



BUILDING PERMIT APPLICATION CHECK SHEET

- ❖ For Certified Applications, you may need the necessary planning and/or health approvals prior to submission.
- ❖ You may need to contact the Water Corporation if you are building or renovating to ascertain whether they require you to submit plans to the Corporation.

PLEASE
TICK ✓
IF INCLUDED

1. FORMS (provided in pack)

- Building Permit Application Form (BA1 – certified plans or BA2 – uncertified plans)
- Building and Construction Industry Training Fund Levy Form (if construction value exceeds \$20,000.00)
- Owner-Builder Statutory Declaration (if to be owner builder)
- Application to Construct or Install an Apparatus for the Treatment of Sewage (unsewered areas only)
- Infrastructure Bond form
- Crossover Application forms

2. PLANS (to be provided)

Two 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) (sample included in application pack)

- 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

- Two 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).

- Original copy of Home Indemnity Insurance Certificate from approved insurer (for registered builders)

7. STRUCTURAL ENGINEER'S CERTIFICATION

- If less than a 600mm sand pad is proposed then certification of the concrete footings, floor slab and reinforcement is required
- 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

List of consulting structural engineers at January 2019

- 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

You are advised that all relevant fees are required to be paid upon lodgement of the building permit.

9. INFRASTRUCTURE BOND

The Shire of Plantagenet has previously experienced damage to its roads, footpaths, verges and kerbs during periods of building and construction. To enable the Shire to protect its assets, a refundable bond may be required to repair any infrastructure damage.

If your property is located within the townsites of Mount Barker, Kendenup, Narrikup and Rocky Gully or in a Rural Residential zone and the cost of development is in excess of \$20,000.00 you will need to complete the Infrastructure Bond form and pay the relevant refundable bond.

10. ENQUIRIES

If you have any questions please contact the Council's Principal Building Surveyor on 9892 1136 or the Council's Administration Officer (Planning) on 9892 1141 in respect to the fees payable.