cost. (N/A for owner builders or commercial applications)	☐	☐
Energy Efficiency Report	Demonstrating compliance with the current Building Code of Australia - Volume Two	☐	☐
BAL Assessment (Bushfire Attack Level)	The Shire of Augusta Margaret River has been declared a Bushfire prone area. BAL report & materials specification sheet from a qualified assessor is required unless a self-assessment shows the build is rated low risk	☐	☐
Site Plan – to minimum scale 1:200	North point and contours or spot levels across site and boundary. Finished floor levels		

UNCERTIFIED APPLICATION CHECKSHEET

	Setbacks to all boundaries and between buildings		
	Dimensions of all proposed & existing structures		
	Verge and road features i.e. crossovers, trees, storm water grates, vehicle access	☐	☐
	Location of any easement, sewer, power & water connection points and position of any existing or proposed effluent disposal system (septic's / leach drains).		
	Extent of earth works		
	Swimming Pools - show fencing and gates		
Floor Plan Minimum scale 1:100	All dimensions of the proposed building/s		
	Room names		
	Window and door sizes, types and opening direction	☐	☐
	Smoke detector locations and location of mechanical ventilation		
Elevations minimum scale 1:100	Ridge, valley, eaves line and downpipe locations		
	Natural Ground level, Finished Floor Level, and Finished		
	Locations and dimensions of doors and windows including direction of opening	☐	☐
	Ridge height and pitch; ceiling height; external wall & retaining wall heights; openings		
Cross Section View minimum scale 1:50	Type of materials used		
	Finished ground, floor and pavement levels		
	Type of sub floor structure (footing, slab or frame)	☐	☐
	Roof structure details		
Specifications	Ceiling and wall heights		
	Footings, slabs, walls, eaves, roof, insulation		
	All other necessary information that is not shown on the drawings, to show the building will comply with the specifications	☐	☐
	Door and window schedule		
Engineers Certification	Electrical plan showing exhaust fans, smoke alarms & lighting		
	Your plans, details & specifications must be certified/ink signed by a practicing structural engineer	☐	☐

Incomplete applications will delay the issuing of a permit

For further information please call Building Services on 9780 5255

or email amrshire@amrshire.wa.gov.au

All forms can be downloaded from the Building Commission of Western Australia website

<https://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>

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