

Information sheet for Certified Building Permit Applications

Class 2-9 buildings (Commercial)

Certified Application

The City has a statutory assessment timeframe of **10 business days** to provide a determination, which may result in an Approval, a Refusal or a formal Further Information Request.

Please Note: *An assessment will not commence until all prescribed fees have been paid.*

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

In accordance with the *Building Act 2011* the City is unable to issue a Building Permit for a proposed structure, that is attached to an unauthorised structure. In such instances, a Building Approval Certificate for the unauthorised structure must be obtained.

Lodgement

All new Building Permit Applications must be lodged exclusively via the City's Online Services Portal (ePathway):

<https://eservices.swan.wa.gov.au/ePathway/Production/Web/Default.aspx>

If you do not have access to the Portal, please email a request to: eLodge@swan.wa.gov.au

Important Notes:

- Only PDF documents should be submitted. Files must not be password-protected or secured in any way.
- Once your application has been lodged, the City's Building Administration team will conduct an initial review. If it is deemed complete from an administrative perspective, the city will formally accept the application and issue a Payment Request.

Amendments to Building Permits that are currently valid must be submitted via email to:

eApplications@swan.wa.gov.au

Minimum Requirements

1. Fees Payable

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

2. BA1 - Building Permit Application Form – Certified

Application forms and guides are available from the Department of Local Government, Industry Regulation and Safety website.

3. BA3 - Certificate of Design Compliance (Issued by a Private Building Surveyor Contractor)

A list of Building Surveyor Contractors is available from the Department of Local Government, Industry Regulation and Safety website.

All documents referenced on the Certificate of Design Compliance **MUST** be submitted which includes one complete PDF set of legible plans.

4. CTF Levy Payment Receipt (If Applicable)

This levy is payable when the value of works exceeds \$20,000. A Construction Training Fund (CTF) levy payment receipt is to be submitted on lodgement of the application.

For more information regarding CTF levy payments, please visit the website at ctf.wa.gov.au or contact CTF at [08 9244 0100](tel:0892440100)

5. Registered builder / Owner-builder certification (If Applicable)

If the value of works exceeds \$20,000, a registered building contractor or owner-builder certification is required to complete the works. Details of the builder are to be included in the application.

Owner-builder certificate application forms are available from the Department of Local Government, Industry Regulation and Safety website.

6. Planning - Development Approval/Written Exemption (If Applicable)

Please engage with the City's Planning Department to confirm whether a Development Approval or Written Exemption is required for the proposed building works. Any Development Approval or Written Exemption obtained must be submitted with your building application.

For assistance, please contact the City's Planning Department at [08 9267 9267](tel:0892679267) or via email at planning@swan.wa.gov.au

7. Health Approval – Septic/OED (If Applicable)

Please confirm with the City's Health Department on whether your proposal requires a Health Approval. Any advice or exemptions should be obtained in writing and submitted with your application.

For assistance, please contact the city's Health Department at [08 9267 9267](tel:0892679267) or via email at swan@swan.wa.gov.au, referencing your email to the Health Department.

Please note that this is a general guide of the minimum information/documentation required for lodgement and not a full list of all potential requirements.

Please see the options below should you wish to contact the City of Swan's Building Services for further queries:

Phone number: (08) 9267 9267.

Email: eBuilding@swan.wa.gov.au

Address: City of Swan Administration Office 2 Midland Square MIDLAND WA 6056
PO Box 196, Midland DC WA 6936