

BA1 - Certified Building Applications –

REQUIRED PLANS & DOCUMENTS

Applications can be lodged [online](#)

This document is intended as a guide only to assist in your application.

	Information required	Y	N	n/a
1	BA1 application form. Signed by applicant and builder. Builder may sign as owner with consent. ON-LINE APPS – please complete and upload with your pdf plans.			
2	CDC - Certificate of Design Compliance. ALL certified applications MUST have a CDC provided by a registered building surveyor contractor. ALL documents referenced in the CDC to be submitted with the application.			
3	Registered builders – Home Indemnity Insurance (Class 1 dwelling - relevant works over \$20K)			
4	Owner-builders certificate from <i>WA Building and Energy</i> (DMIRS) if applicable (CI 1 or 10 buildings valued >\$20K)			
5	FEES required [<i>On-line apps pay on-line; email apps will be sent fees payment information</i>]			
	Building Fees and Building Services Levy (BSL). REFER to calculator and our website			
	Construction Training Fund (CTF) on works > \$20K. Pay direct to CTF and provide receipt			
6	PLANS required [Drawn to scale, legible, with lot number and street address] Plans are to be provided in pdf format. ALL documents referenced in the CDC to be submitted with the application. 1) Architectural – <ul style="list-style-type: none"> • <i>Site plan 1:200</i>: show all boundaries and existing buildings; Proposed buildings; setbacks; north point; finished levels; crossovers; services; stormwater design; on-site sewer system. • <i>Floor plan 1:100</i>: fully dimensioned; show all existing and proposed room names; all windows and doors and sizes; smoke detector; ceiling height and ceiling fans; roof lines and eaves widths. • <i>Elevations 1:100</i>: Existing and proposed finished ground level and floor levels; Location of doors and windows (head and sill heights); eaves widths; roof pitch; materials and colours. • <i>Section & details 1:50</i>: Finished ground level; floor level and floor details; framing; ceiling height; materials and finished; insulation details • <i>Electrical plan 1:100</i>; smoke alarm/s, ceiling fans, exhaust fans. 2) Structural – <ul style="list-style-type: none"> • Certification for cyclone wind region C • Footing and slab design • Framing; wall and roof design • Retaining wall details 			
7	OTHER Docs and reports – referenced in the CDC Energy Efficiency report for dwellings Bushfire Attack Level (BAL) report for dwellings and vulnerable use buildings (eg tourism) in bushfire prone areas. Termite treatment method All relevant certificates – e.g. glazing etc. Specifications			
8	SEPTIC SYSTEM: Applications for new or upgraded on site sewer systems apply and pay for via the Shire Environmental Health team. * <i>Approval must be processed before we issue a building permit.</i>			
9	DEVELOPMENT APPROVAL Generally, Class 2 - 9 buildings require a DA (Development Approval) PRIOR to a building permit being issued. Please check with the planning dept.			
	**NOTES			