

Building Permit Fact Sheet

Swimming Pools and Spas

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 development is going to be situated. The site plan must be to scale and contain levels.

Specifications / Brochure – Specifications are required describing the materials to be used in the construction. This is only required for SPAS.

Structural Engineers Details – Structural Engineer details must be to scale and will need to be signed by a Structural Engineer. This is only required for POOLS.

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.

Kerb Security Deposit (KSD) – A Kerb Security Deposit is required for all Pools regardless of cost of construction. A KSD may be excepted where a previous Kerb Security Deposit has been paid by the owner and not refunded on the property by way of a previous application.

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