

MINOR STRUCTURES & SWIMMING POOLS

CHECKLIST FOR A BUILDING PERMIT APPLICATION

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Building Application Number: <i>Office use only</i>	
Data Received: <i>Office use only</i>	
PROPERTY DETAILS	
House Number:	
Lot Number:	
Street:	
Suburb:	
Property Zoning:	

Quick Check		
Application form completed, including the fees payable? <i>BA01 – Certified Application BA02 – Uncertified Application</i>		<input type="checkbox"/>
Specifications	1 copy	<input type="checkbox"/>
Site Plan	1 copy	<input type="checkbox"/>
Floor Plans	1 copy	<input type="checkbox"/>
Elevations	1 copy	<input type="checkbox"/>
Cross Sections	1 copy	<input type="checkbox"/>
Engineer's Details	1 copy	<input type="checkbox"/>
Engineer's site classification and inspection report	1 copy	<input type="checkbox"/>
Application for the Installation of an Effluent Disposal System (<i>if approval not already received</i>)	1 copy	<input type="checkbox"/>
Energy Efficiency	1 copy	<input type="checkbox"/>
Home Indemnity Insurance	1 copy	<input type="checkbox"/>
Termite Treatment details	1 copy	<input type="checkbox"/>
Application for Development Approval (if applicable)	1 copy	<input type="checkbox"/>
Bushfire Attack Level (BAL) Assessment (if in a Bushfire Prone Area).	1 copy	<input type="checkbox"/>

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Specific details required relating to the above list but not limited to, are as follows including an Advice Note pertaining to Bushfire Prone Areas.

Finalisation of Application Form and Payment of Fees

- Application form completed as required and signed by the Builder, or Builder's representative ☐
- Statutory Fees paid: ☐
 - A minimum fee of \$110.00, or 0.32% (uncertified) of the value of the works
 - A minimum fee of \$110.00, or 0.19% (certified) of the value of the works
 - **Building Services Levy (BSL)**- \$61.65 per application (0.137% if value is >\$45,000.00)
 - **Construction Training Fund (CTF)** – The fee is calculated at 0.2% of the estimated value where the estimated value is >\$20,000.00 ☐

Specifications specific to the type of construction:

Site Plan (1 copy) at a scale of 1:100 or 1:200 or 1:500

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- **Plans depict, but not limited to the following:**
 - Lot boundaries; site dimensions; proposed building and all existing structures, building/pool setback dimensions from lot boundaries; street names; position of any easements; contours; and finished floor levels in relation to an assumed datum; location of any proposed retaining walls including top and bottom wall heights in relation to natural ground level; vehicle crossover; location of an effluent disposal system/s; stormwater disposal system.

Floor Plan (1 copy) at a scale of 1:100 or 1:200 or 1:500

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- **Plans depict, but not limited to the following:**
 - Intended use of the room/space/structure; wall dimensions; window/door dimensions; roofline; roof drainage; smoke alarm locations (not applicable for swimming pools/spas; sheds; non-habitable outbuildings (patios, carports, alfresco, porches, garages, fences).

Elevations Plan (1 copy) at a scale of 1:50 or 1:100

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- **Plans depict, but not limited to the following:**
 - Window/door dimensions; roof pitch; ceiling height; eave height; natural ground levels; finished floor level; pool shape.

Sectional Elevations Plan (1 copy) at a scale of 1:50 or 1:100

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- **Plans depict, but not limited to the following:**
 - Footing/slab details; wall structural details; eave height; ceiling height; roof structural details; structural details – (Pools); Structural Engineer's Certification of the plans.

BCA Energy Efficiency Check Sheet – Part 3.12 including WA Water efficiency

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- **Required for any habitable room or habitable room addition to the residence or outbuilding.**
 - Check list form completed, and signed by the person completing the form. ☐

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ADVISORY NOTE: Bushfire Attack Level Assessment

To determine if you are within a Bushfire Prone Area (BPA), refer to the DFES website - If you are in a BPA your property will be shown as red in colour.

<https://dfes.wa.gov.au/site/bushfire/bushfireproneareas.html>

If your property is identified as being in a BPA then you will need to engage a Level 1 Bushfire Attack Level Assessor to undertake a BAL assessment for your property and provide a BAL Report. Your proposed building works will then be required to be designed in accordance with that BAL assessment and Australian Standard AS3959-2009. Note if your BAL is determined as BAL-40 or BAL -FZ (flame zone), this will trigger a need to commission a Level 2 or 3 BAL Assessor to provide a Fire Management Plan (FMP), for your property and you will also now need to submit a Planning Application that includes the FMP for determination.

Exemptions: Swimming pools, spas, retaining walls, fences, and detached Class 10a roof structures (eg sheds, garages, carports, freestanding patios, gazebos, etc), that are more than 6m away from the residence on the lot.

NOTE: This document is a guide only to the information that is required to be submitted for most minor Building Permit Applications including those in no-sewered areas. Additional and specific information may be requested upon assessment of your application

Declaration to be signed by the applicant

DECLARATION BY APPLICANT

I have read the Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Print name: _____

Signed: _____

Date: _____

Office Use only: Checked at front counter when documents submitted.

Yes ☐ No ☐

Signed _____

Date: _____