

# Building Validation Fact Sheet

## Outbuildings

**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. e.g. A Planning Approval may be required if the development includes a reflective roof or the proposal involves a variation to the Acceptable Development provisions of the Residential Design Codes.

**Application Form** –Application forms are available from the Planning Counter or at <http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>

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

**Site Plan (with existing building/s and scale)** – Site plans must be to scale and are required to show all the current buildings on your property and where your new development is going to be situated.

**Floor Plan (per level/floor with scale)** – A floor plan is required showing the level and should to scale.

**Elevation Plans (per side and with scale)** – Elevation plans which include details on construction materials must be to scale and are required for every face of your development.

**Structural Engineers plans (with scale)** – One copy of plans endorsed (signed) are to be provided from a Structural Engineer and must be to scale.

**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 AND Diagram of Survey is required for all applications. Not older than 12 months.

**BCITF form or BCITF receipt** – The Building Construction Industry Training Fund (BCITF) is only required to be paid for applications with a contract value that is over \$20,000 (cost of development including GST). **If you pay directly to BCITF please supply a receipt from BCITF as proof of the payment.** BCITF forms are available from BCITF ([www.bcitf.org](http://www.bcitf.org)) or at the Building Counter.

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