

Building Permit Application Check Sheet

Unauthorised Building Work

Residential Structures



Dec 2018

Building Services

Forms & Certificates	Further Information	Yes	N/A
Planning Approval	Prior to lodging a Building Approval Certificate application, a development approval (DA) must be granted, if applicable	☐	☐
Application to Construct or Install an Apparatus for Effluent Disposal Form	Prior to lodging a Building Approval Certificate application, if an unauthorised septic / effluent system has been installed, 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.	☐	☐
Building Approval Certificate Application (BA13)	Complete this form if you have already obtained your Certificate of Building Compliance (CBC) from an external registered Building Surveyor Contractor. If the application is complete a Building Approval Certificate will be issued within 10 working days after lodgment. Further information may be required.	☐	☐
BA13 Fees	Application Fee - As per Councils adopted fees and charges Building Services Levy – 0.274% of the value of construction (min fee \$123.30) Payable on all applications CTF Levy – 0.2% of the estimated value of construction. - required for all applications > \$100,000	☐	☐
Required Documents	<u>One</u> Copy of all Documents Required		
BA18 – Certificate of Building Compliance (CBC)	BA18 Certificate of Building Compliance (CBC) and all documentation referred to in CBC	☐	☐

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>

BUILDING APPROVAL CERTIFICATE APPLICATION CHECKSHEET