



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) 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.