

Making an Application for Building Permit Checklist

(For Certified Applications)

Applicant Name: _____

Address to which this Application applies: _____

Date of Application: _____

| Requirements under the Act | | Compliance Checklist | |
|----------------------------|---|--------------------------|--------------------------|
| No. | Requirement | Complies | Not Applicable |
| Form | | | |
| 1 | Application must be on the correct form BA1 <ul style="list-style-type: none"> • To be completed in full • To be signed by Applicant | <input type="checkbox"/> | |
| 2 | Address of property | <input type="checkbox"/> | |
| 3 | Name, address and contact details of each owner (preferably with copy of the Certificate of Title and diagram) | <input type="checkbox"/> | |
| 4 | Builders Details <ul style="list-style-type: none"> • Name and registration number or owner-builder approval number • Postal address • Email address and phone number • Signature | <input type="checkbox"/> | |
| 5 | Intended use of the building or incidental structure | <input type="checkbox"/> | |
| Plans and Documents | | | |
| 6 | Signed Certificate of Design Compliance (Form BA3) <ul style="list-style-type: none"> • All parts signed in full • Signed by Registered Building Surveyor | <input type="checkbox"/> | |
| 7 | One copy of all plans and specifications (as specified in the Certificate of Design Compliance) | <input type="checkbox"/> | |
| 8 | Housing Indemnity Insurance (HII) for Class 1 dwelling over \$20,000 | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Copies of any consent or Court Order for building work adversely affecting other land | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Copies of any consent or Court Order for encroachment on other land | <input type="checkbox"/> | <input type="checkbox"/> |

| Requirements under the Act | | Compliance Checklist | |
|----------------------------|--|---------------------------|---------------------------------|
| No. | Requirement | Complies (Please Tick) | Not Applicable (Please Tick) |
| Fees | | | |
| 11 | Application Fee: <ul style="list-style-type: none"> Residential (Class 1 and 10) – 0.19% x cost of construction – minimum \$105.00 Commercial (Class 2 -9) – 0.09% x cost of construction – minimum \$105.00 | <input type="checkbox"/> | |
| 12 | Building Services Levy Payment 0.137% x cost of construction – minimum \$61.65 | <input type="checkbox"/> | |
| 13 | Construction Training Fund – 0.2% x cost of construction (over \$20,000) | <input type="checkbox"/> | <input type="checkbox"/> |
| Plans and Documents | | | |
| 14 | Approval under the Health Act 1911 (e.g. Application to construct or install an apparatus for the treatment of sewerage) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Approval under the Planning and Development Act 2005 | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Approval under the Health (Aquatic Facilities) Regulations 2007 (e.g. public swimming pool) | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Approval under the Heritage of Western Australia Act 1990 | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Preferably provide DFES comment | <input type="checkbox"/> | <input type="checkbox"/> |

Important: If you have not got all items numbered 1-18 you should not make your application. If you do, you risk having your application cancelled/refused and losing your application fee.

This checklist must be completed, signed and submitted with your application.

Applicant's Signature: _____ Date: _____

Print Name: _____