

Building Permit Application Submission Checklist

Online Lodgement



July 2018

Building Services

Under section 9 of the Building Act 2011, a Building Permit is required for all structures (residential, commercial & industrial) including but not limited to; new works, alterations, additions, swimming pools, spas (below and above ground), patios, sheds and shade sails.

Types of Building Permit Applications

Under the Building Act 2011 builders, designers and owners have a choice of submitting either a certified or uncertified application.

What is the difference between a certified and uncertified application?

A Certified Application (BA1 form)

A certified application is where you engage a registered building surveyor to complete a Certificate of Design Compliance (CDC) before the application for a building permit is submitted. The CDC will need to accompany the application for a building permit certified **Form BA1**. If all other required approvals have been obtained, the permit authority has 10 business days to approve or reject your application. Applications for Class 1a and 10 may be lodged as a certified or uncertified application. Class 1b – 9c can only be lodged as a **certified application**.

An Uncertified Application (BA2 form)

An uncertified application can only be lodged for Class 1a and 10 residential buildings using a **Form BA2**. Once your application is submitted the permit authority will assess compliance with the Building Code of Australia and complete the relevant certification (CDC) before it can grant a building permit. The permit authority has 25 business days to approve or reject your application.

Forms & Certificates Required	Further Information	Yes	N/A
Planning Approval	Prior planning approval may be required. An assessment will be made on whether the proposed project will comply with the requirements of the Planning and Development Act	<input type="checkbox"/>	<input type="checkbox"/>
Application to Construct or Install an Apparatus for Effluent Disposal	If a new septic/effluent system is required, a separate application must be made. One copy of the site plan, floor plan and soil report are required with this application. If unsure check www.mywater.com.au	<input type="checkbox"/>	<input type="checkbox"/>
Application Forms BA1 (Certified) BA2 (Uncertified)	Application form BA1 plus completed CDC created by a Private Building Surveyor Contractor Application form BA2	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	One Copy of all Documents Required		
Builder Registration Number or Owner Builder Certificate	1a (residential) Buildings >\$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. <i>Applies to Class 1, 2 & 3 buildings and some associated 10a buildings.</i>	<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		
	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)	<input type="checkbox"/>	<input type="checkbox"/>
	Location and name of streets		
	Extent of earth works		
	Swimming Pools - show fencing and gates		
Floor Plan - to 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 - to minimum scale 1:100	Natural ground level, finished floor level and finished ground level		
	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 - to 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.		
	Door and Window schedule	<input type="checkbox"/>	<input type="checkbox"/>
	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 building permit

For further information please call Building Services on (08) 9780 5228 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>