

Building Services – Frequently Asked Questions

- Q. Do I need to pay any fees at the time of lodgment?**
- A. Yes, ALL fees must be paid in full at the time of application.
- Q. How do I pay the fee?**
- A. Payments can be made when lodging online through our secure website using credit card only, with your application via post to: City of Melville, Locked Bag 1, BOORAGOON WA 6954 or, in person at City of Melville, 10 Almondbury Road, BOORAGOON.
- Q. Help! The size of my attachments is greater than 10MB, what do I do?**
- A. Attach your application form (minimum) and email your plans to PBAdmin@melville.wa.gov.au (please state in your email which application number the plans relate to). Or provide a CD and or thumb drive with your application plans. Call Planning Administration on 9364 0111 for any further queries.
- Q. Must Engineer drawings be certified?**
- A. Yes. If the plans are not signed physically or digitally by a Certified Engineer, then a letter needs to be submitted from the Design Engineer on letterhead, signed, quoting the details of the plan(s) and relevant Australian Standards.
- Q. Can I lodge an application for a Building Permit without a Builder?**
- A. No, you must include details of your nominated builder with your application for a permit.
- Q. Do I need a Registered Builder?**
- A. Yes, if the construction value is greater than \$20,000 or is for structural work.

Q. What if I do not include all of the required information?

A. If you do not provide all of the required information as stated on the validation check sheets your application may be deemed incomplete and returned to you. The application can be resubmitted once you are able to provide all of the relevant information. Please only submit one copy of plans.

Q. Can I track my application on line?

A. Yes. The City's online tracking facility is readily accessible via the following address:

<https://services.melvillecity.com.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx>

Q. How long will it take for my Building Permit to be approved?

A. For certified permits, 10 (ten) business days. For Uncertified permits 25 (twenty five) business days.

Q. What is the difference between an Uncertified and Certified Building application?

A. Certified applications include a Design Certificate by a private registered contractor. Uncertified applications are certified by the City's Building Services. The fees are not the same for Certified and Uncertified applications.

Q. What structures DO NOT require a Building Permit?

A. Refer to Page 71 onwards of the Building Regulations 2012.

[http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument:25159P/\\$FILE/Building%20Regulations%202012%20-%20\[01-c0-01\].pdf?OpenElement](http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument:25159P/$FILE/Building%20Regulations%202012%20-%20[01-c0-01].pdf?OpenElement)

The status of your application will be displayed as follows:

Under Validation	Application is currently with an administration officer to determine if all required documents have been lodged
Under Assessment	Application is currently with a Building Officer for assessment.
Further Information Requested	A letter has been issued to the applicant requesting further details pertaining to the application.
Awaiting Planning Approval	Application is awaiting a Planning decision
Recommended for Approval/ Refusal	Application has been assessed by the relevant Building Officer and has been forwarded to a Senior Officer for approval.
Approved/ Refused	Application has been determined and finalised by Officers and electronic or hard copy will be issued to the Builder

Note: If you require any further information please see our online Building Forms and Fact sheets located at:

<http://www.melvillecity.com.au/index.php/component/alfrescocontent/?nodeid=3c77412b-87a9-4d36-9762-bfba6bd2c3a5&type=folder>