

GENERAL CHECKLIST FOR AN UNCERTIFIED APPLICATION FOR BUILDING PERMIT - CLASS 10 STRUCTURES

1. **Application Form (Form BA2- Application for Building Permit Uncertified) completed**
Application forms and guides are available from the Building Commissions website - <http://www.buildingcommission.wa.gov.au>
2. **CTF Levy** – payable when value of works is above \$20,000. A CTF levy form payment receipt is to be submitted with your application.
3. **Site Plan**
All boundaries are to be shown including dimensions.
Showing the proposed building/s with setbacks to boundaries and existing buildings.
(Please note all existing structures must be shown on site plan).
4. **Working Drawings.**
including floor plan, elevations, cross section and boundary wall detail (if applicable).
5. **Structural Engineers Certification**
Certification from a Practising Structural Engineer matching the proposed building work.
6. **Termite Management Plan**
7. **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 Building Commissions website - <http://www.buildingcommission.wa.gov.au>
8. **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 and written comments sought from affected neighboring owners. There is no guarantee of approval of the variation requested. A copy of the R-Codes can be viewed on the Internet – <http://www.planning.wa.gov.au/637.asp>
9. **Planning Approval**

Please check with our Planning Department on whether your proposal requires a planning approval.

10. Fees Payable

All applicable fees are calculated prior to submission of the application.

Please note all documents are to be numbered (i.e. 1 out of 4) and all drawings are to be to a workable scale for example 1:100 for floor plans and elevations and 1:200 for residential site plans.

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.