

MINOR STRUCTURES & SWIMMING POOLS



CHECKLIST FOR AN APPLICATION FOR A BUILDING PERMIT

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.

Building Application Number: <i>(office use only)</i>	
Date Received: <i>(office use only)</i>	
PROPERTY ADDRESS	
House Number:	
Lot Number:	
Street:	
Suburb:	
Property Zoning	

Quick Check		
Application form completed including fees		<input type="checkbox"/>
Specifications	1 copy	<input type="checkbox"/>
Site Plans	1 copy	<input type="checkbox"/>
Floor Plans	1 copy	<input type="checkbox"/>
Elevations	1 copy	<input type="checkbox"/>
Cross Sections	1 copy	<input type="checkbox"/>
Engineer's Details	1 copy	<input type="checkbox"/>
Engineer's site classification and inspection report	1 copy	<input type="checkbox"/>
Application for the Installation of an Effluent Disposal System	1 copy	<input type="checkbox"/>
Energy Efficiency and 5 Star Plus	1 copy	<input type="checkbox"/>
Home Indemnity Insurance	1 copy	<input type="checkbox"/>
Termite Treatment details	1 copy	<input type="checkbox"/>
Application for Development Approval (if applicable)	1 copy	<input type="checkbox"/>
Neighbour comment	1 copy	<input type="checkbox"/>
Bushfire Attack Level Assessment	1 copy	<input type="checkbox"/>



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Finalisation of form and payment of fees

Application form completed as required and signed by the Builder or Builder's representative

Statutory fees paid:

- A minimum fee of \$96.00 or 0.19% (certified) of the estimated value of the work exclusive of GST
- A minimum fee of \$96.00 or 0.32% (uncertified) of the estimated value of the works exclusive of GST

Building Services Levy (BSL) - \$61.65 per application or 0.137% of value >\$45,000

Construction Training Fund (CTF) – 0.20% of total if value exceeds \$20,000.

Infrastructure Bond: Single road frontage - \$1,000.00 refundable bond

Administration fee - \$104.50 (non-refundable)

Specifications specific to the type of construction (1 copy)

Site Plan (1 copy) at a scale of 1:100 or 1:200 or 1:500

Plans depict but not limited to the following:

Lot boundaries; site dimensions; proposed building and all existing structures, building/pool setback dimensions from lot boundaries; street names; position of any easements; contours; and finished floor levels in relation to an assumed datum, location of any proposed retaining walls including top and bottom wall heights in relation to natural ground level; vehicle crossover; location of effluent disposal system/s;.

Floor Plan (1 copy) at a scale of 1:50 or 1:100

Plans depict but not limited to:

Intended use of the room/space/structure; wall dimensions; window/door dimensions; roof line; roof drainage; smoke alarm locations (not applicable for swimming pools/spas, sheds, non-habitable outbuildings, patios, carports, alfresco, porches, garages, fences).

Elevations (1 copy) at a scale of 1:50 or 1:100

Plans depict external appearance and include:

Window/door dimensions; roof pitch; ceiling height; eave height; natural ground levels; finished floor level, pool shape.

Sectional elevations (1 copy) at a scale of 1:50 or 1:100

Plans are to depict but not limited to the following:

Footing/slab details; wall structural details; eave height; ceiling height; roof structural details; structural details – (pools); structural Engineer's Certification of the plans.

BCA Energy Efficiency Check Sheet – Part 3.12 including WA Water Efficiency

Checklist. (Required for any habitable room or habitable room addition to the residence or outbuilding).

Check list form completed and signed by the person completing the form



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Advisory note: Bushfire Attack Level (BAL) Assessment

To determine if you are within a Bushfire Prone Area (BPA), refer to the DFS website <http://www.defes.com.au> and click on the map of bushfire prone areas. Enter your address into the address box. If you are in a SPA your property will be shown as pink in colour.

If your property is identified as being in a BPA, then you will need to engage a Level 1 Bushfire Attack Level Assessor to undertake a BAL Assessment for your property and provide a BAL Report. Your proposed building works will then be required to be designed in accordance with that BAL assessment and Australian Standard AS3959-2009. Note, if your BAL is determined as BAL-40 or BAL-FZ (flame zone), this will trigger a need to commission a Level 2 or 3 BAL Assessor to provide a Fire Management Plan (FMP) for your property and you will also now need to submit a Planning Application that includes the FMP for determination.

Exemptions: Swimming pools, spas, retaining walls, fences, and detached Class 10a roof structures (eg sheds, garages, carports, freestanding patios, gazebos, etc), that are more than 6m away from the residence on the lot.

Note: This document is a guide only to the information that is required to be submitted for most minor Building Permit Applications. Additional and specific information may be requested upon assessment of your application.

Declaration to be signed by the applicant

DECLARATION BY APPLICANT

I have read the Checklist and provided 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.

Name (please print)	Signature	Date

Office use only: Checked – Signed _____ Date _____