



## Dwelling Checklist

To assist in the prompt processing of your building permit application please use this checklist to ensure the required documents will be supplied for assessment, these are inclusive but not limited to;

- **BUILDING PERMIT APPLICATION** with 2 sets of plans
  - BA2 Form – Application for Building Permit Uncertified OR
  - BA1 Form – Application for Building Permit Certified;
- **CERTIFICATE OF DESIGN COMPLIANCE (CDC)** - For certified applications only;
- **APPLICATION FOR PLANNING APPROVAL** with 1 set of plans;
- **APPLICATION FOR APPROVAL TO INSTALL & USE A SEWAGE TREATMENT APPARATUS** with 1/ site plan including dimensions indicating septic tank & leach drain positions & 1/ floor plan indicating pipe layout;
- **STRUCTURAL ENGINEERS DESIGN CERTIFICATION**;
- **SITE CLASSIFICATION, SOIL TYPE, SITE WIND RATING, ENGINEER CERTIFIED FOR WIND REGION 'B'**;
- **STANDARD SPECIFICATIONS X 2 SETS**;
- **6 STAR ENERGY RATING CERTIFICATION**;
- **WATER CORPORATION CERTIFIED PLANS**;
- **BUILDERS DETAILS:**
  - OWNER BUILDER** – Owner Builder certificate for building works => \$20,000 (apply to WA Building Commission);
  - REGISTERED BUILDER** – Residential builders warrantee insurance policy for building works => \$20,000
- **PLANS** – The plans must be drawn to a professional standard, to a suitable scale and include;  
Site plan, floor plan, elevations, cross section view, electrical layout plan, footing & slab details, full structural details, roof tie down details, wet area waterproofing specs, termite treatment specs;
- **BUSH FIRE ATTACK LEVEL ASSESSMENT (BAL)** & detailed building solutions for required works as per AS 3959 – 2009 if the dwelling is located in a bush fire prone area;
- **FEES** – Fees are based on a percentage of the dollar value of the building & all associated works, these are calculated by the Shire Office at a rate set by the WA Building Commission;
- **CONSTRUCTION TRAINING FUND LEVY (CTF)** remittal form for building works => \$20,000.