

UNCERTIFIED BUILDING PERMIT APPLICATIONS CLASS 1a BUILDINGS CHECKLIST

Address: Lot _____ # _____

Proposed Development: _____

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

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

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) Cost of construction \$ _____	☐	☐	☐
	c) Cost of Construction adequate as per Rawlinsons or Cordell Cost Guide? _____	☐	☐	☐
	Cost of Construction to be calculated based on Building Regulations 2012, Schedule 1			
	d) 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 _____ (If applicable)	☐	☐	☐
	b) Copy of Owner/Builder approval letter _____ (If applicable)	☐	☐	☐
3.	HII Home Indemnity Insurance Certification for the works greater than \$20,000 (If applicable)	☐	☐	☐
4.	CTF Receipt (if over \$100,000)	☐	☐	☐
5.	Certificate of Title (Current within 6 months)	☐	☐	☐
6.	Strata Plan (If Required)	☐	☐	☐
7.	Letter of Confirmation from Strata Manager / Owner (If applicable)	☐	☐	☐
8.	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			
9.	Site specific Soil and Wind Classification report with N rating by a professional engineer. (Not required for internal works)	☐	☐	☐
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 _____	☐	☐	☐
	c) Sections complete with dimensions _____	☐	☐	☐
	d) Roof plan showing the location of gutter and downpipes (If applicable) _____	☐	☐	☐
	e) Flashing details (If applicable) _____	☐	☐	☐
	f) Electrical Plan _____	☐	☐	☐
	g) Boundary wall details _____	☐	☐	☐
	h) Wet area details & Specification _____	☐	☐	☐
	i) For additions & alterations, please provide details of existing construction type (footings, floor, walls & roof). Is the existing building an approved structure? _____	☐	☐	☐
11.	Site Plan to scale of 1:200 with a North point and of the architectural quality complete with the following (no hand-drawings):	☐	☐	☐
	a) Feature Survey Plan by licence land surveyor: datum point, contour levels, existing spot levels, existing underground infrastructure and/or easement, enclose proximity to the applicable building site and relative levels of the site _____	☐	☐	☐
	b) Separate site plan with all information in consistence with the Feature Survey _____	☐	☐	☐
	c) Specify the sand pad level, finished floor level and external finished ground level of the proposal	☐	☐	☐
	d) The location of existing and proposed structure/s or building/s _____	☐	☐	☐
	e) Boundary setback distance and setback distance from existing structure/s on the site plan _____	☐	☐	☐
	f) Specify the proposed levels on both-sides boundary in close proximity to the proposal _____	☐	☐	☐
	g) Soakwell details _____	☐	☐	☐

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		Submitted		
		Yes	No	N/A
	h) Septic Tank details (if applicable) _____	☐	☐	☐
	i) Retaining details (i.e. TOW & BOW), dimension of retaining wall & boundary setback if there are proposed retaining walls _____	☐	☐	☐
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.	☐	☐	☐
	b) Is Structural Engineer registered with NER or LGIS? _____	☐	☐	☐
	c) A letter / report from a practicing Structural Engineer stating that the existing dwelling can withstand the connection and the additional loading from the proposed addition _____	☐	☐	☐
	d) The Site Plan, Floor Plans, Elevations and Sections etc to be signed and certified by the Structural Engineer, and it needs to match the Energy Stamped Plans _____	☐	☐	☐
	e) Connection and tie-down details _____	☐	☐	☐
	f) Truss design details (If applicable) _____	☐	☐	☐
	g) Termite treatment for timber structural members _____	☐	☐	☐
	h) 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 _____	☐	☐	☐
	i) Confirmation of Structural Adequacy _____	☐	☐	☐
	j) Wet area set-down details. For addition & alterations, how will it be achieve in the existing floor? _____	☐	☐	☐
13.	NatHERS 7-star Energy Efficiency Report (Not Performance Solution) & signed architectural plans, including whole of home calculation and incorporate any proposed swimming pool	☐	☐	☐
14.	Specifications:	☐	☐	☐
	a) Project specific and NCC compliant for the project or any of the following generic specifications MBA/ NATSPEC/ HIA _____	☐	☐	☐
	b) Manufacturer's installation guide _____	☐	☐	☐
	c) Cladding specifications _____	☐	☐	☐
	d) Manufacturers details and specifications for the proposed insulated wall and roof panels material. This also includes the Certificate of Conformity for the product (if applicable). _____	☐	☐	☐
	e) Glazing specification _____	☐	☐	☐
	f) Certificate of Conformity (e.g. CodeMark) _____	☐	☐	☐
15.	Is proposal within the DFES bushfire prone? (Link to DFES Bushfire Map)	☐	☐	☐
	a) Can the Bushfire exemption be applied to the proposal? _____	☐	☐	☐
	b) If No, has a BAL report and certificate been provided? _____	☐	☐	☐
16.	Approval from Water Corporation, Western Power & City of Melville Infrastructure (If Applicable)	☐	☐	☐
17.	BA20 with signed architectural and engineering drawings (If applicable)	☐	☐	☐
18.	s.76 & s.77 statement from the structural engineer (If applicable)	☐	☐	☐
	a) 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).	☐	☐	☐
19.	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 part 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.