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Building Permit Application Checklist – Commercial Class 2 to 9 (incl. 1b)

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:

- Commercial buildings, including fit-outs and refurbishments
- Class 1b Chalets/commercial holiday homes/accommodation
- Industrial buildings
- Retail shops, cafes, restaurants
- Office buildings
- Warehouse, production facility, commercial storage and display facilities

Types of Building Permit Applications

For commercial construction - Class 2 to 9 (including Class 1b), registered builders, designers, private building surveyors, owner-builders and owners must submit a certified - BA1 application Applications are assessed for compliance with the Building Act 2011 (WA) the Building Code of Australia and all applicable building standards.

BA1 - Certified Applications - Class 2 to Class 9 (including Class 1b)

When submitting a Certified Application, you must include a Certificate of Design Compliance (CDC) issued by a Western Australian registered independent 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.

All commercial and industrial building permit applications for Class 2 to 9 buildings (including Class 1b) are required to be a BA1 certified application.

All builders involved in the construction of commercial or industrial projects must submit a Notice of Completion (BA7) and a Certificate of Construction Compliance (obtained from a WA registered independent Building Surveying Contractor) to the Shire. Additionally, they must apply for and obtain an approved Occupancy Permit (BA9) before any commercial or industrial building can be occupied.

Find an independent WA registered independent Building Surveying Contractor here: [Find a registered building surveyor | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://www.commerce.wa.gov.au)

APPLICATIONS MAY BE LODGED EITHER IN PERSON, OR VIA EMAIL AT:

info@denmark.wa.gov.au

**CHECK
REQUIRED**

REQUIRED FORMS, FEES, AND REPORTS

YES N/A

FORMS

BA1 Certified Application

Form available here: <https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0>

Application to Construct/Install an Apparatus for Effluent Disposal (DoH approval may be required)

Apply here: https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system

REQUIRED INFORMATION

Owner Builders - Owner Builders Approval Certificate (Issued by the WA Building Commission)

Info Here: <https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application>

Note: Must be no larger than 2 storey with a floor space of less than 500m² for commercial buildings.

Development (Planning) Approval - DA Approval No. _____ / _____ Date Issued:

FEES

(Your application will not proceed until all applicable fees and levies are received. Payment can be made with cash, cheque, EFT-POS, credit card or bank transfer. Credit card transactions will incur a 0.8% bank surcharge)

BA1 - Certified Application (0.19% of the estimated value of the building work, but not less than \$110.00)

Building Services Levy (0.137% of the estimated value, but not less than \$61.65)

Construction Training Fund (CTF) Levy - Copy of CTF levy receipt required.

(for works over \$20,000 in value) <https://ctf.wa.gov.au/about-us/levy-collection>

ENGINEERED PLANS, SPECIFICATIONS AND CONSULTANT REPORTS (WHERE APPLICABLE)

Energy Efficiency Report: Demonstrating compliance with the energy efficiency requirements of the BCA.
(**Note:** Energy Efficiency Reports using NATHERS software giving a star rating must contain a NATHERS certificate)

Geotechnical Assessment Report (or soil classification report from structural engineer)

Bushfire Attack Level (BAL) Report and BAL Certificate (Class 1b, 2, 3 and some Class 9 buildings)

Architectural Drawings - Detailed plans, sections and elevations of the proposed building inclusive of site plans.

Structural Engineering Report: Prepared by a qualified registered structural engineer, detailing the structural integrity and safety of the building design.

Civil Engineering Report: This report should include all proposed site works, drainage, and stormwater management plans.

Fire Engineering Report: If applicable, a report addressing the fire safety measures and compliance with all applicable fire regulations.

DFES FEB Referral/Advice Letter/Report (response letter and proposed performance solution required if applicable)		
Access and Egress Report: Ensuring compliance with all relevant accessibility standards and safe egress routes in case of an emergency.		
Mechanical, Electrical, and Plumbing (MEP) Plans: Detailed plans and specifications for mechanical, electrical, and plumbing systems.		
Environmental Reports: Depending on the site and project specifics, you may need environmental impact assessments or reports on soil erosion and sediment control.		
Site Sediment and Erosion Control Report: A report detailing the measures to control soil erosion and sedimentation on the construction site, in compliance with the <i>Environmental Protection Act 1986</i> .		
Waste Management Plan: Outlining how construction and operational waste will be managed and disposed of.		
Heritage Impact Statement: If the building is located in a heritage area or affects a heritage-listed site (state or municipal), this statement may be required.		
ON COMPLETION		
Notice of Completion (BA7 Form): This form notifies the permit authority that the building work has been completed in accordance with the approved plans and specifications.		
Occupancy Permit Application (BA9 Form): To be submitted after construction is complete and must include a Certificate of Construction Compliance (BA17) from an independent Western Australian registered Building Surveying Contractor to certify that the building complies with the approved plans, specifications and reports.		

NOTE: A complete set of legible, accurate and professionally drawn plans, specifications and reports must be submitted with your Certified Building Permit application. All plans, specifications and reports must contain sufficient details and information for the building surveyor signing the associated Building Permit to determine that the commercial building will be 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

YES N/A

ENGINEERING CERTIFICATION

- Your plans, details and specifications must be certified by a practicing currently registered Engineer.

SIGNED COPIES OF ANY CONSENT TO ADVERSLEY AFFECT OR ACCESS ADJOINING LAND

- BA20 Form** - Notice and request for consent to encroach or adversely affect land.
[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](#)

PROPOSED ALTERNATE SOLUTIONS TO BCA PERFORMANCE REQUIREMENTS

Alternate/Performance 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: _____