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## Building Permit Application Checklist – Class 1 and 10

### RESIDENTIAL Class 1a and 10

#### BUILDING PERMIT APPLICATION REQUIREMENTS

This checklist and information sheet is designed to assist applicants to prepare a complete building permit application submission. A complete building permit application, where all necessary information has been provided in accordance with this checklist, will enable the Shire to undertake a full building compliance assessment, and avoid unnecessary delays occurring in the processing of your application.

Under Part 2, Division 1, Section 9 of the Building Act 2011, a Building Permit is required for all structures and construction types (residential, commercial, and industrial). This includes, but is not limited to:

- Alterations and additions, including detached rooms and ancillary dwellings (granny flats)
- Changes of building classification
- Commercial buildings, including fit-outs and refurbishments
- Earthworks and sand pads
- Fences (masonry) over 750mm in height
- Fences (not masonry) over 1.8m in height
- Industrial buildings
- New building works
- Non-habitable to habitable conversions (shed to house conversion)
- Retaining walls 500mm and above in height
- Sea containers
- Sheds, garages, lean-tos, workshops, rural sheds/buildings (some exemptions apply)
- Shade sails, pergolas, gazebos, verandahs, patios (some exemptions apply)
- Swimming pools and spas (both below and above ground)
- Tiny homes
- Water tanks with a capacity greater than 5000 litres

#### Types of Building Permit Applications

Registered builders, designers, private building surveyors, owner-builders and owners can submit either a certified (BA1) or uncertified (BA2) Building Permit application. Applications are assessed for compliance with the Building Act 2011 (WA) and all applicable building standards.

*NOTE: All other required approvals should be in place and complied with when making an application for a building permit. This includes development approval, health approval, (i.e. installation of septic apparatus), utilities and owner-builder approval.*

## BA1 - Certified Applications - Optional for Residential Class 1a or 10

When submitting a Certified Application, you must include a Certificate of Design Compliance (CDC) issued by a Western Australian registered Private Building Surveying Contractor. Once the CDC and all other required information is submitted and officially received, the timeframe for the issuance of the Building Permit for a Certified Application is 10 business days.

Find an independent building surveying contractor here: [Find a registered building surveyor | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0)

## BA2 - Uncertified Applications - Residential Class 1a and Class 10

An uncertified application can only be made for Class 1a or Class 10 buildings and requires the Shire to issue your CDC with the Building Permit. The CDC confirms that the proposal complies with the applicable building standards and must reference plans, specifications and technical documents that confirm compliance. Timeframe for issue of an uncertified building permit application is 25 business days.

APPLICATIONS MAY BE LODGED EITHER IN PERSON, OR VIA EMAIL AT:		CHECK REQUIRED	
info@denmark.wa.gov.au		YES	N/A
<b>FORMS</b>			
<b>BA1 Certified Application, or BA2 Uncertified Application</b>  Forms available here: <a href="https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0">https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</a>			
<b>Application to Construct/Install an Apparatus for Effluent Disposal</b> (if applicable)  Apply here: <a href="https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system">https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system</a>			
<b>REQUIRED INFORMATION (SOME EXCLUSIONS MAY APPLY)</b>			
<b>Owner Builders - Owner Builders Approval Certificate (Issued by the WA Building Commission)</b>  Info here: <a href="https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application">https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application</a>			
<b>Registered Builders - Home Indemnity Insurance Certificate</b> (For works \$20,000 and over in value)			
<b>Development (Planning) Approval - DA Approval No. _____ / _____ Date Issued:</b>			
<b>FEES</b>  (Your application will not proceed until all applicable fees and levies are receipted. Payment can be made with cash, cheque, EFT-POS, credit card or bank transfer. Credit card transactions will incur a 0.8% bank surcharge)			
<b>BA1 - Certified Application</b> (0.19% of the estimated value of the building work, but not less than \$110.00)			
<b>BA2 - Uncertified Application</b> (0.32% of the estimated value of the building work, but not less than \$110.00)			
<b>Building Services Levy</b> (0.137% of the estimated value, but not less than \$61.65)			
<b>Construction Training Fund (CTF) Levy - Copy of CTF levy receipt required</b>  (0.2% of total estimated value for works over \$20,000 in value) <a href="https://ctf.wa.gov.au/about-us/levy-collection">https://ctf.wa.gov.au/about-us/levy-collection</a>			

CONSULTANT REPORTS (WHERE APPLICABLE)		
Energy Efficiency Report (Energy Efficiency Reports using NATHERS software giving a star rating <u>must</u> contain a NATHERS certificate)		
Geotechnical Assessment Report (or soil classification report from structural engineer)		
Bushfire Attack Level (BAL) Report and BAL Certificate (if applicable)		

**NOTE:** A complete set of legible, accurate and professionally drawn plans and specifications must be submitted with your Building Permit application. Plans and specifications must contain sufficient details and information for the building surveyor signing the relevant compliance certificate to determine that the building when built in accordance with the submitted plans and specifications will comply with all applicable building standards.

