



Checklist for Building Permit Class 2 to 9

This document is intended as a **guide only** to assist in your application, contact the Shire's Building Surveyor for further assistance.

1. FORMS

- Certified Permit Application - Form can be downloaded from the Building Commissions website www.buildingcommission.wa.gov.au or by contacting the Shire's Building Services.
- Certificate of Design Compliance
- Application to Construct or Install and Apparatus for Effluent Disposal (Unsewered Areas Only)
- Construction Training Fund** – for projects **over \$20,000** payment of Levy to be made direct to CTF at website www.ctf.wa.gov.au Follow the link under "Payment of Levy". A copy of the receipt to be submitted with your Building Permit Application.
- Energy Efficiency - Provisions – Refer to www.abcb.gov.au website.

2. PLANS AND SPECIFICATIONS

Note - Two (2) completed sets of plans (no larger than A3) must be submitted with your building permit application. All plans must be legible, drawn to scale and include Lot address and owner details.

2.1 SITE PLANS (minimum scale 1:200)

- Clearly indicate all property boundaries with dimensions and existing and proposed (clearly differentiated) buildings.
- The position of existing or proposed effluent disposal systems to unsewered blocks.
- Clearly indicate the distance from the property boundaries to the proposed building.
- Location of proposed driveway and crossover.
- Show the proposed finished floor level to the buildings, relative to site contours. Alternatively, the proposed finished floor height above existing ground level on flat blocks may be acceptable.
- Existing sewer and stormwater drains and/or easements.
- Location of any permanent or non- permanent surface water.
- The locations, heights and construction details of existing and proposed retaining walls. (Engineer Certification required for walls over 1m in height)
- Location and size of water tanks (where no scheme water).
- North Point.

2.2 FLOOR PLANS (minimum scale 1:100)

- ALL** dimensions of the proposed building(s).
- Room names. I.e – Use of.
- Sunken areas.
- Location of windows and doors showing their size. (including direction of opening).
- Location of Floor Waste in wet areas.
- Location of major beams and posts.
- Ridge, valley, eaves line and downpipe locations.

2.3 ELEVATIONS (minimum scale 1:100)

- Existing ground and proposed finished ground and floor levels.
- Location of doors and windows eg: fixed, sliding or awning.
- Height of ceiling.
- Roof pitch.
- Types of materials to be used.

2.4 CROSS SECTIONAL VIEW (scale 1:100)

- A cross sectional view for each variation in cross sectional view.
- Finished floor level.
- Type of subfloor structure eg: concrete footing and slab, mono slab footing or floor frame.
- Height of ceiling.
- Type of roof eg: steel truss, timber truss, pitched, engineered roof.
- All relevant construction details

2.5 ELECTRICAL PLAN

- Locations of all lights.
- Locations of all smoke detectors.
- Locations of extractor fans.
- Location of switch board.

2.6 SPECIFICATIONS

- Proposed site works.
- All building materials. Re – Dimensions, spacings, etc.
- Septic Application – NOT required if sewer is available
 - Check your planning approval if an Aerobic Treatment Unit (ATU) is required.
 - A site plan is required indicating the proposed locations of septic tanks and leach drains.
- Details of Termite Risk Management must be submitted.
- An approved stamped plan from the Water Corp is required for all building structures within Water Corp serviced areas.
- Energy efficiency certification is required on all buildings.
- CTF Levy Payment Form to be completed and signed by Builder at time of submission.
- Any other details as requested by Building Department.

3. WATER CORPORATION

Water Authority approval is required for all building construction within WA serviced (water or sewer) land. The Water Corporation provides information on when notification and/or approval is required. Click on the following link www.watercorporation.com.au

4. STRUCTURAL ENGINEERS DETAILS

It is recommended that all building construction is certified (ie – an Engineer confirms that the proposed construction details are suitable for the specific site). However, they may not be required for every building application. If in doubt submit your application without the engineering certification and you will be advised whether the certification is required.

5. FIRE & EMERGENCY SERVICES AUTHORITY

FESA - www.fesa.wa.gov.au/regulationandcompliance/building

Approved plans are required for all commercial buildings as per Building Regulations 18(4).

NOTE

Planning Approval must be applied for and issued prior to a building permit application being accepted.

It is the Applicants responsibility to ensure that a Building Permit has been issued before commencement of building works. Building without a required permit will incur penalties and prosecutions.

6. FEES - As per Shire of Denmark Fees & Charges

Website Link www.denmark.wa.gov.au - Under the heading of Building Control

BUILDING PERMIT APPLICATION FEES MUST BE PAID IN FULL AT TIME OF SUBMISSION.

Payment of fees can be made with cash, cheque, EFTPOS or Credit Card. **NB** – Credit card transactions will incur a 1.5% surcharge.