

## Information sheet for uncertified building permit applications

## Class 1a Structure

**Uncertified applications**

The City has 25 business days to determine your application which may result in the City asking for additional information; approving or refusing your uncertified building application.

Any Prescribed Planning or Health approvals under the Building Act 2011 must be complied with prior to making an application to the City.

Please email a PDF version of your application form and supporting documentation to [eApplications@swan.wa.gov.au](mailto:eApplications@swan.wa.gov.au) or via the City's online portal at <https://elodge.swan.wa.gov.au>

1. **Fees Payable**  
All applicable fees are calculated prior to submission of the application.
2. **Application Form BA2- Application for an uncertified Building Permit**  
Application forms and guides are available from the Department of Mines, Industry Regulation and Safety / Building and Energy Division website.
3. **CTF Levy –** payable when value of works is above \$20,000. A CTF levy form payment receipt is to be submitted with your application.
4. **Registered Builder/Owner Builder Certification (if applicable)**  
If the value of works exceeds \$20,000 and you are not a Registered Building Contractor or engaging a Registered Building Contractor it will be necessary to apply to the Building Commission for an Owner Builder Certificate - Application forms are available from the Department of Mines, Industry Regulation and Safety / Building and Energy Division website.
5. **Home Indemnity Insurance Certificate/s**  
Registered Builders - All residential building permit applications, with a value of construction that exceeds \$20,000 must be covered by Home Indemnity Insurance.  
Owner Builders – Not required to obtain Home Indemnity Insurance.
6. **One complete PDF set of legible plans, including the property address:**  
*Further information may be required, this will be determined upon assessment*

Site plan for must show the following:

- To a scale of not less than 1:200
- All boundaries are to be shown including dimensions
- North Point (where applicable: datum, contours or spot levels)
- Position and dimension of the proposed building/s with setbacks to boundaries and existing buildings
- Finish Floor Level
- Location and method of stormwater disposal
- All existing structures must be shown on the site plan

Elevations must show the following:

To a scale of not less than 1:100

Column or wall height

Column spacing's (if not detailed on Structural Engineer Drawings)

Ridge or skillion height (where applicable)

Electrical Plan

Section Plan and boundary wall details (if applicable)

7. **Contour and Feature Survey**

A current contour and feature survey with the Licenced Land Surveyors Details is required to be submitted with the application.

8. **Structural Engineers Certification**

Drawings certified by a Practising Structural Engineer including a site classification report, footing details and roof beam & masonry wall certification. *(Further information may be required, this will be determined upon assessment)*

*Please be aware when engaging a Practising Structural Engineering they must be in accordance with the 2019 NCC Building code of Australia – Definition:*

*Professional engineer means a person who is:*

*(i) registered in the relevant discipline on the National Engineering Register (NER) of the Institution of Engineers Australia (which trades as 'Engineers Australia'); or*

*(ii) eligible to become registered on the Institution of Engineers Australia's NER and has appropriate experience and competence in the relevant field.*

9. **Site Classification Report**

10. **Termite Management Plan** (this can be included in the Specification of Building Works or nominated on a Drawing)

11. **Standard specification of Building Works**

12. **Energy Efficiency Report**

An energy efficiency report is required to be provided with the application that demonstrated compliance with the Building Code of Australia. Certified Energy Assessed Plans and relevant calculations must also be provided. *Further information may be required, this will be determined upon assessment*

13. **Health Approval – Septic/OED (if applicable)**

Please check with the City of Swan's Health Department on whether the proposal requires a Health approval. *Further information may be required, this will be determined upon assessment*

14. **Bushfire Attack Level (BAL)**

If the property is designated under DFES mapping as Bushfire Prone a BAL report and documentation provided that demonstrates how the Dwelling complies with the nominated BAL is required to be submitted with the application.

Where a Dwelling has already been constructed to a BAL any additions must also comply and are not exempt from this requirement. *Further information may be required, this will be determined upon assessment*

**15. Residential Design Codes Variation (if applicable)**

Where the proposed structure does not meet the acceptable development provisions of the Residential Design Codes of Western Australia (R-Codes) with regard to e.g. boundary setbacks, open space, and building height etc, a Codes Approval Application Form (Appendix 1) is to be completed.

When written comments are sought, this should also include plans which have been sighted and signed by the affected neighbors. There is no guarantee of approval of the variation requested. A copy of the R-Codes can be viewed via the Department of Planning, Lands and Heritage website.

*Further information, including neighbour consultation may be required, this will be determined upon assessment*

**16. Planning Approval (if applicable)**

Please check with our Planning Department on whether your proposal requires a planning approval. Any written exemptions should be submitted with your application. *Further information may be required, this will be determined upon assessment*

***This list is not a complete list of all requirements but is a general guide of the minimum information required. If you have any further questions or queries please contact the City of Swan's Building Department on (08) 9267 9267.***

More information can be found via the City of Swan website / Application forms & fees.