

# Building Permit Application Check Sheet – Certified



July 2018

Building Services

Forms & Certificates	Further Information	Yes	N/A
Planning Approval	<b>Prior to lodging</b> a certified building permit application, a development approval (DA) must be granted, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Application to Construct or Install an Apparatus for Effluent Disposal Form	<b>Prior to lodging</b> a certified building permit application, if a new septic / effluent system is required, a septic application must be previously approved by the Shire's Health Department. If unsure check <a href="http://www.mywater.com.au">www.mywater.com.au</a>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Application Form BA1	Complete this form if you have already obtained your certification from an external registered Building Surveyor Contractor and just require the Shire to issue you the building permit. If the application is complete Permits will be issued within 10 working days after lodgment. Further information may be required.	<input type="checkbox"/>	<input type="checkbox"/>
BA1 Fees	<b>Permit Fee</b> - As per Councils adopted fees and charges <b>Building Services Levy</b> – 0.137% of the value of construction (min fee \$61.65) Payable on all applications <b>BCITF Levy Form</b> – 0.2% of the estimated value of construction. Required for all applications > \$20,000	<input type="checkbox"/>	<input type="checkbox"/>
Rural Street Number Application Form	Required for all rural properties without an allocated street number. A fee is applicable; please refer to the Shire's current Annual Fees & Charges schedule.	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	<b>One Copy of all Documents Required</b>		
Builder Registration Number or Owner Builder Certificate	Builds >\$20,000 construction (except for farm buildings) must use a registered builder or be a registered Owner Builder (register through the Building Commission of WA). N/A for Class 10b structures	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
BA3 – Certificate of Design Compliance (CDC)	BA3 Certificate of Design Compliance (CDC) and all documentation referred to in CDC	<input type="checkbox"/>	<input type="checkbox"/>

**Incomplete applications will delay the issuing of a permit**

For further information please call Building Services on 9780 5228

or email [amrshire@amrshire.wa.gov.au](mailto: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>

CERTIFIED APPLICATION CHECKSHEET