

## Information required for building permits

### Essential information

Applications submitted without all of the following items detailed below each specific application type will not be accepted.

A building surveyor is available by appointment to assist you with submitting your application.

Please ensure all applicable approvals including planning approval are obtained prior to lodgement of a building permit

### CERTIFIED AND UNCERTIFIED BUILDING PERMIT APPLICATIONS RESIDENTIAL, INDUSTRIAL AND COMMERCIAL

- Building permit application form** – (BA1 for certified or BA2 for uncertified)  
An appointment must be made with a building surveyor prior to submitting a BA1 – certified building permit application.
- Two (2) sets of plans total** –
  - two (2) sets to scale of 1:100 or 1:200, and
  - one (1) additional set reduced to either A4 or A3 size (only if scale plans are larger than A3, doesn't have to be to scale)

Applicant	Office Use	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site plan</b> – all dimensions and north point, street and lot numbers, existing and proposed means of access for pedestrians and vehicles to and from site, location of all existing structures, all structures to be removed and all proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor plan</b> – minimum scale of 1:100 and showing all dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevation plan</b> – showing natural ground level and all dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cross sectional views</b> – minimum scale of 1:100.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Structure specifications and design</b> – two (2) complete specifications, and other information on the drawings which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the <i>Australian Building Codes</i> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of design compliance</b> – (form BA3 for certified), or <b>Certificate of design compliance engagement form</b> (for uncertified)

#### Where applicable additional information

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Construction Training Fund (CTF) form and fee</b> – applicable if construction value exceeds \$20,000. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Verge security deposit bond and application fee</b> – applicable if construction exceeds \$12,000.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Termite treatment</b> – provide details of termite management.   |

Applicant    Office Use    N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Home indemnity certificate or owner builder certificate</b> – original copy required. Contact the Builders Registration Board (BRB) for details.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Structural engineer details</b> – certified by a practicing structural engineer to include: <ul style="list-style-type: none"> <li>▪ Site report – required for new buildings and/or extensions</li> <li>▪ Footing and slab details</li> <li>▪ Structural beams</li> <li>▪ Retaining walls</li> <li>▪ Two storey construction</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>6 star plus energy efficiency report and glazing calculation sheet</b>   |

**BUILDING APPROVAL CERTIFICATE (RETROSPECTIVE)  
RESIDENTIAL, INDUSTRIAL AND COMMERCIAL**

- Building approval certificate application form** – form BA13
- Certificate of building compliance** – (form BA18 for certified), or **Certificate of building compliance engagement form** (for uncertified)
- All plans and information as outlined above** – refer to page 1 for requirements
- Fees for building approval certificate application** – refer to fees schedule on page 5

**DEMOLITION PERMIT (FOR DEMOLITION ONLY)  
RESIDENTIAL, INDUSTRIAL AND COMMERCIAL**

- Demolition permit application form** – form BA5
- Two (2) sets of plans total** –
  - two (2) sets at either A4 or A3 size
- Site plan** – north point, street and lot numbers, verge infrastructure eg street trees, crossovers, power poles, bus shelters etc, and location of all structures to be removed. (Doesn't have to be to scale)
- Detail of rodent bait treatment** – name of treatment and how it is to be applied.
- Fee for demolition permit application** – refer to fees schedule on page 6
- Verge security deposit bond and application fee** – payment is not required upon submission. A building officer will need to confirm whether or not bond payment will be required.

### EXTENSION OF TIME TO BUILDING PERMIT (FOR CURRENT BUILDING PERMITS ONLY)

- Covering letter** – Containing owner's and applicant's contact details, property address, current building licence reference number and outlining reason for the request for extension.
- Fee for Extension of time to building permit** – payment is not required upon submission. A building officer will need to confirm whether or not a fee will apply.

