

## Making an Application for Building Permit Checklist

(For Uncertified Applications)

Applicant Name: \_\_\_\_\_

Address to which the Application applies: \_\_\_\_\_

Date of Application: \_\_\_\_\_

| Requirements under the Act |  | Compliance Checklist     |                          |
|----------------------------|--|--------------------------|--------------------------|
| No.                        | Requirement  | Complies                 | Not Applicable           |
| <b>Form</b>                |  |                          |                          |
| 1                          | Application must be on the correct form BA2 – see sample application form <ul style="list-style-type: none"> <li>• To be completed in full</li> <li>• To be signed by Applicant</li> </ul>   | <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"> <li>• Name and registration number or owner-builder approval number</li> <li>• Postal address</li> <li>• Email address and phone number</li> <li>• Signature</li> </ul>  | <input type="checkbox"/> |                          |
| 5                          | Intended use of the building or incidental structure<br>Class 1a – dwellings<br>Class 10a – garage, carport, shed<br>Class 10b – fence, mast, antenna, retaining walls and swimming pools  | <input type="checkbox"/> |                          |
| <b>Plans and Documents</b> |  |                          |                          |
| 6                          | One copy of all plans and specifications <ul style="list-style-type: none"> <li>• Architectural Plans</li> <li>• Engineering plans signed by a professional engineer</li> <li>• Bush Fire Attack Level assessment by a BAL assessor</li> <li>• Energy and Water efficiency information               <ul style="list-style-type: none"> <li>○ Option 1: ABSA and additional information</li> <li>○ Option 2: Elemental Provisions</li> </ul> </li> </ul> | <input type="checkbox"/> |                          |
| 7                          | List of any Alternative Solutions to Building Standards  | <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<br>(Please Tick) | Not Applicable<br>(Please Tick) |
| <b>Fees</b>                |  |                           |                                 |
| 11                         | Application Fee: <ul style="list-style-type: none"> <li>• Residential (Class 1 and 10) – 0.32% x cost of construction – minimum \$110.00</li> <li>• Commercial (Class 2 -9) – 0.09% x cost of construction – minimum \$110.00</li> </ul> | <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"/>        |
| <b>Plans and Documents</b> |  |                           |                                 |
| 14                         | Approval under the Health Act 1911<br>(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"/>        |

**Important:** If you have not got all items numbered 1-17 you should not make you 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: \_\_\_\_\_