

# 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 <b>may</b> be required. Please contact the Shires Planning Department on 9780 5265 or 9780 5270 prior to the lodgment of your building application.	<input type="checkbox"/>	<input type="checkbox"/>
Application to Construct or Install an Apparatus for Effluent Disposal Form	<b>Prior to lodging</b> an uncertified building permit application, if a new septic / effluent system is required, a septic application must be submitted <b>separately</b> to <a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a> . One copy of the site plan, floor plan and soil report are required with this application.	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
BA2 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. <b>Installation Fee</b> - A fee is applicable; please refer to the Shire's current Annual Fees & Charges schedule	<input type="checkbox"/>	<input type="checkbox"/>
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).	<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"/>
Energy Efficiency Report	Demonstrating compliance with the current Building Code of Australia - Volume Two	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – to minimum scale 1:200	North point and contours or spot levels across site and boundary. Finished floor levels		

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	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	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>
	Smoke detector locations and location of mechanical ventilation		
	Ridge, valley, eaves line and downpipe locations		
Elevations minimum scale 1:100	Natural Ground level, Finished Floor Level, and Finished		
	Locations and dimensions of doors and windows including direction of opening	<input type="checkbox"/>	<input type="checkbox"/>
	Ridge height and pitch; ceiling height; external wall & retaining wall heights; openings		
	Type of materials used		
Cross Section View minimum scale 1:50	Finished ground, floor and pavement levels		
	Type of sub floor structure (footing, slab or frame)		
	Roof structure details	<input type="checkbox"/>	<input type="checkbox"/>
	Ceiling and wall heights		
	Footings, slabs, walls, eaves, roof, insulation		
Specifications	All other necessary information that is not shown on the drawings, to show the building will comply with the specifications	<input type="checkbox"/>	<input type="checkbox"/>
	Door and window schedule		
	Electrical plan showing exhaust fans, smoke alarms & lighting		
Engineers Certification	Your plans, details & specifications must be certified/ink signed by a practicing structural engineer	<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>

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