

Building Permit Fact Sheet

Signs

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.

Site Plan (with existing building/s and scale) – Site plans are required to show all the current buildings on your property and where your new sign is going to be situated. The site plan must be to scale and include ground levels.

Elevation Plans (per side and with scale including artwork) – Scaled elevation plans which include details of the proposed sign for every face of your building .

Structural Engineers Details (for pylon and roof signs) – Structural engineer details must be to scale and signed by a Structural Engineer.

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