

Class 2 to 9 Building Permit Application Requirements & Checklist

Class 2 to Class 9 buildings, including Class 1b

BEFORE YOU START

This checklist is designed to help you prepare a complete certified Building Permit application. Class 2-9 building work must be submitted as a BA1 Certified Application and must be accompanied by a Certificate of Design Compliance (CDC) issued by a registered Western Australian Building Surveying Contractor. The Shire assesses the application and issues the Building Permit after the required information, approvals, fees and levies have been received.

1	WHAT IS INCLUDED?
☐ Class 1b accommodation	☐ Class 2 apartment / residential buildings
☐ Class 3 accommodation buildings	☐ Class 4 residential part of a Class 5-9 building
☐ Class 5 office buildings	☐ Class 6 shops / restaurants / cafes
☐ Class 7 warehouses / storage / carparks	☐ Class 8 laboratories / factories
☐ Class 9 public / institutional buildings	

NOT SURE OF THE BUILDING CLASS?

The building classification determines which NCC requirements apply. If you are unsure whether the proposed work is Class 1b, 2, 3, 4, 5, 6, 7, 8 or 9, obtain professional advice before preparing your application.

2	APPLICATION PATHWAY
☐ BA1 – Certified Building Permit Application	☐ Certificate of Design Compliance (CDC)
☐ Plans, specifications and supporting reports referenced by the CDC	☐ Planning / development approval or written advice, where applicable
☐ Health approvals, utility approvals and other statutory approvals, where applicable	

IMPORTANT

The Shire does not prepare the CDC for Class 2-9 certified applications. The applicant must engage a registered WA Building Surveying Contractor to assess the design and issue the CDC before the BA1 application is lodged.

3	FORMS, APPROVALS AND FEES
☐ Completed and signed BA1 Certified Application	☐ Certificate of Design Compliance (CDC) from registered Building Surveying Contractor
☐ Owner details and signatures completed	☐ Registered builder details / owner-builder approval where applicable
☐ CTF Levy receipt where applicable	☐ Development / Planning Approval or written advice, where applicable
☐ Health approval / wastewater approval, where applicable	☐ Other statutory approvals / licenses relevant to the proposal

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OWNER-BUILDERS

Owner-builder approval for a small commercial building is limited to a building of no more than two storeys and less than 500 m² floor area. Confirm eligibility with Building and Energy before relying on an owner-builder pathway.

4	FEES AND LEVIES
BA1 – Class 2-9 application fee	0.09% of estimated value of building work, subject to the prescribed minimum fee
Building Services Levy	0.137% of estimated value where applicable, subject to the prescribed minimum levy
Construction Training Fund Levy	0.2% of the value of construction work where the applicable threshold is exceeded
Other fees / charges	Any other applicable statutory or Shire fees will be advised at lodgement

ESTIMATED VALUE MATTERS

The estimated value of building work must be realistic and include GST. It is used to calculate applicable fees and levies and may be reviewed by the permit authority.

5	CONSULTANT REPORTS — WHERE APPLICABLE
☐ Geotechnical / soil assessment	☐ Energy efficiency report / evidence of NCC compliance
☐ Bushfire Attack Level (BAL) Report and Certificate	☐ Structural engineering report / certification
☐ Civil engineering / site works / drainage report	☐ Fire engineering / Performance Solution report
☐ DFES referral / advice / response, where applicable	☐ Mechanical, electrical and plumbing (MEP) documentation
☐ Access and egress assessment	☐ Environmental / erosion and sediment-control documentation
☐ Heritage documentation, where applicable	☐ Waste management information, where applicable

THE GOLDEN RULE

Plans and specifications must be clear, legible, accurate and detailed enough for the Building Surveying Contractor to assess the design and for the building to be constructed in accordance with the approved documentation. If it is not shown or specified, it may not be possible to demonstrate compliance.

6	SITE PLAN — TYPICALLY 1:200 @ A3
☐ Street name, lot number and title reference	☐ Property boundaries and dimensions
☐ Existing buildings and structures	☐ Proposed building and setbacks to boundaries
☐ Distances to existing buildings / structures	☐ Feature / contour survey, datum and spot levels
☐ Natural Ground Levels (NGL) & Finished Floor Levels (FFL)	☐ Earthworks, cut and fill details, where applicable
☐ Retaining walls / embankments and heights, where applicable	☐ Sewer / septic, stormwater and easements
☐ North point	

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7	FLOOR PLANS — TYPICALLY 1:100 @ A3	
☐ All building dimensions	☐ Room names and uses	
☐ Existing and proposed layouts	☐ Doors and windows, sizes and opening directions	
☐ Door / window schedules	☐ Accessible paths, circulation and sanitary facilities	
☐ Fire compartments / fire-resisting construction	☐ Smoke alarms / detection systems	
☐ Mechanical ventilation locations	☐ Wet-area floor wastes	
☐ Major beams, posts and structural elements	☐ Ridge, valley, eaves, gutters, downpipes and stormwater details	
☐ Materials and finishes		

