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## Building Services Information Sheet

# COMMERCIAL & INDUSTRIAL BUILDINGS



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### Introduction

Commercial and Industrial buildings have various uses, including multi-storey residential unit developments, motels, factories, warehouses, shops, schools and sporting venues. The Building Code of Australia (BCA) classes these types of buildings as classes 2 to 9, dependent upon the proposed use.

This information sheet explains the approval process and general requirements relating to commercial and industrial type buildings.

### Definitions

There are various classes of commercial or industrial type buildings. Generally, these are buildings that are not class 1 or 10 buildings (see below). The BCA has classified buildings in the following manner:

#### Class 1

One or more buildings, which in association constitute:

- (a) **Class 1a** – a single dwelling being
  - (i) A detached house; or
  - (ii) One of a group of two or more attached dwellings, each being a building, separated by a *fire-resisting* wall, including a row house, terrace house, town house or villa unit; or
- (b) **Class 1b** – a boarding house, guest house, hostel or the like
  - (i) With a total area of all floors not exceeding 300 m<sup>2</sup> measured over the enclosing walls of the Class 1b; and
  - (ii) In which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another Class of building other than a private garage.

#### Class 2

A building containing 2 or more sole-occupancy units each being a separate dwelling.

#### Class 3

A residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including:

- (a) A boarding-house, guest house, hostel, lodging-house or backpackers accommodation; or
- (b) A residential part of a hotel or motel; or
- (c) A residential part of a school; or
- (d) Accommodation for the aged, children or people with disabilities; or
- (e) A residential part of a health-care building which accommodates members of staff; or
- (f) A residential part of a detention centre.

#### Class 4

A dwelling in a building that is Class 5, 6, 7, 8 or 9 providing it is the only dwelling in the building.

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### **Class 5**

An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.

### **Class 6**

A shop or other building for the sale of goods by retail or the supply of services direct to the public, including:

- (a) An eating room, cafe, restaurant, milk or soft-drink bar; or
- (b) A dining room, bar, shop or kiosk part of a hotel or motel; or
- (c) A hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
- (d) Market or saleroom, showroom, or service station.

### **Class 7**

A building, which is:

- (a) **Class 7a** – a carpark; or
- (b) **Class 7b** – for storage, or display of goods or produce for sale by wholesale.

### **Class 8**

A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.

### **Class 9**

A building of a public nature:

- (a) **Class 9a** – a health-care building; including those parts of the building set aside as a laboratory; or
- (b) **Class 9b** – an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another Class; or
- (c) **Class 9c** – an aged care building.

### **Class 10**

A non-habitable building or structure:

- (a) **Class 10a** – a non-habitable building being a private garage, carport, shed, or the like; or
- (b) **Class 10b** – a structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like.
- (c) **Class 10c** – a private bushfire shelter.

### **Information and Advice**

Part 2, Division 1, Section 9 of the Building Act 2011 requires that a Building Permit must be obtained before the commencement of any building works. The BCA and the Local Planning Scheme set out the minimum requirements applicable to the location and construction of commercial and industrial buildings.

### **Is a Building Permit required for a commercial or industrial type of building?**

**Yes.** A Building Permit is required for all commercial and industrial building works.

### **Who submits the building permit application?**

The property owner, builder or an authorised agent of the property owner can submit the Building Permit application. Whoever submits the application must sign the application form.

### **What plans and specifications do I need to submit with my application for a building permit?**

A checklist has been developed, and attached to this information sheet, as a guide to assist you in preparing the documents for the submission of a Building Permit application.

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### **What materials must be used to construct a commercial or industrial building?**

A commercial or industrial building is to be constructed to withstand Region C, Terrain Category 2 cyclonic conditions, seismic activity of 0.12 and the soil type found on site and, as such, durable materials must be used. Generally, for a commercial or industrial building to comply with the structural requirements for cyclonic conditions, the following materials are generally used: concrete, brick, steel and timber framing, steel sheeting. Alternative durable materials may be considered also.

It should also be noted that the BCA has particular requirements for certain materials to be fire rated. This is dependent upon the location, size and use of the building. Your designer or a Shire Building Surveyor can assist you in determining if this applies.

In addition to this any finishes / coverings to walls floor and ceiling will for some Classifications need to be resistant to fire. The "Fire Hazard Properties" of these materials will be required to be submitted for assessment. These are usually found on Data Sheets for the product.

