

Shire of Yalgoo

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CHECKLIST

Building Permit Application Residential Dwelling or Addition

1. Forms and Supporting Documents

- Building Permit Application form; either a **certified BA1** form or an **uncertified BA2** form. Certified means you have engaged a private Building Surveyor to complete the relevant certificates, uncertified means the Local Authority Building Surveyor will assess and complete the relevant certificates. The duty of the Building Surveyor is to ensure compliance with the relevant building standards, legislative requirements, and town planning matters. See link for forms:
<http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>.
- The Shire of Yalgoo **Pro Forma Statement on Planning**. For most building proposals, a planning approval will be required before a building permit can be issued. The pro forma is designed to ensure planning is addressed prior to the lodgement of a Building Permit Application, which will in turn assist in the timely processing of the building application.
- Water Corporation Approval Stamp.
This is currently not required in order to obtain a Building Permit. However, you are strongly advised to contact the Water Corporation to ensure connections are available and for the location of existing water reticulation services. Please visit their website for more information:
<http://www.watercorporation.com.au/Home/Builders%20and%20developers/Building/Lodge%20a%20building%20application>.
- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land. For more information go to WA Building Commission website:
<http://www.buildingcommission.wa.gov.au/consumers/work-affecting-other-land>
- Approval to Construct or Install an Apparatus for Effluent Disposal (un-sewered areas only).
Crossover Approval (required before the Building Permit can be granted where a crossover is proposed).

2. Fees Payable

All fees are payable at the time of lodging the application.

3. Plans

General note:

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include a copy of the Certificate of Title containing all details and proof of ownership of the land applicable to the application.

3.1 Site Plan (minimum scale 1:200)

A full feature survey indicating a permanent datum point, contours and spot levels across the site and of the land immediately adjacent to the side and rear boundaries (may be required to be carried out by a Licensed Surveyor).

- All property boundaries, boundary dimensions and existing buildings.
- The distance from the property boundaries and existing buildings to the proposed building.
- Height and extent of proposed earthworks and retaining wall(s).
- Proposed finished floor and ground levels.
- Existing sewer and stormwater drains and/or easements.
- The location and finish of any vehicle access way, driveway or crossover.
- Position of effluent disposal system for un-sewered areas. (Sewage treatment systems have to be approved by the Shire before a Building Permit can be issued. An application for such can be accommodated with the Building Permit Application).

3.2 Floor Plan (scale 1:100)

- All dimensions of the proposed building(s).
- Room names.
- Location of windows and doors showing their sizes.
- Smoke detector location(s).
- Ridge, valley, eaves line and downpipe locations.
- Position of beams, strutting beams and dimensions.
- Lintel location and size
- Means of storm-water disposal (soak-wells / spoon-drains). Buildings closer than 1.5m to a boundary are required to divert storm-water away from adjoining property.
- For timber framed and brick veneer dwellings, full bracing details and layout plan for roof and walls.

3.3 Elevations (scale 1:100)

- Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding & awning.
- Height of ceiling.
Roof pitch.
- Types of materials used.

3.4 Cross Sectional View (scale 1:100)

- Finished ground level.
- Type of subfloor structure e.g. concrete footing and slab or frame.
- Sunken areas.
- Height of Ceiling.
- Roof frame details (rafter size and spacing / batten size and spacing).

4 Specifications and addenda (2 sets of each).

- Specifications.
- Waterproofing details, product details and location.
- Wall tie type and location (spacing).
- Lintel schedule. (Lintels shown on plans but not specified on schedule must be signed off by a structural engineer).
- Cavity weep/ventilation hole.

5. If proposed works are valued over \$20,000

Please Note: The Builders Registration Act does not extend over the Shire of Yalgoo therefore your builder is not required to be a registered builder nor does the requirements for an Owner Builder apply. However, this may change in the near future and there is nothing to prevent you from engaging the services of a registered builder or registering as an Owner Builder if you so wish.

- Registered builder – Original copy of Home Indemnity Insurance Certificate from approved insurer. <http://www.buildingcommission.wa.gov.au/consumers/home-indemnity-insurance>
- Owner / Builder - Owner Builders Statutory Declaration.

6. Energy Efficiency

- Details of Energy Efficiency Compliance - energy assessor certificate and calculations are required before a building Permit is issued for a building that requires these

7. Termite Management

Details of Termite Management system if the primary building elements are subject to termite attack.

8. Site Soil Report

- Site soil classification provided by a Structural Engineer.
- Or provided statutory declaration of knowledge of soil profile and include details of site investigation method taken to determine soil class as per (AS2870-2010).

General Notes:

Important:

- Your plans, details and specification must meet the requirements of the Deemed to Satisfy provisions of the National Construction Code by providing drawings or evidences to meet the performances requirements.
- A structural engineer's certificate, or certified plans are required for all structural plans (Footings, wall framing, roof framing). These details are to have been stamped and signed with an original signature in ink.
- Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the structure for compliance with the provisions of the National Construction Code.

Contact Details:

Please contact the Shire for further information or explanation on any matters within.

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