

## Information sheet for Uncertified Building Permit Applications

### Class 1a buildings (Dwellings)

#### Uncertified Application

The City has a statutory assessment timeframe of **25 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](mailto: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](mailto:eApplications@swan.wa.gov.au)

## Minimum Requirements

### **1. Fees Payable**

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

### **2. BA2 - Building Permit Application Form – Uncertified**

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

### **3. 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](http://ctf.wa.gov.au) or contact CTF at [08 9244 0100](tel:0892440100)

### **4. 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.

### **5. Home Indemnity Insurance (HII) Certificate(s)**

If the value of works exceeds \$20,000, registered builders are required to provide Home Indemnity Insurance (HII). The HII certificate is to be lodged with the application.

Owner-builders are not required to obtain Home Indemnity Insurance.

### **6. One complete PDF set of legible plans**

A Site Plan that is sufficient to determine compliance. The site plan should include the following:

- Property address
- Be to a suitable scale (usually not less than 1:200)
- North Point
- All cadastral boundaries and dimensions
- Location and dimension of the proposed building/s with setbacks to boundaries and existing buildings
- All other existing structures
- Datum, contours and spot levels (where applicable)
- Finish Floor Level
- Location and method of stormwater disposal

Elevations that are sufficient to determine compliance. The site plan should include the following:

- Be to a suitable scale (usually not less than 1:100)
- Column or wall height
- Column spacing's (if not noted on Structural Engineer Drawings)
- Ridge or skillion height (where applicable)

An Electrical Plan including section plan and boundary wall details (if applicable)

## **7. Contour and Feature Survey**

A current contour and feature survey with the Licensed Land Surveyor's details is required to be submitted with the application.

## **8. Structural Engineer's Certification and Current PII (Professional Indemnity Insurance)**

Structural Engineer's Certification that demonstrates compliance with the Building Codes of Australia '*National Construction Codes 2022*' must be lodged with the application.

Please provide a copy of the Structural Engineer's Professional Indemnity Insurance certificate.

Please be aware that the City is required to ensure that the structural engineer can be considered a 'Professional Engineer' as per Building Code of Australia *National Construction Codes 2022*, that defines a professional engineer as 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**

A Site Classification Report prepared by a suitably qualified person and in accordance with the Building Codes of Australia '*National Construction Codes 2022*' must be lodged with the application. Soil classification determined to AS 2870:2011 and Wind classification determined to AS/NZS 1170.2:2021 or AS 4055:2021

## **10. Termite Management Plan (If Applicable)**

This may be included in the Specification of Building Works or nominated on a Drawing.

## **11. Standard Specification of Building Works**

Specifications document detailing the materials, methods and standards specific to the building work to be carried out.

## **12. Energy Efficiency Report (If Applicable)**

An energy efficiency report that demonstrates compliance with the Building Codes of Australia '*National Construction Codes 2022*' and includes certified energy assessed plans and relevant calculations, must be lodged with the application.

**13. Bushfire Attack Level (BAL) (If Applicable)**

If the property is designated under DFES mapping as Bushfire Prone, a BAL report and documentation that demonstrates how the building complies with the nominated BAL is required.

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

Please engage with the City's Planning Services Department to obtain a Development Approval or Written Exemption 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](mailto:planning@swan.wa.gov.au)

**15. 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](mailto: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](mailto:eBuilding@swan.wa.gov.au)

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