



Building Validation Fact Sheet – Fit outs

Note: This is a list of the minimum requirements for a Building Permit Application to successfully pass the City's validation process. You may later be asked for further information by a Building Surveyor.

Application Form – Application forms are available from the Planning Counter or at <https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms>

Application forms are required when submitting your application online as well as over the Planning and Building Counter or via the Post.

Architectural Plans (with scale) – The City requires plans to be submitted to an architectural/draftsperson standard. Plans must be to scale and are to include a site plan with levels, floor plans, elevations and sections.

Specifications – A proforma or list describing the materials and methods to be used in the construction is required.

Letter of Confirmation from AMP – This letter is required if the shop is located in Garden City Shopping Centre.

CTF form or CTF receipt – The Construction Trust Fund (CTF) is only required to be paid for applications with a contract value that is over \$20,000 (cost of construction including GST). **You may pay directly to CTF and provide a receipt from as proof of the payment.** CTF forms are available from CTF (www.bcitf.org) or at the Building Counter.

Please Note: Certificate of Design Compliance is required for ALL Certified Applications.