

What is a building licence application?

A standard building licence [application](#) form is available on the City's website. This form should be used when applying for a building licence. The information required to submit with your building licence application is detailed in the [Information required for Building](#) brochure. This has an extract of the current fees and charges required to submit with your building licence application.

When do I need building approval?

A building licence is required for all building works including renovations, additions, and repairs to existing buildings as well as for the construction of all new buildings.

A building licence is required for but not limited to;

- Replacement of roof sheeting. We need to ensure that the roof structure is properly secured to the supporting wall or column structures.
- Patios and Pergolas
- Removal of internal walls. Checks need to be made to ensure that roof supports are not affected.
- Swimming Pools unless it is a "blow up one" that holds less than 300mm of water.
- Retaining wall over 500mm high
- Fencing if constructed of bricks, concrete, limestone or similar masonry materials.
- Shade Sails The City needs to ensure that any poles are structurally adequate and connections to buildings are satisfactory.

A building licence is not required for, but not limited to;

- Garden Sheds of less than 9 square metres in area and 2 metres in height, if located in the backyard.
- Cubby Houses with floors less than 1 metre above ground.
- Solar Panels, unless the panels are supported on a frame suspended above the roof. If secured flat on the roof no building licence is required.
- Water tanks unless on a tank stand supported above ground
- Brick BBQ's
- Bathroom tiling and fitting of new fixtures. Unless changes to walls are planned.

Do I need to obtain approval from other agencies or organisations?

It will depend on what is being applied for. It is the applicant's responsibility to check directly with the authorities concerned.

Some agencies that might need to be involved in an application:

- Water Corporation
- Fire and Emergency Services Authority
- Builders' Registration Board

Is planning approval the same as a building licence?

No, planning approval will still need to be sought and issued by Council for most new developments. The building licence relates only to the detailed construction and engineering of buildings and other structures. A development which has received planning approval should match that lodged as part of your application for a building licence.

How do I make an application for building licence?

An application is made by submitting to the City, plans and details of your building or structure, a completed building licence application form, and the required fee. Details of the required information to be submitted and the required fee are found in the [Information Required for Building](#) . brochure.

How do I make an application for sign licence?

An application is made by submitting to the City, plans and details of your sign a completed sign licence application form, and the required fee. Details of the required information to be submitted and the required fee are found in the [Information Required for Building](#) . brochure.

How do I make an application for demolition licence?

An application is made by submitting to the City, plans and details of the structure to be demolished a completed demolition licence application form, and the required fee. Details of the required information to be submitted and the required fee are found in the [Information Required for Building](#) . brochure.

How do I make an application for a building approval certificate?

A building approval certificate is applied for when a structure has already been built without approval. An application is made by completing the Building Approval Certificate application form.

What fees do I pay?

The fees for licences issued by Building Services are set out in the current [fees and charges](#) schedule.

When applying for a building licence there are fees that are payable to external organisations.

The BRB levy (Builders Registration Board) is payable on all building licences, and building approval applications. This fee does not apply to demolition or sign licence applications.

The CTF (Construction Training Fund) is payable on all building licences with an estimated value of more than \$20 000.00.

A verge bond is payable on all building licences with an estimated value over \$12 000.

What happens once my application is lodged?

The City checks your application. If all the information required has been supplied a licence is usually issued within two weeks of application. This can be longer if other approvals such as Planning Consent have not been previously obtained.

If the initial check identifies that there is information missing or there is a problem with plans submitted a letter will be forwarded to the applicant advising them of what they need to address.

When will I get a decision?

In most instances, if all the information has been provided and the design meets the requirements of the [Building Code of Australia](#) and the Building Regulations 1989 an application could expect to receive a licence within two weeks of application.

Where do I find more information?

The City has an informative website which is a readily available and efficient way to obtain further information.

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Website: www.fremantle.wa.gov.au

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