Building Validation Fact Sheet - Non Residential Developments

✎**Note:** This is a list of the minimum requirements for a Building Application to successfully pass the City's validation process. You may later be asked for further information from a Building Surveyor. e.g. A Planning Approval is required if the development/use has not been approved by Council.

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.

Structural Engineers plans (with scale) – A Copy of plans that are to scale and endorsed (signed) are to be provided from a Structural Engineer.

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

Energy Efficient Assessment Sheet – An Energy Efficiency report signed by an accredited assessor or a competent designer is required.

Termite Certificate – Where the proposed construction involves timber a certificate from a Certified Pest Inspector detailing that they have been contracted for the project and the materials/chemicals they will use.

Certificate of Title – A copy of the Certificate of Title <u>AND</u> Diagram of Survey is required for all applications. Not older than 12 months.

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**. CFT 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.