



BUILDING PERMIT APPLICATION CHECK SHEET

- ❖ For Certified Applications, you will require the necessary planning and/or health approvals prior to submission.
- ❖ Contact the Water Corporation if you are building or renovating to ascertain whether they require you to submit plans to the Corporation. Additional information available from <http://www.watercorporation.com.au/buying-selling-and-building/building-or-renovating?pid=res-bsb-np-br>

PLEASE
TICK ✓
IF
INCLUDED

1. FORMS

- Application for Planning Consent Form (signed by the owner of the land)
- Building Permit Application Form (BA1 – certified plans or BA2 – uncertified plans)
- Building and Construction Industry Training Fund Levy Form (if construction value exceeds \$20,000)
- Application to Construct or Install an Apparatus for the Treatment of Sewage (unsewered areas only)

2. PLANS (to be provided)

Three complete sets of plans must be provided. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

2.1 Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contours, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor)
- Position of effluent disposal system (unsewered areas only)
- The distance from the property boundaries to the proposed building(s)
- The proposed finished floor level to the proposed building(s)
- Height and extent of proposed earthworks
- Existing Sewer and Stormwater drains and/or easements
- Locations and heights of stabilised embankments e.g. retaining wall(s)
- North point
- Stormwater disposal details

2.2 Floor Plan (scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Sunken areas
- Location of windows and doors showing their sizes
- Hard wired smoke detector location(s)
- Ridge, valley, eaves line and downpipe locations

2.3 Elevations (scale 1:100)

- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning
- Roof pitch
- Types of materials used

2.4 Cross sectional view (scale 1:100)

- Finished ground level
- Type of sub-floor structure (e.g. concrete footing and slab or frame)
- Sunken areas
- Height of ceiling
- Type of roof (e.g.: steel truss, pitched, engineered roof)

3. SPECIFICATIONS

- Three copies of specifications must be submitted with your application.
- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.

4. ENERGY EFFICIENCY

- Full details of the National Construction Code Volume Two, Deemed-to-Satisfy Provisions for 6 star energy rating including a completed copy of the glazing calculator and lighting calculator (www.abcb.gov.au); or
- 6 Star Rating Energy Efficiency report from an accredited assessor (www.absa.net.au).

5. TERMITE MANAGEMENT

- Details of termite management

6. HOME INDEMNITY CERTIFICATE

Home Indemnity Insurance Certificate not required at time of application for owner/builders (only at time of sale). However, if an Owner Building application is being made, evidence of Registration is required. Refer to <http://www.commerce.wa.gov.au/building-commission/building-or-renovating-your-home-0> for additional information.

- Original copy of Home Indemnity Insurance Certificate from approved insurer (for work being carried out by Registered Builders)

7. STRUCTURAL ENGINEER'S CERTIFICATION

- A site classification report, undertaken or endorsed by a practising Structural Engineer is required for all proposed new dwellings or additions, unless otherwise approved
- To avoid excessive deflection, structural roof beams must be designed by a Structural Engineer
- All structural elements of two storey or higher construction
- Sheds, patios, carports and the like with a single span of 6m and greater
- Retaining walls with finished height exceeding 1.0m (see retaining walls information sheet)
- All structural elements of a commercial building
- Any other details as required by the Principal Building Surveyor

(Examples of consulting structural engineers at June 2010)

- Wood & Grieve Engineers – Albany – 9842 3700
- G Walker & Associates – Albany – 9842 2957
- Structerre Consulting Engineers – Albany – 9841 1315
- Kevin Lodge – Denmark – 9848 2790
- C & S Civil & Structural Engineers – Bunbury – 9791 1834
- WML Consultants – Bunbury – 9722 3544

8. FEES

Application fees are required to be lodged at the time of lodgement and are calculated as follows:

Building Fee		
Uncertified application*	0.32% of value of building work (including GST) with a minimum fee of \$92	
Certified application*	0.19% of value of building work (including GST) with a minimum fee of \$92	
Building Levy	Projects with estimated value over \$45 000 (including GST)	Projects with estimated value \$45 000 or less (including GST)
	0.09% of work value	\$40.50
BCITF Levy**	0.2% of the value of building works (including GST) (for building work over \$20,000 in value)	
Town Planning Fee/R Code variation application fee (if required)	For projects with estimated value of building work (minus GST) of less than \$500 000, 0.32% of the value of building work with a minimum fee of \$147	
Onsite effluent disposal application fee (eg septic tank)	\$236	

*Fees stated above are for the construction of Class 1 and 10 buildings only. Additional information for commercial buildings available upon request.

** The BCITF Levy (now known as the Construction Training Fund Levy) can be paid to the Shire or to the CTF directly. If paying directly to the CTF (online at <http://bcitf.org/?id=105>) evidence of payment will need to be lodged with the Shire on application for the building permit.

9. ENQUIRIES

If you have any questions please contact the Shire of Kojonup Office (08) 9831 2400 or email council@kojonup.wa.gov.au.

Please note:

Kojonup's Building Surveyor is contracted from another Shire and is only in the Kojonup Office on alternate Wednesday morning's, unless advised otherwise.

Kojonup's Planning Officer is contracted from another Shire and is only at the Kojonup Office on Wednesday morning's, unless advised otherwise.

For general information regarding the application process and to assist with determining the appropriate fees payable for your project, please contact Michelle Dennis, Development Services Coordinator on (08) 9831 2424 during office hours.

Appointments can be made with the above officers by contacting the Shire Office (08) 9831 2400.

Additional information regarding the building application process is available from the Building Commission's website <http://www.commerce.wa.gov.au/building-commission>

****DISCLAIMER****

This information sheet is intended as a guide only. Verification with original By-laws, Acts, Planning Schemes and other relevant documents is recommended for detailed references. The Shire of Kojonup accepts no responsibility for errors or omissions.