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# CHECKLIST

## APPLICATION FOR BUILDING PERMIT – UNCERTIFIED (BA2)

**A BA2 Uncertified application is used when you have prepared all the documentation for a Building Permit Application.**

It is used for simple applications or when you have a comprehensive knowledge of the Building Permit process and the documentation that will be required.

The Shire of Chittering Building Surveyor will use the information and documentation you have provided to prepare a CDC (Certificate of Design Compliance) and will then issue a Building Permit (BA4).

The Shire of Chittering does not provide a consultancy service to assist with the development of the documentation.

A BA2 can be used for the following Classifications of Buildings under 500m<sup>2</sup>:

- Classification 1a, 1b, 2 and 3 (Residential)
- Classification 5, 6, 7a, 7b, 8 and 9b (Commercial buildings)
- Classification 10a, 10b and 10c (Residential Non-Habitable)

**Prior to lodging a building application, please ensure that all other relevant approvals have been obtained such as planning approvals and health approvals. Applications that are incomplete or are missing these other approvals may be returned to the applicant. Please note that depending on the development, you may be required to provide additional information.**

### APPLICATION FEES

The fees for your application are calculated on the cost of the development. Developments under \$20,000 will need to pay the Building Services Levy and the Certified Building Permit Application fee. Developments \$20,000 and over will need to pay an additional fee separately to the Construction Training Fund (CTF) called the Building Construction Industry Training Fund (BCITF) Levy which is 0.2% of the development costs.

### SUBMISSION

Complete applications can be submitted to [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au).

### CHECKLIST

<input type="checkbox"/>	<p><b>Application for Building Permit – Uncertified (BA2)</b> See: <a href="https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0">https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</a></p>
<input type="checkbox"/>	<p><b>A receipt to show payment of the BCITF Levy</b> (only for developments \$20,000 and above) – <a href="#">click here to learn more</a></p>
<input type="checkbox"/>	<p><b>A form of payment for the fees</b></p>
<input type="checkbox"/>	<p><b>Site Plan</b></p> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>Street, lot number and street/road name</li> <li>North point</li> <li>Existing and proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable)</li> <li>Existing and proposed uses</li> <li>Natural, existing and proposed ground and finished floor levels (<i>Relative to nominated datum point or AHD</i>) Note: Brick courses will be acceptable for minor nature development</li> <li>Access points: driveways and/or right of way access and pedestrian access.</li> <li>Boundaries and lot dimensions</li> <li>Setbacks to all boundaries</li> <li>Details and location of any fencing</li> <li>Location, layout and dimension of any car parking area, including loading bays.</li> <li>Outline of all existing buildings/structures on adjoining properties.</li> <li>Street verge including; street verge trees, power poles, drainage pits, manholes, crossovers, footpaths, and any other obstructions.</li> <li>Location of any easements.</li> <li>Location of existing and/or proposed Septic/ATU location.</li> </ul>
<input type="checkbox"/>	<p><b>Floor/Layout Plans</b></p> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>A plan of every storey with floor levels (RL or AHD).</li> <li>Internal layout showing existing and proposed, doors/windows and room names</li> <li>Roof/eaves lines</li> <li>Total floor area in square metres</li> <li>Setbacks to all boundaries on all sides</li> </ul>
<input type="checkbox"/>	<p><b>Elevation Plans</b></p> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>All four elevations are to be submitted with description/heading of each elevation (or 3 for minor nature development).</li> <li>Natural and proposed ground and finish floor levels (Relative to nominated datum point of AHD).</li> <li>Overall height dimension, shown from NGL to ridge.</li> </ul>
<p><b>Please see the next page for further requirements if you are doing a:</b></p> <ul style="list-style-type: none"> <li><b>Residential Development</b></li> <li><b>Commercial or Industrial Development</b></li> <li><b>Building works on the boundary of a property</b></li> <li><b>Swimming Pools</b></li> </ul>	

### PROPOSALS REQUIRING ADDITIONAL INFORMATION

The following types of proposals require information to be submitted in addition to the list on page two.

#### Residential Proposals

- Bushfire Attack Level (BAL) Report to be provided by an accredited assessor for extensions and new homes.
- Construction details addressing the Bushfire Attack Level.
- Soil and Site Classification report from a NATA approved laboratory. An engineer's soil classification may be accepted following approval from the Principal Building Surveyor for new homes and extensions.
- Proposed method of termite treatment
- Home Indemnity Insurance (Not applicable for Owner-Builders)
- Owner-Builder Licence from the Building Commission (if applicable)
- Energy Efficiency Compliance Certificate confirming compliance with Part 3.12 of the Building Code of Australia
- Structural engineering drawings must include the address of the site and the signature of the engineer.
- Specifications
- Waterproofing details

#### Commercial Proposals

- Advice given by the Department of Fire and Emergency Services concerning the required fire suppression equipment proposed.
- An Occupancy Permit is required prior to the building being occupied or used.

#### Building Works on the Boundary

- A fully completed Notice and request for consent to encroach or adversely affect (BA20) form.

**Swimming Pools** - We have a separate checklist for swimming pools which can be found here:

<https://www.chittering.wa.gov.au/swimmingpools>