### SWIMMING POOLS AND SPAS (CERTIFIED AND UNCERTIFIED APPLICATIONS) RESIDENTIAL

- Building permit application form** – (BA1 for certified or BA2 for uncertified)
- Two (2) sets of plans total** –
  - two (2) sets at either A4 or A3 size
- Site plan** – north point, street and lot numbers, location of all existing structures and location of proposed swimming pool with all dimensions including distance from all boundaries, verge infrastructure eg street trees, crossovers, power poles, bus shelters etc and location of proposed pool fence (where applicable).
- Swimming pool / spa specifications, elevations and design** – a building officer may request plans to be certified by a practicing structural engineer (applicable for almost all swimming pools).
- Verge security deposit bond and application fee** – payment is not required upon submission. A building officer will need to confirm whether or not bond payment will be required.

### SIGN LICENCE INDUSTRIAL AND COMMERCIAL

- Sign licence application form** – (City of Fremantle sign licence application form)
- Two (2) sets of plans total** –
  - two (2) sets at either A4 or A3 size
- Site plan** – north point, proposed signage location/s, street and lot numbers. (Doesn't have to be to scale)
- Elevations** – showing location of signage, dimensions, height from ground level, materials, colours, font, construction and any illumination.
- Fitting details and material specification** – a structural engineer certificate may also be required.
- Fee for Sign Licence Application** – refer to fees schedule on page 6

## Building fees

<b>Uncertified building permit application</b>		
Council certificate of design compliance fee	Class 2 to 9 ( <i>Commercial</i> )	0.09% of estimated value of works Minimum: \$90.00
Council permit fee	Class 1 and 10 ( <i>Residential</i> )	0.32% of estimated value of works Minimum: \$90.00
	Class 2 to 9 ( <i>Commercial</i> )	0.09% of estimated value of works Minimum: \$90.00
BSL	0.09% of estimated value of works Minimum: \$40.50	
CTF levy	0.2% of estimated value of works (only applicable for value of works >\$20,000.00)	
Verge bond (refundable fee)	\$1,600.00 (only applicable for value of works >\$12,000.00)	
Verge bond administration fee	\$100.00 (only applicable for value of works >\$12,000.00)	
<b>Certified building permit applications</b>		
Council permit fee	Class 1 and 10 ( <i>Residential</i> )	0.19% of estimated value of works Minimum: \$90.00
	Class 2 to 9 ( <i>Commercial</i> )	0.09% of estimated value of works Minimum: \$90.00
BSL	0.09% of estimated value of works Minimum: \$40.50	
CTF levy	0.2% of estimated value of works (only applicable for value of works >\$20,000.00)	
Verge bond (refundable fee)	\$1,600.00 (only applicable for value of works >\$12,000.00)	
Verge bond administration fee	\$100.00 (only applicable for value of works >\$12,000.00)	
<b>Building approval certificate applications for unauthorised works (retrospective)</b>		
Council certificate of building compliance fee	Class 2 to 9 ( <i>Commercial</i> )	0.18% of estimated value of works Minimum: \$90.00
Council permit fee	Class 1 and 10 ( <i>Residential</i> )	0.38% of estimated value of works Minimum: \$90.00
	Class 2 to 9 ( <i>Commercial</i> )	0.18% of estimated value of works Minimum: \$90.00
BSL	0.18% of estimated value of works Minimum: \$91.00	
CTF levy	0.2% of estimated value of works (only applicable for value >\$20,000.00)	

<b>Demolition permit applications</b>		
Council permit fee	Class 1 and 10 ( <i>Residential</i> )	\$90.00
	Class 2 to 9 ( <i>Commercial</i> )	\$90.00 per storey
BSL	0.09% of estimated value of works Minimum: \$40.50	
CTF levy	0.2% of estimated value of works (only applicable for value of works >\$20,000.00)	
Verge bond (refundable fee)	\$3,000.00	
Verge bond administration fee	\$100.00	
<b>Sign licence application</b>		
Council fee	\$60.00 per application	

Note: All building application forms and information on the *Building Act 2011* are available on the Building Commission website

**Building Commission**

**T** 1300 489 099 **F** (08) 9476 1333

**E** [bcinfo@commerce.wa.gov.au](mailto:bcinfo@commerce.wa.gov.au)

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2 April 2012