8	ELEVATIONS — TYPICALLY 1:100 @ A3	
☐ All elevations	☐ NGL and FFL	
☐ Overall building height	☐ Ridge height and roof pitch	
☐ Wall and ceiling heights	☐ Retaining heights where applicable	
☐ Doors and windows	☐ Materials, cladding and finishes	
☐ External fire / BAL construction details where applicable		

9	CROSS-SECTIONS — TYPICALLY 1:50 @ A3	
☐ Natural Ground Levels and Finished Floor Levels	☐ Footings and foundations	
☐ Slab / subfloor construction	☐ Floor, wall and roof construction	
☐ Insulation and thermal details	☐ Wall and roof framing	
☐ Bracing details	☐ Roof structure and engineering	
☐ Eaves, gutters and stormwater details	☐ All other relevant construction details	

10	ELECTRICAL, MECHANICAL AND SERVICES	
☐ Electrical layout	☐ Lighting and power locations	
☐ Smoke detection / alarm systems	☐ Emergency lighting and exit signs	
☐ Mechanical ventilation	☐ Air-conditioning systems	
☐ Off-grid power systems, including batteries / inverters	☐ Gas services	
☐ Fire services and equipment	☐ Hydraulic / plumbing layouts	

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11	STRUCTURAL AND CIVIL INFORMATION	
☐ Structural engineering drawings / specifications	☐ Structural certification	
☐ AS 2870 soil classification / geotechnical information	☐ AS 4055 wind classification	
☐ Civil engineering drawings	☐ Stormwater management and drainage	
☐ Site works and retaining structures	☐ Vehicle access / parking / hardstand details	

12	FIRE SAFETY AND PERFORMANCE SOLUTIONS	
☐ Fire-resisting construction details	☐ Fire compartmentation	
☐ Fire detection / alarm systems	☐ Emergency lighting	
☐ Exit signs	☐ Fire hydrants / hose reels / extinguishers where applicable	
☐ Fire engineering report where applicable	☐ DFES referral / advice where applicable	
☐ Performance Solution reports and supporting assessment methods	☐ All Performance Requirements addressed and documented	

PERFORMANCE SOLUTIONS

Where a Performance Solution is proposed, provide the complete report and supporting evidence with the application. The documentation should clearly identify the relevant NCC Performance Requirements, assessment methods and conclusions demonstrating compliance.

13	ADDITIONAL APPROVALS AND SITE CONSIDERATIONS	
☐ Planning / Development Approval obtained	☐ Health approval / wastewater approval obtained	
☐ Bushfire requirements addressed where applicable	☐ Heritage requirements addressed where applicable	
☐ Environmental requirements addressed where applicable	☐ Road access / crossover approvals addressed where applicable	
☐ Easements and adjoining land matters addressed	☐ BA20 consent for encroachment / adverse affect,	
☐ BA20A consent for protection structures / party walls / access	☐ All conditions of relevant approvals incorporated into the documentation	

14	BEFORE YOU LODGE	
☐ BA1 is complete and signed	☐ CDC is included	
☐ All plans are legible and correctly scaled	☐ Plans and specifications are consistent with each other	
☐ All consultant reports are included	☐ All documents referenced by the CDC are included	
☐ Fees and levies are ready for payment	☐ All required approvals / consents are included	
☐ Digital documents are clearly named and organised		

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INCOMPLETE APPLICATIONS

A complete application helps avoid delays. The Shire may request additional information where necessary to determine the application. Do not commence building work until the Building Permit has been issued and all other required approvals are in place.

15	ON COMPLETION
☐ Certificate of Construction Compliance (BA17) obtained from a registered Building Surveying Contractor	☐ BA7 – Notice of Completion submitted
☐ Occupancy Permit (BA9) obtained where required before occupation	☐ Any conditions attached to the BA17 complied with

IMPORTANT - OCCUPATION

For buildings requiring an Occupancy Permit, under the Building Act 2011, a building **must not** be occupied or used for the relevant purpose until the required Occupancy Permit has been issued.

Section 41(2) of the Building Act 2011 provides that an owner or occupier of a completed building must not occupy or use, or permit the occupation or use of, a building requiring an Occupancy Permit unless an Occupancy Permit is in effect.

Contravention of this provision carries significant penalties, including a fine of up to \$50,000 for a first offence, increasing to \$75,000 for a second offence and \$100,000 and 12 months' imprisonment for a third or subsequent offence.

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](#)