

# 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
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Completed BA1 Certified Application Form</b> - (Commercial Application all elements to be completed).  <b><u>**Letter of authorisation from owner if applicant not the owner**</u></b></p> <p>Application forms can be obtained from the Building and Energy website at <a href="https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0">https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Letter of Planning Approval</b> (where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Completed BA3 Certificate of Design Compliance</b> (signed by a contract building surveyor/private surveyor)
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CTF Receipt (receipt for proof of payment paid directly to CTF required for all works over \$20,000)</b>  <a href="http://www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy">www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy</a>          (as applicable)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<b>One set of</b> documents as referenced and <u>in order</u> on the BA3 (Certificate of Design Compliance.)
		<b>Certificate of Title and Diagram of Survey</b> – 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><b>Building Permit Application Fee</b> - 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:  <a href="https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf">https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf</a></p>
		<b>Verge Bond Fee</b> – Not applicable for internal commercial fitout works
		<b>Health Approval</b> – 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.