

## Fact Sheet

### New Dwelling Class1a (Uncertified)

The following information must be submitted when applying for an Uncertified Building Permit for a Single Dwelling.

1. Completed Application Form (BA2). This form can be obtained at the Shire's Administration building or downloaded from the Building Commission website: <http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>
2. Two (2) copies of all Architectural Plans (with scale) – The plans are required to be clear, legible and drawn to scale inclusive of elevations, section through, finished floor levels, finished ground levels, smoke alarm locations and contour plan. Any proposed retaining walls must be included in the plans along with Engineer's detail.
3. Two (2) copies of signed in ink engineer's plans (photocopies not accepted) detailing all structural members and connection details for roof, wall, floor, footings and garage roller doors. These details must be designed for relevant wind region, soil classification and earthquake load.
4. Two (2) copies Bushfire Attack Level (BAL) Assessment. For more information please go to [www.planning.wa.gov.au/bushfire](http://www.planning.wa.gov.au/bushfire)
5. Two (2) copies of Soil Classification Certificate provided by qualified Engineer.
6. Two (2) copies of Manufacturers Window Certification in accordance with Section 8.3 of Australian Standard 2047 which also clearly indicates the site address and wind region of the proposed building work.
7. Two (2) copies of specifications or list describing the materials and methods to be used in the construction of the building.
8. Two (2) copies of Termite Treatment Letter detailing the type and method of termite treatment to be used on proposed building.
9. Two (2) copies of Energy Efficiency Report produced and signed by an accredited assessor or a competent designer inclusive of Western Australian additions.
10. Two (2) copies of Home Indemnity Insurance Certificate for proposed construction work however this is not required if undertaking works as an owner builder approved by the Building Commission.
11. Payment of Fees:
  - **Uncertified Building Permit Application Fee:** Construction Value x .0032 (.32%) or minimum Fee of \$96.
  - **Building Services Levy:** \$61.65 if construction value under \$45,000 if construction value over \$45,000 construction value multiplied by .0.137%.

- **Building Construction Industry Training Fund** (Only payable if construction value exceeds \$20,000) Construction Value x .002 (.2%) and completed Building Construction Training Fund Form must be submitted and is available at Shire's Administration building. Alternatively the Levy can be paid on line at [www.bctif.org](http://www.bctif.org)

If you have any further queries please do not hesitate to contact the Planning and Development Department.