

Making an Application for Building Permit Checklist

(For Certified Applications)

Applicant Name: _____

Address to which the Application applies: _____

Date of Application: _____

Requirements under the Act		Compliance Checklist	
No.	Requirement	Complies	Not Applicable
Form			
1	Application must be on the correct form BA1 <ul style="list-style-type: none"> • To be completed in full • To be signed by Applicant 	<input type="checkbox"/>	
2	Address of property	<input type="checkbox"/>	
3	Name, address and contact details of each owner (preferably with copy of the Certificate of Title and diagram)	<input type="checkbox"/>	
4	Builders Details <ul style="list-style-type: none"> • Name and registration number or owner-builder approval number • Postal address • Email address and phone number • Signature 	<input type="checkbox"/>	
5	Intended use of the building or incidental structure	<input type="checkbox"/>	
Plans and Documents			
6	Signed Certificate of Design Compliance (Form BA3) <ul style="list-style-type: none"> • All parts signed in full • Signed by Registered Building Surveyor 	<input type="checkbox"/>	
7	One copy of all plans and specifications (as specified in the Certificate of Design Compliance)	<input type="checkbox"/>	
8	Housing Indemnity Insurance (HII) for Class 1 dwelling over \$20,000	<input type="checkbox"/>	<input type="checkbox"/>
9	Copies of any consent or Court Order for building work adversely affecting other land	<input type="checkbox"/>	<input type="checkbox"/>
10	Copies of any consent or Court Order for encroachment on other land	<input type="checkbox"/>	<input type="checkbox"/>

Requirements under the Act		Compliance Checklist	
No.	Requirement	Complies (Please Tick)	Not Applicable (Please Tick)
Fees			
11	Application Fee: <ul style="list-style-type: none"> Residential (Class 1 and 10) – 0.19% x cost of construction – minimum \$110.00 Commercial (Class 2 -9) – 0.09% x cost of construction – minimum \$110.00 	<input type="checkbox"/>	
12	Building Services Levy Payment 0.137% x cost of construction – minimum \$61.65	<input type="checkbox"/>	
13	Construction Training Fund (CTF) – 0.2% x cost of construction (over \$20,000) Levy to be paid to CTF - Receipt Required	<input type="checkbox"/>	<input type="checkbox"/>
Plans and Documents			
14	Approval under the Health Act 1911 (e.g. Application to construct or install an apparatus for the treatment of sewerage)	<input type="checkbox"/>	<input type="checkbox"/>
15	Approval under the Planning and Development Act 2005	<input type="checkbox"/>	<input type="checkbox"/>
16	Approval under the Health (Aquatic Facilities) Regulations 2007 (e.g. public swimming pool)	<input type="checkbox"/>	<input type="checkbox"/>
17	Approval under the Heritage of Western Australia Act 1990	<input type="checkbox"/>	<input type="checkbox"/>
18	Preferably provide DFES comment	<input type="checkbox"/>	<input type="checkbox"/>

Important: If you have not got all items numbered 1-18 you should not make your application. If you do, you risk having your application cancelled/refused and losing your application fee.

This checklist must be completed, signed and submitted with your application.

Applicant's Signature: _____

Date: _____

Print Name: _____