



## **Building Approval Certificate Information**

### **Unauthorised Building Works**

Unauthorised building work may include work commenced without a Building Permit, or which is not built in compliance with, or is a departure from the approved plans and specifications.

#### **Building Approval Certificate**

We are now able to issue a 'building approval certificate' to the owner in relation to unauthorised building work where adequate plans and specifications have been lodged where relevant fees have been paid and it has demonstrated that the building work complies with the relevant standards. Providing an approval of this nature retrospectively allows us to be satisfied that a building is safe, complies with all requirements, and is included in the building records.

The owner of unauthorised building work may make an application to the City for a 'Building Approval Certificate' using the Building Approval Certificate Application form accompanied by the required documentation.

#### **Information required**

One copy of each of the following:

- Completed Building Approval Certificate Application Form (To obtain an application form please go to Building Commission Website: <http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>)
- Advice from a structural engineer (signed in ink) which advises that the building is:  
*Constructed in accordance with the plans*  
*Structurally adequate*
- Elevations/Sections
- Site plan showing the accurate position of building within the site, all boundaries and levels. We may request that this be provided by a licensed land surveyor
- Footing/Slab details
- Specifications
- Colour photographs of structure
- Please refer to our Fees & Charges Schedule by visiting [www.melvillecity.com.au](http://www.melvillecity.com.au)

**Please Note: Certificate of Building Compliance or Certificate of Construction Compliance is required for ALL Certified Applications.**