

# APPLICATION FOR BUILDING PERMIT – CERTIFIED CHECKLIST



Office Hours  
8:30am – 4:30pm  
Monday to Friday

6177 Great Northern Highway  
PO Box 70  
BINDOON WA 6502

(08) 9576 4600

chatter@chittering.wa.gov.au  
www.chittering.wa.gov.au

A BA1 Certified application is used for all commercial building applications and also when you wish to use a Building Surveyor of your own choice to assess your building plans, other than the Building Surveyor provided by the Shire of Chittering. Prior to lodging a building application, please ensure that all other relevant approvals have been obtained such as planning approvals and health approvals have been obtained. Applications that are incomplete or are missing these other approvals will be returned to the applicant.

A certified application (application form BA1) **must** include a certificate of design compliance (form BA3) from a registered building surveyor confirming that the design complies with the National Construction Code and other statutory requirements. The certificate of design compliance must reference plans and specifications that demonstrate compliance, which must also be provided in the application.

Please note that depending on the development, you may be required to provide additional information to what is listed on this page. Please refer below.

## APPLICATION FOR BUILDING PERMIT 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 Uncertified Building Permit Application fee. Developments \$20,000 and over will need to pay an additional fee to the Construction Training Fund (CTF) called the Building Construction Industry Training Fund (BCITF) Levy which is 0.2% of the development cost.

- A completed **Application for building permit - certified (BA1)** which must be signed and dated by all parties.
- A completed **Certificate of Design Compliance (BA3)** which must be signed and date by relevant parties.
- All supporting documentation listed on the **Certificate of Design Compliance (BA3)**
- A completed BCITF Levy form (only for developments \$20,000 and above)
- A form of payment to pay the appropriate fees, i.e credit card over the phone payment, in person or chq
- Email applications to [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au)

## APPLICATIONS REQUIRING ADDITIONAL INFORMATION

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

### Residential Developments

- 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 Developments

- 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

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## Swimming Pool

- On completion accompanying the **Notice of Completion (BA7)** supplied to the Shire of Chittering is to be a certificate of compliance for the swimming pool and safety barrier.