

Uncertified Building Permit Application Checklist – Class 1a & 10 Structures

REQUIRED PLANS & DOCUMENTS	Tick Required	
	N/A	Yes
FORMS		
BA2 – Application for Building Permit - uncertified form completed in full & signed (owners not required)		
BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property		
Septic System application form; OR, system approved (Unsewered Areas only).		
INFORMATION REQUIRED		
Owner builders Certificate if Owner builder (<i>issued by WA Building Commission</i>)		
Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)		
Energy Efficiency Compliance Report & Stamped Plans		
Planning approval - number		
Specifications		
Water tank manufacturers engineers specifications (if applicable)		
Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959-2018		
FEES		
Fee Paid for Permit Authority (0.32% of value – minimum \$105.00)		
Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)		
CTF Levy (0.2% of Value if greater than \$20 000)(<i>Form to be completed or confirmation of payment</i>)		
Septic System application (\$236.00)		
REQUIRED PLANS		
1 x Site Plan to Scale (minimum scale 1:200) Showing:		
1. Size, Shape and position of the block; with LOT number, street names & North Point		
2. Boundaries and contours or spot levels relating to Finished Floor Level [FFL]		
3. Datum Point, Proposed FFLs and Finished Ground Levels [FGL]		
4. Location and dimensions of existing structures, AND proposed works with setbacks		
5. Extent of earthworks and retainer walls		
6. Location of existing or proposed septic tanks and leach drains		
7. Location and method of storm water retention/disposal		
8. Proposed vehicle access and crossover		
9. Location of services – sewer, power, water; AND easements (Water-Corp Approval if required)		
10. Swimming pools– show isolation fencing and gates opening away from pool		
1 x Floor plan to scale (minimum scale 1:100) fully dimensioned, showing:		
1. Room sizes and names of rooms		
2. Window and door sizes and numbered; types and direction of opening		
1 x Electrical plan showing lighting; smoke alarms and exhaust fans		
1 x Elevation Drawing SCALE 1:100 showing:		
1. Natural Ground Level [NGL]; FFL and FGL		
2. Ridge height and pitch; ceiling height; retaining wall heights; openings numbered		
1 x Detailed Cross Sections SCALE 1:50 showing:		
1. Footings, slabs, walls, eaves, roof, insulation (method of termite treatment if required)		
1 x Structural Engineers Certification: (Certified by a Practising Structural Engineer)		
1. Site Classification Report (includes soil report & wind classification)		
2. Details for Footings/Slab – dimensions; steel reinforcement etc.		
3. Walls and roof structure, bracing & tie-downs		
4. All Engineered pine roof trusses to have supporting documentation from truss manufacturer		
5. Sheds, Patios & Carports with spans greater than 6m or have a floor area over 36m ² and smaller sheds, patios & carports if structural adequacy cannot be determined by the detail provided.		
6. Retaining walls over 500mm in height & all twin side or concrete panel and post retaining walls		