

Building Permit Application Checklist

Class 1 and 10 buildings and structures (residential)



Applications may be lodged either in person, or via email at: records@toodyay.wa.gov.au

This checklist and information sheet has been designed to assist applicants to prepare a complete building permit application submission. A complete building permit application, where all necessary information has been provided in accordance with this checklist, will enable the Shire to undertake a full building compliance assessment, and avoid unnecessary delays occurring in the processing of your application.

Under Part 2, Division 1, Section 9 of the *Building Act 2011*, a Building Permit is required for all structures and construction types (residential, commercial, and industrial). This includes, but is not limited to:

- New residential dwellings & associated incidental structures.
- Alterations and additions to an existing dwelling, including detached rooms and ancillary dwellings (granny flats)
- Changes of building classification
- Commercial buildings, including fit-outs and refurbishments
- Earthworks and sand pads
- Fences (masonry) over 750mm in height
- Fences (non masonry) over 1.8m in height
- Industrial buildings
- Non-habitable to habitable conversions (shed to house conversion)
- Retaining walls 500mm and above in height
- Sea containers
- Sheds, garages, lean-tos, workshops, rural sheds/buildings (some exemptions apply)
- Shade sails, pergolas, gazebos, verandahs, patios (some exemptions apply)
- Swimming pools and spas (both below and above ground)
- Tiny homes
- Water tanks with a capacity greater than 5000 litres

Types of Building Permit Applications

Registered builders, designers, private building surveyors, owner-builders and owners can submit either a certified (BA1) or uncertified (BA2) Building Permit application. Applications are assessed for compliance with the *Building Act 2011* (WA) and all applicable building standards.

NOTE: All other required approvals should be in place and complied with when making an application for a building permit. This includes development approval, health approval, (i.e. installation of septic apparatus), utilities and owner-builder approval.

BA1 - Certified Applications - Optional for Residential Class 1a or 10

When submitting a Certified Application, you must include a Certificate of Design Compliance (CDC) issued by a Western Australian registered Private Building Surveying Contractor. Once the CDC and all other required information is submitted and officially received, the timeframe for the issuance of the Building Permit for a Certified Application is 10 business days. Find an independent building surveying contractor here: [Find a registered building surveyor | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://commerce.wa.gov.au)

BA2 - Uncertified Applications - Residential Class 1a and Class 10

An uncertified application can only be made for Class 1a or Class 10 buildings and requires the Shire to issue your CDC with the Building Permit. The CDC confirms that the proposal complies with the applicable building standards and must reference plans, specifications and technical documents that confirm compliance. Timeframe for issue of an uncertified building permit application is 25 business days.

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FORMS

BA1 Certified Application, or BA2 Uncertified Application

Forms available here:

<https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0>

Application to Construct/Install an Apparatus for Effluent Disposal (if applicable)

Apply here: https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system

REQUIRED INFORMATION (SOME EXCLUSIONS MAY APPLY)

OWNER BUILDERS

Owner Builders Approval Certificate (Issued by the WA Building Commission)

Info here: <https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application>

REGISTERED BUILDERS

Home Indemnity Insurance Certificate (For class 1a works \$20,000 and over in value)

Development (Planning) Approval - DA Approval No. _____ / _____ Date Issued:

FEES

(Your application will not proceed until all applicable fees and levies are received. Payment can be made with cash, cheque, EFTPOS, credit card or bank transfer. Credit card transactions will incur a 0.8% bank surcharge)

BA1 - Certified Application

(0.19% of the estimated value of the building work, but not less than \$110.00)

BA2 - Uncertified Application

(0.32% of the estimated value of the building work, but not less than \$110.00)

Building Services Levy

(0.137% of the estimated value, but not less than \$61.65)

Construction Training Fund (CTF) Levy - Copy of CTF levy receipt required

(0.2% of total estimated value for works over \$20,000 in value)

<https://ctf.wa.gov.au/about-us/levy-collection>

CONSULTANT REPORTS (WHERE APPLICABLE)

Energy Efficiency Report

From an accredited Energy Assessor, please note all 7 Star NatHERS Reports are required to be lodged with both a full copy of the NatHERS Certificate and NatHERS stamped plans.

Geotechnical Assessment Report (or soil classification report from structural engineer)

Bushfire Attack Level (BAL) Report and BAL Certificate (if applicable)

From an FPA Accredited BPAD Bal Assessor

Signed Structural Engineering Drawings

Your design needs to be accompanied by signed structural design drawings completed by a registered structural engineer.

NOTE: A complete set of legible, accurate and professionally drawn plans and documentation must be submitted with your Building Permit application. Plans and other documentation must contain sufficient details and information for the building surveyor signing the relevant compliance certificate to determine that the building when built in accordance with the submitted plans and documentation will comply with all applicable building standards.

