

Class 10a & 10b Building Permit Application Requirements & Checklist

Sheds, garages, carports, patios, tanks, pools, retaining walls, bushfire shelters and similar non-habitable construction

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	IDENTIFY THE STRUCTURE & APPLICATION
☐ Class 10a - shed, private garage, carport or similar non-habitable structure	☐ Class 10b - fence, retaining wall, swimming pool, mast, antenna, free-standing wall or similar
☐ Class 10c - private bushfire shelter	☐ Correct BA1 Certified or BA2 Uncertified Application
☐ Owner / applicant details complete	☐ Builder registration / owner-builder details where applicable
☐ Correct classification identified	☐ Application estimated value is realistic and includes GST

WHY CLASSIFICATION MATTERS

The information needed to assess a shed is not the same as the information needed for a retaining wall, pool, fence, mast or other Class 10b structure.

2	APPROVALS & SITE INFORMATION
☐ Proposed setbacks shown	☐ Property boundaries and dimensions shown
☐ Easements identified and checked	☐ Planning approval granted and all DA conditions met
☐ Existing buildings / structures shown	☐ Planning approval conditions reflected within application
☐ Driveway / access addressed where relevant	☐ North point shown
☐ FFL / NGL or relevant site levels shown	☐ Earthworks / sand pads / cut and fill where applicable
☐ Stormwater management addressed	☐ Retaining / stabilised embankments where applicable
☐ Bushfire-prone area checked	☐ Sewer / septic arrangements identified where relevant

3	BAL & DOCUMENTATION
☐ BAL report / certificate where required	☐ BAL construction requirements shown where applicable
☐ All documents show the correct site address	☐ Relevant AS 3959 details or approved alternative / Performance Solution
☐ Fees and levies ready	☐ Plans, specifications and reports are consistent

4	SITE PLAN — TYPICALLY 1:200 @ A3
☐ Street name, lot number and title reference	☐ Boundaries and dimensions
☐ Existing buildings / structures	☐ Proposed structure and dimensions
☐ Setbacks to boundaries and structures	☐ Feature / contour and relevant site levels
☐ FFL / NGL	☐ Earthworks and retaining / stabilised embankments
☐ Easements and services	☐ Septic / sewer and stormwater
☐ North point	

5	CLASS 10A — FLOOR PLANS
☐ All building dimensions	☐ Doors / windows - size, type and opening direction
☐ Ceiling / wall heights where relevant	☐ Ridge height / roof pitch
☐ Major beams / posts	☐ Footings / slab arrangement
☐ Materials / finishes	☐ Roof drainage, gutters, downpipes / stormwater
☐ Electrical layout where applicable	☐ Off-grid battery / inverter details where applicable
☐ Termite management where applicable	

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6	CLASS 10A — ELEVATIONS & SECTIONS
☐ All relevant elevations	☐ NGL and FFL
☐ Overall / ridge height and roof pitch	☐ Wall heights
☐ Doors / windows	☐ Materials / finishes
☐ Footings / foundations	☐ Slab / subfloor construction
☐ Wall / roof construction	☐ Framing / bracing
☐ Roof structure / engineering	☐ BAL construction details where applicable

7	CLASS 10B — STRUCTURE-SPECIFIC INFORMATION
☐ Clear description of proposed structure	☐ Pool structure / barrier information where applicable
☐ Footings / foundations where applicable	☐ Structural engineering / certification where required
☐ Structural connections / fixing details	☐ Retaining wall heights / construction where applicable
☐ Overall dimensions, height and location	☐ Fence / wall height / construction where applicable
☐ Stormwater / drainage where applicable	☐ Mast / antenna structural details where applicable
☐ Electrical information where applicable	

CLASS 10B

Class 10b is broad. Only provide items relevant to the proposed structure but provide enough information for the Shire to assess the particular work.

8	SOIL, WIND & STRUCTURE
☐ AS 4055 wind classification where applicable	☐ AS 2870 soil classification / geotechnical assessment where required
☐ Footing design matches site classification	☐ Structural engineering where required
☐ Timber / steel framing where applicable	☐ Structural steel sizes / connections where applicable
☐ Structural masonry details where applicable	

9	ROOF, WALL, GLAZING & TERMITE - WHERE APPLICABLE
☐ Roof cladding / construction	☐ Gutters, downpipes / stormwater
☐ Wall cladding system	☐ Windows / glazed doors
☐ Safety glazing where applicable	☐ Termite management where applicable
☐ Weatherproofing where necessary	

10	ELECTRICAL, SERVICES & FIRE SAFETY
☐ Electrical layout	☐ Smoke alarms / detectors where applicable
☐ Switchboard location	☐ Extraction / mechanical ventilation where applicable
☐ Fire separation where required	☐ Off-grid battery / inverter make, model and type where applicable
☐ BAL requirements documented where applicable	☐ Smoke detection / emergency lighting where applicable

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

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12	SPECIAL CLASS 10B MATTERS — WHERE APPLICABLE
☐ Pool / spa details and barrier information	☐ Retaining wall heights, levels and engineering
☐ Fence / wall height and construction	☐ Mast / antenna height, structural design and fixing
☐ Structure affecting an easement addressed	☐ Structure near driveway / access checked
☐ Required specialist reports included	

13	FINAL PRE-LODGE MENT CHECK
☐ Correct Class 10a / 10b classification	☐ All relevant engineering / specialist reports included
☐ All documents show correct site address	☐ Plans, specifications and reports consistent
☐ Application pathway correct	☐ Building and Planning requirements addressed
☐ Fees / levies ready for payment	☐ No building work commenced before permit issued

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](#)