
General checklist for occupancy permits – class 2-9



1. Submission of the application.

There are 2 options available for submitting the application with the City of Fremantle:

- **Online Customer Portal.**

You may submit your application online by using the City of Fremantle Customer Portal - [Home Page - myPortal \(fremantle.wa.gov.au\)](https://fremantle.wa.gov.au)

This portal will allow you to submit your application online, make payment online and track its status. If you are a first-time user of the portal you will need to register to create an account.

- **Submitting the application at the City of Fremantle administration office.**

To include one set of plans on a USB/CD or if hard copy to a scale at A3 or similar. Please note USBs with password protection will not be accepted.

2. Application form (BA9 – Application for Occupancy Permit)

If submitting a hard copy, application forms and guides are available from the website of Building and Energy - [Building approvals](#)

3. Planning Approval

- a) Is Planning Approval required to be obtained for the works applied for as part of this application? If unsure, please contact the City's Planning department.
- b) If planning approval has been obtained, have all the applicable conditions been complied with?

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4. CTF Levy (for s.51) – payable when value of works is above \$100,000. The levy is required to be paid direct to CTF to their online portal and a copy of the CTF receipt of payment is to be submitted with this application. [Construction Industry Levy - Construction Industry Training Levy WA | CTF.](#)

5. Fees Payable – For additional City fees please refer to the fee schedule on the website - [Information for building application fees | City of Fremantle](#)

Please note a Building Services Levy (BSL) is payable for applications applied for under s.47, s.49, s.51 & s.52.

6. Certificate of Construction Compliance (BA17) – when applying under sections 46 & 47 - certified by a registered Building Surveyor contractor (in the private sector). All the documents listed on this certificate must be submitted with the application.

Or –

Certificate of Building Compliance (BA18) – when applying under sections 48, 49, 51 & 52 - certified by a registered Building Surveyor contractor (in the private sector). All the documents listed on this certificate must be submitted with the application.

Note – the Building Surveyor must be registered under the Building Services (Registration) Act 2011. [Find a registered building surveyor | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](#)

Note: Applications submitted without all of the above applicable items will not be accepted and will be returned.

The Building Act 2011 requires that all applicable approvals, including planning approval, are obtained prior to lodgement of the application. This list is not a completed list of all requirements but is a general guide of the minimum information required.

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