



## Building Permit Fact Sheet

**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 which you will have 21 calendar days to provide or your application may be refused.

**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.

**Architectural Plans (with scale)** – The City requires plans to be submitted to an architectural/draftsperson standard. Plans are to include a site plan with levels, floor plans, elevations and sections. The plans are required to be at scales of 1:50 or 1:100 (1:200 for site plans).

**Structural Engineers plans (with scale)** – Copy of plans endorsed (signed) are to be provided from a Structural Engineer. The Engineer's plans are required to be at either scales of 1:50 or 1:100.

**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** – A Certificate from a Certified Pest Inspector detailing that they have been contracted for the project and the materials/chemicals they will use is required.

**Full Certificate of Title** – A copy of the Certificate of Title and Diagram of Survey is required for all applications. This is to include a copy of any Plan or Diagram depicting any Easement on the property. To be no older than 12 months.

**Letter of Confirmation from Owner/Centre Manager** – This letter is required for ALL fitouts.

**BCITF form or BCITF receipt** – The Building Construction Industry Trust Fund (BCITF) 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 BCITF and 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: A completed Certificate of Design Compliance is required for ALL Certified Applications. Home Indemnity Certificate may be required for Certified and Uncertified applications over \$20,000.**