

UNCERTIFIED BUILDING PERMIT APPLICATIONS CLASS 10b BUILDINGS CHECKLIST

Address: Lot _____ # _____

Proposed Development: _____

Related Building Permit, No: BA- _____ - _____ Approved: _____

Development Approval No: _____ - _____ - _____ Approved: _____

Note: Class 10b structures associated with a class 2-9 site will need to be submitted as a Certified application.

LODGEMENT INFORMATION: Building Act 2011, s.16 & Building Regulations 2012, s.16		Submitted		
		Yes	No	N/A
1.	Application Form "BA2"	☐	☐	☐
	a) Owner's, Builder's, Applicant's names correct / signed where applicable _____	☐	☐	☐
	b) Adequate cost of construction (Approx. \$500-1000/sqm for patio/ shed) _____	☐	☐	☐
	Cost of Construction to be calculated based on Building Regulations 2012, Schedule 1			
	c) For strata property, all property owner's names on the BA2 form _____	☐	☐	☐
2.	Builders / Owner Builder Name: _____	☐	☐	☐
	a) Builders Registration: BC _____ OR Owner/Builder Approval No: OB _____	☐	☐	☐
	b) Copy of Owner/Builder approval letter _____	☐	☐	☐
3.	CTF Receipt (if over \$100,000)	☐	☐	☐
4.	Certificate of Title (Current within 6 months)	☐	☐	☐
5.	Strata Plan (If Applicable)	☐	☐	☐
6.	Letter of Confirmation from Strata Manager / Owner (If applicable)	☐	☐	☐
7.	Is there Planning approval? Yes ☐ No ☐	☐	☐	☐
	a) Is the proposal exempt? Yes ☐ No ☐	☐	☐	☐
	For Planning enquires call 1300 635 845 to contact our Customer Relations Team and request to speak to a Duty Planning Officer			
8.	Is there an existing residence or Building Permit for a proposed residence?	☐	☐	☐
9.	Site specific Soil and Wind Classification report with N rating by a professional engineer.	☐	☐	☐
10.	Architectural Drawings to scale of 1:100 and of an architectural quality (no hand-drawings).	☐	☐	☐
	a) Floor plan complete with dimensions _____	☐	☐	☐
	b) Elevations complete with dimensions, including infill details (for fence only) _____	☐	☐	☐
	c) Cross sectional view complete with dimensions _____	☐	☐	☐
11.	Site Plan to scale of 1:200 complete with the following (no hand-drawings):	☐	☐	☐
	a) Provide contour levels, existing spot levels and relative levels of the site _____	☐	☐	☐
	b) Specify the finished ground levels from either side of the wall _____	☐	☐	☐
	c) The location of existing and proposed structure/s or building/s _____	☐	☐	☐
	d) Boundary setback distance and setback distance from existing structure/s on the site plan to the structure _____	☐	☐	☐
	e) Specify the levels on both-sides boundary in close proximity to the proposal _____	☐	☐	☐
	f) Site plan to include all existing infrastructure and easements (e.g. Western Power, Water Corp, City's Drainage Easement)	☐	☐	☐
12.	Structural Engineer's drawings / detail:	☐	☐	☐
	a) All engineering drawings must be stamped by the professional structural engineer with the full name, signature and date on all drawings _____	☐	☐	☐
	• Engineering drawings not to be hand drawn • Engineering specification/ Notes • Ground slab and footing layout • Sectional footing details including holding down, reinforcement, and drainage • Retaining details where applicable • Framing details for timber deck or pergola			
	b) Is Structural Engineer registered with NER or LGIS? _____	☐	☐	☐
	c) The Site Plan, Floor Plans, Elevations and Sections etc to be signed and certified by the Structural Engineer _____	☐	☐	☐
	d) Termite treatment for timber structural members _____	☐	☐	☐

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		<u>Submitted</u>		
		<u>Yes</u>	<u>No</u>	<u>N/A</u>
	e) Provide a copy of a site plan signed by a Structural Engineer indicating the <u>sizes</u> , <u>locations</u> and design calculations of the proposed method of containing the stormwater on site	☐	☐	☐
13.	Specifications:	☐	☐	☐
	a) Project specific and NCC compliant for the project or any of the following generic specifications MBA/ NATSPEC/ HIA _____	☐	☐	☐
	b) Manufacture installation guide (if applicable) _____	☐	☐	☐
	c) Cladding specifications (If applicable) _____	☐	☐	☐
14.	Is proposal within the DFES bushfire prone? (Link to DFES Bushfire Map)	☐	☐	☐
	a) If so, has a BAL report and certificate been provided?	☐	☐	☐
15.	Approval from Water Corporation, Western Power & City of Melville Infrastructure (If Applicable)	☐	☐	☐
	a) Is the proposal exempt from Water Corp Approval? (Link to Exemptions)	☐	☐	☐
16.	BA20 with signed architectural and engineering drawings (If applicable)	☐	☐	☐
17.	Signed letter/statement from Structural Engineer stating no encroachment or adverse affects as per s.76 & s.77 of the Building Act to City land (Verge) or neighbouring properties (if applicable).	☐	☐	☐
18.	Site Inspection may be required. It is recommended to provide photos of proposed site.	☐	☐	☐

Note: This checklist outlines the minimum lodgement requirements required by the City to enable an assessment against the Building Code of Australia parts A5G2 and A5G3, Evidence of Suitability. Further Information may be requested during the assessment process. If an application is submitted incomplete, a request may be issued for the outstanding information, or the application may be determined to be incomplete.