



# INDUSTRIAL & COMMERCIAL

## CHECKLIST FOR AN APPLICATION FOR A BUILDING LICENCE

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

**Please note: a Registered Builder is required to construct a commercial or industrial building or an addition to a commercial or industrial building where the value exceeds \$20,000.**

<b>Building Application No:</b> <i>(Office use only)</i>	
<b>Date Received:</b> <i>(Office use only)</i>	
<b>House Number:</b>	
<b>Lot Number:</b>	
<b>Street:</b>	
<b>Suburb:</b>	
<b>Property Zoning</b>	

<b>Quick check</b>		
Certified Application form (BA01) completed including fees		<input type="checkbox"/>
Certificate of Design Compliance (BA03) signed by a Registered Building Services Contractor		<input type="checkbox"/>
Copies of all Statutory Approval required underwritten law as proscribed by Regulation 18 (2) and Shire of Kalamunda Planning Approvals.		<input type="checkbox"/>
Specifications	2 copies	<input type="checkbox"/>
Site Plans	2 copies	<input type="checkbox"/>
Floor Plans	2 copies	<input type="checkbox"/>
Elevations	2 copies	<input type="checkbox"/>
Cross Sections	2 copies	<input type="checkbox"/>
Engineer's Details	2 copies	<input type="checkbox"/>
Engineer's site classification and inspection report	2 copies	<input type="checkbox"/>
Stormwater disposal plans	2 copies	<input type="checkbox"/>
Landscaping plans	2 copies	<input type="checkbox"/>
Application for the Installation of an Effluent Disposal System	1 copy	<input type="checkbox"/>
Submission made to FESA	1 copy	<input type="checkbox"/>
Energy Efficiency Forms (Part J)	2 copies	<input type="checkbox"/>
Specialist Services plans (See checklist)	2 copy	<input type="checkbox"/>

**Specific details required relating to the above list are detailed overleaf**



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## Finalisation of Form and Fees Paid

Completed as required and signed by the Builder or Builder's representative.

### Licence Fee:

A minimum of \$90 or 0.19% (over \$47368) of the estimated value of the works exclusive of GST

### Building Services Levy (BSL):

BSL - \$40.50 per application or 0.09% if value greater than \$45000.

**Construction Training Fee (CTF)** - The fee is calculated at 0.2% of the estimated value including GST where the estimated value is greater than \$20,000.

**Infrastructure Bond:** *Single road frontage* - \$1000 refundable bond

*Two road frontages (corner lot)* - \$1200 refundable bond

*Administration fee* - \$104.50 (non-refundable).

## Specifications

Relevant Works Specifications (2 Copies).

Specifications for Specialised Components as required

(eg air-conditioning, mechanical services, and fire services).

## Plans and other documentation to be submitted but not limited to:

### Site Plan (2 copies) at a scale of 1:100 or 1:200 or 1:500

#### Plans are to depict the following but not limited to:

Lot Boundaries including abutting lots and lot numbers; Site dimensions; Proposed building and any other structures on site; Building set back dimensions from lot boundaries; Street names; North point; Position of any easements and water courses; Existing ground features, contours and finished floor levels to AHD or local datum; Car parking layout; Landscaping plan; Fire Service details; Hydraulic Plans – including grease traps, industrial traps, wash down bays & plate separators; Proposed retaining walls including height of wall in relation to natural ground level; Vehicle crossover; Comprehensive site and building stormwater drainage details; Verge and street tree details; Location of any septic tanks and leach drains (or other waste water disposal system).

### Floor Plan (2 copies) at a scale of 1:100 or 1:200

#### Plans are to depict the following but not limited to:

Fully dimensioned plan of all floors/storey; Detailed layouts of food premises – all finishes, fixtures, fittings & equipment; Detailed layouts of hair dressers & skin penetration premises showing all fixtures, fittings and equipment; Wall dimensions; Window/door dimensions; Roof line (eave line); Roof drainage (RWP locations); All sanitary fixtures and fittings; Fire hose reels; Electrical distribution boxes.

### Elevations (2 copies) at a scale of 1:50 or 1:100

#### Plans are to depict external appearance of the building and should include the following:

Window/door dimensions; Roof pitch; Ceiling height; Eave height; Natural ground levels; Kitchen and sanitary compartment details.

### Cross Sectional Elevations (2 copies) at a scale of 1:50 or 1:100 or 1:200

#### Plans are to depict the following but not limited to:

Footing/slab details; Eave height; Ceiling height; Roof structural details; Termite



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treatment details; General structural details; Structural components to be certified by a structural engineer; Kitchen and sanitary compartment details.

**Other Plans(2 copies) at a scale of 1:100 or 1:200 or 1:500**

**Plans are to include the following but not limited to:**

Electrical Services Plans

Mechanical Services Plans

Fire Services Plans

Plumbing Services Plans

Landscaping Plans.

Other as specified.....

**Signed Engineers Details (2 copies) at a scale of 1:50 or 1:100**

## Energy Efficiency Certification

Energy efficiency certification in accordance with Part J of the BCA.

## Other Documentation – Alternative Solutions

Fire Engineered Alternative Solution.

Other as necessary.....

## Non Sewered Properties

**Application for the installation of and Disposal of Effluent Disposal System (Septic Tank Application)**

Completed application form including name and address of owner and applicant. The applicant is to sign the application.

Application fee: \$226 (+\$35 for Dept of Health Report, if required).

**Floor plans** at a scale of 1:100 or 1:200

**Site plan** at a scale of 1:100 or 1:200 or 1:500 showing: all buildings, proposed and existing lot boundaries , contours, FFL of building , proposed system to be installed, preferred system location, location of any water bodies including wells, bores and creeks, soak wells, subsoil drains & easements.

Details of any memorials on Title: e.g. requirements for an ATU, or effluent disposal envelope.

ATU applications require a signed maintenance agreement.

NOTE: This document is a guide only to the information that is required to be submitted for most industrial or commercial Building Licence Applications including those in no-sewered areas. Additional and specific information may be requested upon assessment of your application.

## DECLARATION BY APPLICANT

I have read the Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.



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Please print name:

Signed:

Date: