

MAJOR RESIDENTIAL

CHECKLIST FOR A BUILDING PERMIT APPLICATION

Please submit this completed checklist with your application. Applications can only be assessed if you provide all 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 residence or additions to the residence where the value exceeds \$20,000. An owner may apply and obtain an Owner Builder Approval from the Building Commission for a Single Residence or additions to a residence.*

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

Quick check		<input type="checkbox"/>
Do you have a Development Approval (Planning) for this project? What is the Approval No. and Date Approved?		<input type="checkbox"/>
Do you have an Approval for the Installation of an Effluent Disposal System		<input type="checkbox"/>
Have you checked to see if you are in a Bushfire Prone Area?		<input type="checkbox"/>
Application form completed including fees (BA1 Certified Applications or BA2 Un-certified Applications)		<input type="checkbox"/>
If a Certified Building Application – Certificate of Design Compliance (CDC)	1 copy	<input type="checkbox"/>
Value of Works (including all costs incurred & labour)		<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	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"/>
Application for Development Approval Checklist	1 copy	<input type="checkbox"/>
Bushfire Attack Level (BAL) Assessment (If in a Bushfire Prone area)	1 copy	<input type="checkbox"/>

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Specific details required relating to the above list, are detailed as follows:

Finalisation of Application Form and payment of fees

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

Statutory fees paid:

- A minimum fee of \$110.00 or 0.32% (uncertified) of the value of the works
- A minimum fee of \$110.00 or 0.19% (certified) of the value of the works
- Building Services (BSL) Levy - \$61.65 per application (0.137% if value > \$45000)

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

Asset Protection Inspection: Administration fee - \$120.90 (non-refundable).

Bushfire Attack Level (BAL) Assessment

To determine if you are within a Bushfire Prone Area (BPA), refer to the City's website <http://www.kalamunda.wa.gov.au/Your-Neighbourhood/Around-Me/Online-Maps>

Click on the link "Open IntraMaps (public) mapping application" this will take you to IntraMaps. On the left-hand side of the screen click on Planning (LPS3), now click on the Bushfire Prone Area Layer. Enter your address into the Address boxes. If you are in a BPA, your property will be shown as red 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 AS3959-2018. 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, if your lot size is greater than 1100m² and you will also now need to submit an Application for Development Approval that includes the FMP for determination.

For further details refer to the City's Bushfire Prone FAQ – Building Information Sheet #15

Details for plans and other documentation to be submitted

Note: if submitting a Certified Application 1 copy of all required documents is acceptable

Standard specifications (1 copy) applicable to the type of construction.

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

Plans depict but not limited to:

Lot boundaries; Site dimensions; Proposed residence and any existing structures; Building set back dimensions from lot boundaries; Street name/s; North point; Position of any easements, (if applicable); Contours and finished floor levels; Stormwater connection point and/or soakwell locations; Proposed retaining walls including top & bottom of wall levels; Vehicle crossover; Verge and street tree details; and Location of effluent disposal system e.g., septic tanks and leach drains if applicable.

***Grouped and Multiple Dwelling Unit Developments Only-**

- * Detailed stormwater disposal system
- * Car parking bays

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- * Rubbish & recycling bin collection area
- * Landscape plans *(contact Environment Services on 9257 9936 for plant species endemic to the City)*

Floor Plans (1 copy) at a scale of 1:50 or 1:100 or 1:200

Plans depict full floor and room layout of each storey and are to include but not limited to:
 Wall dimensions; Window/door dimensions; Roof line; Roof drainage; All sanitary fixtures and fittings; and Smoke alarm locations

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

Plans depict the external appearance of the residence and include:
 Window/door dimensions; Roof pitch; Ceiling height; Eave height; and Natural ground levels

Sectional Elevations (1 copy) at a scale of 1:20 or 1:50 or 1:100

Plans are to depict but not limited to the following:
 Footing/slab details; Wall construction details; Eave height; Ceiling height; Roof structural details; Termite treatment details.

Structural Engineer's Certification: (1 copy) at a scale of 1:50 or 1:100

- | | |
|------------------------------------|-----------------------------------|
| • Footings and floor slab/s; | • Roof tie down; |
| • Footings to piers / posts; | • Columns; |
| • Retaining walls; | • Reinforced brickwork; |
| • Stair / Balustrade details; | • Unsupported walls >9m long; |
| • Strutting / perimeter beams; and | • Any other structural components |

Site inspection report and soil classification (1 copy)

Undertaken by Certifying Engineering Company

Other Documentation

- Energy Efficiency (6 Star) calculation report and certificate by an authorised Energy Efficiency assessor using approved assessing software.
- Home Indemnity Insurance
- Owner Builder's Authority from the Building Commission

Non – Sewered Areas

Application to Construct or Install an Apparatus for the Treatment of Sewage. Completed application form including name and address of the owner and applicant. Note the applicant must sign the form.

Application Fee: \$236 (\$118 Application fee + \$118 Inspection Fee)
 (If required: the application is to include a cheque for \$66.00 made payable to the Dept of Health for their Report)

2 copies of floor plans for each storey of the residence
 2 copies of Site plans that show: All buildings, proposed and existing; lot boundaries; contours, FFL of the building proposed system to be installed; preferred system location; location of any water bodies including wells and bores; & easements, soakwells and subsoil drains
 Details of any memorials on Title, e.g., requirement for an ATU, or effluent disposal envelopes.

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ATU applications require a maintenance agreement.

Application for Development Approval

Application for Development Approval form is required for a variation to the RD Codes. e.g., reduced building setbacks. Minimum application fee \$147.

Application for Development Approval Checklist.

Neighbour comment will be sought by the City.

Finish of a boundary wall less than 900mm from the side boundary (**No** application fee applicable).

Justification Statement (page 2 of the Planning Approval form), supporting the proposed variation to the R Codes and addressing the relevant performance criteria.

Required for any development/building work upon land zoned anything other than Residential or and within a Water Catchments Area.

Required for any dispensation within land zoned other than Residential or Urban Development.

Minimum application fee - \$147

NOTE: This document is a guide only to the information that is required to be submitted for most residential Building Permit Applications including those in non-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.

Please print name:..... Signed:.....Date:.....

Office Use only: CSO Checked Signed _____ Date: _____