

Building Validation Fact Sheet

Roofed Patio, Unroofed Pergola

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 by a Building Surveyor. e.g. A Planning Approval may be required if the proposal 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 are required to show all existing buildings on your property and where your new development is going to be situated. The site plan is also required to be at a scale of 1:200 and contain levels.

Elevation Plans (per side and with scale) – Elevation plans which include details on construction materials are required for every face of your development at a scale of 1:100.

Structural Engineers Details – Structural engineer details at a scale of 1:50 or 1:100 signed by a Structural Engineer.

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.