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1. SITE PLANS - 1:200 scale @A3

1.1 SITE DETAILS

- Street names, lot number, and title reference to the site.

1.2 SITE DIMENSIONS AND BOUNDARIES

- Setback distances from the property boundaries to the proposed building and distance away from other existing buildings/structures on the property to be clearly indicated.
- The size and shape of the site including property boundaries, their dimensions, and existing buildings and structures to be clearly shown.

1.3 SURVEYS AND LEVELS

- A feature/contour survey of the property showing a datum point, contour lines (500mm intervals), spot levels, and relative levels of the site.
- The proposed Finished Floor Level (FFL) and Natural Ground Levels (NGL) to be shown.

1.4 STRUCTURAL AND ENVIRONMENTAL DETAILS

- Height and extent of proposed earthworks (if applicable).
- Location and heights of stabilised embankments or retaining walls (if applicable).

1.5 UTILITIES AND INFRASTRUCTURE

- New or existing sewer connections or septic system, stormwater drains, and easement locations.

1.6 ADDITIONAL INFORMATION

- Clearly indicate the North point.

2. FLOOR PLANS - 1:100 scale @ A3

2.1 BUILDING DIMENSIONS

- All dimensions of the proposed building(s).
- Existing and proposed Finished Floor Levels and Natural Ground Levels.
- Location and dimensions of windows and doors including type, direction of opening, and detailed schedule.
- Ridge heights and pitch, ceiling heights, external wall heights.

2.2 ROOM AND FACILITY LOCATIONS

- Room names and locations of all minimum facilities (e.g., kitchen, bathroom, sanitary compartment, laundry).
- Location of floor waste in wet areas (laundry, bathroom, sanitary facility).
- Location of smoke detectors and mechanical ventilation locations.

2.3 STRUCTURAL AND MATERIAL DETAILS

- Ridge, valley, eaves line, downpipe locations, stormwater management details.
- Types of material used.
- Location of major beams and posts.

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3. ELEVATIONS - 1:100 scale @ A3	
<ul style="list-style-type: none">Natural Ground Level (NGL) and Finished Floor Levels (FFL).Ridge height and pitch, ceiling heights, external wall heights, and retaining heights (if applicable).Locations and dimensions of doors and windows including direction of opening and detailed schedule.Types of materials used.	
4. CROSS SECTIONS - 1:50 scale @ A3	
<ul style="list-style-type: none">Finished Floor Levels and Natural Ground Levels.Type of subfloor structure (e.g., concrete footing and slab, mono-slab footing and/or floor frame).Footings, slab, walls, eaves, roof, insulation cross-sections.Roof and wall structure details including bracing details.Type of roof structure (e.g., steel truss, timber truss, pitched) including engineering certification, etc.All other relevant construction details.	
5. ELECTRICAL	
<ul style="list-style-type: none">Electrical layout plan including locations of all lights, smoke detectors, extraction fans, switch boards and any off-grid systems (if applicable) including battery and inverter type, make and model.	
6. SOIL ASSESSMENT AND WIND RATING	
<ul style="list-style-type: none">AS2870 Geotechnical soil assessment (or soil classification report from structural engineer)AS4055 Wind rating	
7. SPECIFICATION	
<ul style="list-style-type: none">A copy of a detailed specification must be submitted (if applicable).All additional information not depicted on the drawings, but necessary to demonstrate that the building, if constructed according to all required specifications, will comply with the Building Code of Australia provisions.	
8. TERMITE MANAGEMENT	
<ul style="list-style-type: none">Details of termite management (physical and/or chemical)	
9. BAL CONSTRUCTION SCHEDULE	
<ul style="list-style-type: none">If your build is located within a Bushfire Prone Area and required a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.	
11. COPIES OF ANY CONSENT TO ADVERSLEY AFFECT OR ACCESS ADJOINING LAND	
<ul style="list-style-type: none">BA20 Form - Notice and request for consent to encroach or adversely affect. BA20 – Notice and request for consent to encroach or adversely affectBA20A Form - Notice and request for consent (response notice): Protection structures, party walls, removal of fences, access to land. BA20A – Notice and request for consent Protection structures, party walls, removal of fences, access to land	

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12. PROPOSED ALTERNATE SOLUTIONS TO BCA PERFORMANCE REQUIREMENTS

- Performance Solution Report(s) by the relevant suitably qualified professional.

IMPORTANT INFORMATION – BUILDING PERMIT APPLICATIONS

Planning Approval must be obtained prior to lodging a Building Permit application.
Applications submitted without the necessary Planning Approval will be refused.

It is the applicant's responsibility to secure an approved Building Permit before commencing any building works, including earthworks and site clearing.

Undertaking building work without the required permits and approvals may result in penalties and prosecution under the *Building Act 2011* and *Building Regulations 2012*.