

Class 1a Building Permit Application Requirements & Checklist

Residential and Ancillary dwellings (granny flat)

USE THIS BEFORE YOU LODGE

Use this checklist to make sure your application is complete before you lodge it. **IMPORTANT:** Make sure all information needed to assess your proposed building work is clearly shown on the plans, specifications and supporting documents. Incomplete applications with missing information may result in delays while further information is requested.

1	APPLICATION & APPROVALS
☐ BA1 Certified or BA2 Uncertified Application	☐ Owner / applicant details complete and correct
☐ Home Indemnity Insurance where required	☐ Builder registration / owner-builder details supplied
☐ Wastewater / septic approval where applicable	☐ Planning approval granted and all DA conditions addressed where applicable
☐ Application value is realistic and includes GST	☐ Fees and levies ready for payment

CERTIFIED VS UNCERTIFIED

A **BA1 Certified** Application must include a Certificate of Design Compliance (CDC) from an independent WA registered Building Surveying Contractor. A **BA2 Uncertified** Application is assessed by the Shire of Denmark Building Services Team.

2	SITE, PLANNING & BUSHFIRE
☐ Boundaries and dimensions shown	☐ Site address, lot number and title reference match
☐ Existing buildings / structures shown	☐ Proposed setbacks shown
☐ Planning approval conditions reflected	☐ Easements identified
☐ Driveway / access addressed	☐ North point shown
☐ Feature / contour survey and relevant levels	☐ Earthworks / sand pads / cut and fill footprint shown where applicable
☐ FFL and NGL shown	☐ Retaining / stabilised embankments shown where applicable
☐ Bushfire-prone area checked	☐ BAL report / certificate and construction details where required

3	WASTEWATER & DOCUMENTATION
☐ Mains sewer or septic arrangements identified	☐ Septic application / approval where applicable
☐ All documents show the correct site address	☐ Plans, specifications and reports are consistent
☐ CDC-referenced documents included (BA1)	☐ Plans are legible and professionally prepared

4	SITE PLAN — TYPICALLY 1:200 @ A3
☐ Street name, lot number and title reference	☐ Property boundaries and dimensions
☐ Existing and proposed buildings / structures	☐ Setbacks to boundaries and other structures
☐ Feature / contour survey, datum and levels	☐ Earthworks and retaining / stabilised embankments
☐ FFL and NGL	☐ Sewer / septic, stormwater and easements
☐ North point	

5	FLOOR PLANS — TYPICALLY 1:100 @ A3
☐ All dimensions	☐ Existing and proposed FFL / NGL
☐ Room names / locations	☐ Kitchen, bathroom, sanitary compartment and laundry
☐ Ridge height / roof pitch	☐ Window / door schedule
☐ Ceiling / external wall heights	☐ Doors / windows - size, type, opening direction
☐ Wet-area waterproofing and floor wastes	☐ Smoke alarms / detectors
☐ Mechanical ventilation	☐ Ridge, valley, eaves, gutters, downpipes and stormwater
☐ Major beams / posts	☐ Materials / finishes

Class 1a Building Permit Application Requirements & Checklist

6	ELEVATIONS & SECTIONS
☐ All relevant elevations	☐ NGL and FFL
☐ Overall / ridge height and roof pitch	☐ Ceiling, wall and retaining heights where applicable
☐ Materials / finishes	☐ Doors / windows with dimensions and opening direction
☐ Framing / bracing	☐ Floor, wall, roof and eaves construction
☐ Insulation / thermal details	☐ Footings / foundations and slab or subfloor system
☐ Roof structure / engineering	☐ Other construction details needed to understand the build

7	STRUCTURE, SOIL & WIND
☐ AS 4055 wind classification	☐ AS 2870 soil classification / geotechnical assessment
☐ Footing / slab design matches site classification	☐ Structural engineering where required
☐ Roof structure / tie-down	☐ Timber framing where applicable
☐ Steel framing where applicable	☐ Structural steel sizes / connections where applicable
☐ Masonry structural details where applicable	☐ Wall ties, straps, tie-downs and lintels where applicable

8	ROOF, WALL, GLAZING & TERMITE
☐ Roof cladding / construction	☐ Tiles / shingles where applicable
☐ Gutters, downpipes / stormwater	☐ Wall cladding system
☐ Windows / external glazed doors	☐ Safety / human-impact glazing where applicable
☐ Termite management system	☐ Weatherproofing details where necessary

9	ELECTRICAL & SERVICES
☐ Electrical layout	☐ Smoke alarms / detectors
☐ Extraction fans / mechanical ventilation	☐ Off-grid battery / inverter details where applicable
☐ Switchboard location	☐ Other services needed to demonstrate compliance

10	FIRE SAFETY
☐ External wall fire separation where applicable	☐ Garage-to-dwelling fire protection where applicable
☐ Separating walls / floors where applicable	☐ Smoke alarms / evacuation or emergency lighting where applicable
☐ Other fire safety measures documented	

11	HEALTH, AMENITY & SAFE MOVEMENT
☐ Wet-area waterproofing	☐ Room heights
☐ Required facilities	☐ Light
☐ Ventilation	☐ Sound insulation where applicable
☐ Condensation management	☐ Stairs
☐ Ramps where applicable	☐ Balustrades / barriers
☐ Handrails	☐ Openable-window protection where applicable

Class 1a Building Permit Application Requirements & Checklist

12	ENERGY EFFICIENCY
☐ Applicable NCC pathway identified	☐ Elemental Deemed-to-Satisfy pathway where used
☐ NatHERS assessment / certificate where used	☐ Performance Solution / VURB or other appropriate method where used
☐ Energy-efficiency details reflected on drawings / specifications / design plans	

13	PERFORMANCE SOLUTIONS & ADJOINING LAND
☐ Relevant Performance Requirements identified	☐ Performance / Alternative Solution fully documented where proposed
☐ Assessment method and evidence provided	☐ BA20 consent where work may encroach or adversely affect other land
☐ BA20A consent where access / protection structures / party walls / fence removal are relevant	

14	FINAL PRE-LODGE CHECK
☐ Plans, specifications and reports consistent	☐ Required approvals, reports and consents included
☐ Fees / levies ready	☐ No building work commenced before permit issued
☐ Application complete and ready to lodge	

IMPORTANT - This checklist is a guide to the information the Shire looks for during assessment. Additional information may be requested where necessary.

15	FEES AND LEVIES
BA1 – Certified application	0.19% of estimated value of building work, subject to the prescribed minimum fee
BA2 – Uncertified application	0.32% of estimated value of building work, subject to the prescribed minimum fee
Building Services Levy	\$61.65 for work valued at \$45,000 or less; 0.137% above \$45,000
CTF Levy	0.2% where the estimated construction value exceeds \$100,000

CTF THRESHOLD

From 1 July 2026 the CTF levy threshold is \$100,000. The 0.2% levy applies to construction work above that threshold.

APPLICANT ACKNOWLEDGEMENT

I/We have used this checklist to prepare the application and understand that additional information may be requested during assessment.

Owner / Applicant name(s)		
Signature/ Date	Sign	Date

Need more help?

For Building and Planning Approval and/or application questions, please contact the Shire's Development Services Team.

Shire of Denmark • (08) 9848 0300 • info@denmark.wa.gov.au

USEFUL LINKS

[Shire of Denmark – Planning & Building Information](#)

[WA Building Commission – Building approvals and forms](#)

[Construction Training Fund – CTF levy](#)