

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) or at the Building Counter.

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