APPLICATIONS MAY BE LODGED EITHER IN PERSON, OR VIA EMAIL AT: info@denmark.wa.gov.au	CHECK REQUIRED	
REQUIRED PLANS AND SPECIFICATIONS	YES	N/A

1. SITE PLANS - 1:200 scale @A3		
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<p><b>1.1 SITE DETAILS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Street names, lot number, and title reference to the site.</li> </ul> <p><b>1.2 SITE DIMENSIONS AND BOUNDARIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Setback distances from the property boundaries to the proposed building and distance away from other existing buildings/structures on the property to be clearly indicated.</li> <li><input type="checkbox"/> The size and shape of the site including property boundaries, their dimensions, and existing buildings and structures to be clearly shown.</li> </ul> <p><b>1.3 SURVEYS AND LEVELS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A feature/contour survey of the property showing a datum point, contour lines (500mm intervals), spot levels, and relative levels of the site.</li> <li><input type="checkbox"/> The proposed Finished Floor Level (FFL) and Natural Ground Levels (NGL) to be shown.</li> </ul> <p><b>1.4 STRUCTURAL AND ENVIRONMENTAL DETAILS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Height and extent of proposed earthworks (if applicable).</li> <li><input type="checkbox"/> Location and heights of stabilised embankments or retaining walls (if applicable).</li> </ul> <p><b>1.5 UTILITIES AND INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New or existing sewer connections or septic system, stormwater drains, and easement locations.</li> </ul> <p><b>1.6 ADDITIONAL INFORMATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly indicate the North point.</li> </ul>		
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## 2. FLOOR PLANS - 1:100 scale @ A3

### 2.1 BUILDING DIMENSIONS

- All dimensions of the proposed building(s).
- Existing and proposed Finished Floor Levels and Natural Ground Levels.
- Location and dimensions of windows and doors including type, direction of opening, and detailed schedule.
- Ridge heights and pitch, ceiling heights, external wall heights.

### 2.2 ROOM AND FACILITY LOCATIONS

- Room names and locations of all minimum facilities (e.g., kitchen, bathroom, sanitary compartment, laundry).
- Location of floor waste in wet areas (laundry, bathroom, sanitary facility).
- Location of smoke detectors and mechanical ventilation locations.

### 2.3 STRUCTURAL AND MATERIAL DETAILS

- Ridge, valley, eaves line, downpipe locations, stormwater management details.
- Types of material used.
- Location of major beams and posts.

## 3. ELEVATIONS - 1:100 scale @ A3

- Natural Ground Level (NGL) and Finished Floor Levels (FFL).
- Ridge height and pitch, ceiling heights, external wall heights, and retaining heights (if applicable).
- Locations and dimensions of doors and windows including direction of opening and detailed schedule.
- Types of materials used.

## 4. CROSS SECTIONS - 1:50 scale @ A3

- Finished Floor Levels and Natural Ground Levels.
- Type of subfloor structure (e.g., concrete footing and slab, mono-slab footing and/or floor frame).
- Footings, slab, walls, eaves, roof, insulation cross-sections.
- Roof and wall structure details including bracing details.
- Type of roof structure (e.g., steel truss, timber truss, pitched) including engineering certification, etc.
- All other relevant construction details.

## 5. ELECTRICAL

- Electrical layout plan including locations of all lights, smoke detectors, extraction fans, switch boards and any off-grid systems (if applicable) including battery and inverter type, make and model.

## 6. SOIL ASSESSMENT AND WIND RATING

- AS2870 Geotechnical soil assessment (or soil classification report from structural engineer)
- AS4055 Wind rating

## 7. SPECIFICATION

- A copy of a detailed specification must be submitted (if applicable).
- All additional information not depicted on the drawings, but necessary to demonstrate that the building, if constructed according to all required specifications, will comply with the Building Code of Australia provisions.

## 8. TERMITE MANAGEMENT

- Details of termite management (physical or chemical)

## 9. BAL CONSTRUCTION SCHEDULE

- If your build is located within a Bushfire Prone Area and required a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.

## 10. STRUCTURAL ENGINEERS CERTIFICATION

- Your plans, details and specifications must be certified by a practicing Structural Engineer or meet the Deemed to Satisfy requirements of the Building Code of Australia. There are some exemptions to this mandatory requirement. Contact the Shires Building Services team and you will be advised if structural engineer certification is required.

## 11. COPIES OF ANY CONSENT TO ADVERSLEY AFFECT OR ACCESS ADJOINING LAND

- BA20 Form** - Notice and request for consent to encroach or adversely affect.  
[BA20 – Notice and request for consent to encroach or adversely affect](#)
- BA20A Form** - Notice and request for consent (response notice): Protection structures, party walls, removal of fences, access to land.  
[BA20A – Notice and request for consent Protection structures, party walls, removal of fences, access to land](#)

## 12. PROPOSED ALTERNATE SOLUTIONS TO BCA PERFORMANCE REQUIREMENTS

- Alternate Solution Report(s).

**NOTE:** You must obtain Planning Approval before applying for a Building Permit. Applications without the necessary Planning Approval will be refused.

It is the applicant's responsibility to secure an approved Building Permit before starting any building works, including all earthworks and clearing.

**Building without the required permits and approvals will incur penalties and prosecution under the Building Act 2011 and Building Regulations 2012.**

Do not submit applications without all required checklist information, reports, plans, and specifications. Incomplete applications risk being cancelled or refused, and you may lose your application fee.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**NOTES**