

**Building Check List
Commercial Development Fit – Outs
Class 2 to 9**



Note: ALL FORMS, FEES AND INFORMATION LISTED BELOW MUST BE PROVIDED AT LODGEMENT OF PERMIT APPLICATION.

(Non-compliance will result in the application not being accepted)

Applicant	Office	COMMERCIAL FIT OUT PERMIT
		<p>Completed BA1 Certified Application Form - (Commercial Application all elements to be completed). **Letter of authorisation from owner if applicant not the owner**</p> <p>Application forms can be obtained from the Building and Energy website at https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</p>
		Copy of Letter of Planning Approval (where applicable)
		Completed BA3 Certificate of Design Compliance (signed by a contract building surveyor/private surveyor)
		<p>CTF Receipt (receipt for proof of payment paid directly to CTF required for all works over \$20,000) www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy (as applicable)</p>
		One set of documents as referenced and <u>in order</u> on the BA3 (Certificate of Design Compliance.)
		Certificate of Title and Diagram of Survey – A copy of the Certificate of Title and Diagram of Survey is required for all applications depicting any easement on the property and must be no more than 12 months old.
		<p>Building Permit Application Fee - The fees payable are based on the estimated value of the building work / contract price (including GST). The costing must include all material costs, labour costs, necessary services, fees payable, overheads, and profit margin (as stated in the <i>Building Regulations 2012 Schedule 1 and 2</i>). The current fee schedule can be found at: https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf</p>
		Verge Bond Fee – Fee is payable for Building Permit applications over \$20,000.
		Health Approval – If the proposal is related to a food, skin penetration or hair dressing business, provide evidence that the proposed plans have been submitted to and/or approved by the City of Melville Health Services.