### **Do I need a structural engineers design for a commercial or industrial building?**

**Yes.** You will need to have the design of the building checked and certified by a professional Structural Engineer. The Engineer needs to state on the drawings or separate documentation that the building has been designed to withstand Region C, Terrain Category 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 0.12 and the soil type found on site. If the building is up to two storeys and of tilt up construction, the Engineer is also required to certify that the panels will not collapse outwards in the event of a fire.

### **Can I build a commercial or industrial building as an owner builder?**

**No.** You will be required to engage a registered builder, unless the value of the work is less than \$20,000.

### **Do I need a separate planning approval for a commercial or industrial building?**

**Yes.** Commercial and industrial buildings require a separate planning approval, prior to the issue of a Building Licence.

### **Do I need approval from the Department of Fire and Emergency Services of Western Australia (DFES)?**

**Yes,** generally speaking all class 2 to 9 buildings are required to be submitted and assessed by DFES, prior to the issue of a building permit. Class 5, 6, 7 & 8 buildings with a floor area of 500m<sup>2</sup> or less do not need submitted to DFES. This does not apply if an alternative solution is proposed to a building standard that relates to a performance requirement in the BCA relating to fire safety. A copy of the DFES's submission checklist can be obtained from the DFES web site: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

### **What are the specific building requirements that relate to my building?**

The BCA has specific requirements that relate to commercial and industrial buildings. The Class of building, number of storeys, location, layout and size of the building determines these requirements. The BCA is quite complex and advice on the requirements applicable to your building should be sought from your architect / designer or the Shire Building Surveyor. Energy efficiency requirements are also applicable to some classifications and as the deemed to satisfy provisions are fairly complex it is often easier to employ the services of an energy efficiency consultant to carry out an assessment on your behalf. Again your architect / designer can advise on whom to use.

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## **Fees**

Fees are available on the Shire of Broome website under the 'Building Fee's & Charges' link.

## **Fines and Penalties**

Failure to obtain a Building Permit for a commercial or industrial building is an offence under the Building Act 2011. The Shire may choose to prosecute for failure to obtain a Building Permit. The maximum penalty for this offence up to \$100,000 and imprisonment for 12 months. The Shire may also serve a Building Order on the owner or builder to remove the building. If you object to the local government's order you may have a right of review to the State Administrative Tribunal. It is also possible to prosecute under the provisions of the Town Planning and Development Act 2005.

## **Additional Information**

For detailed advice about commercial or industrial buildings, please call the Shire of Broome Building Services on 9191 3456.

**BCA and Standards Applicable** – The current version of the BCA (BCA 2013 Vol.1) is applicable for use in Western Australia including the Disability (Access to Premises – Buildings) Standard 2010.

## **Requirements Checklist Notes**

- A Building Permit is required before commencing any work;
- A Building Permit is required for all commercial or industrial buildings;
- All information detailed on the attached checklist is to be completed and submitted with the Building Permit Application.

## **Disclaimer**

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The Shire of Broome encourages you to seek professional advice before acting on any information contained within this document. Please contact the Shire of Broome if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.

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## Information Required for A Building Permit Application

# COMMERCIAL & INDUSTRIAL BUILDINGS CHECKLIST

### Forms

- Building Permit Application Form
- Building Construction Industry Training Fund Levy Form (BCITF)
- Application to Construct or Install an Apparatus for Effluent Disposal (only applies in un-sewered areas where a new effluent disposal unit is required)
- A separate application for Planning Approval is to be made. If planning approval has not been obtained.

### Fees Payable

Please see your local Shire for an update of schedule of fees

### Plans

#### General

One (1) complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

#### Site Plan (minimum scale 1:200)

The site plan is to clearly indicate the following information:

- All property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contours, spot levels
- Position of effluent disposal system (unsewered areas only)
- The distance from the property boundaries to the proposed building
- The proposed finished floor level to the proposed building
- Height and extent of proposed earthworks
- Existing sewer and stormwater drains and/or easements
- Locations and heights of stabilised embankments (e.g. retaining wall(s))
- North point
- Verge and road features including traffic islands crossover, trees stormwater grates & services
- Location of existing and proposed fire hydrants
- Levels of all proposed parking areas and access paths
- Indicate all structures and/or buildings on adjoining lots within 3 metres of the lot boundary

#### Floor Plan (minimum scale 1:100)

The floor plan is to clearly indicate the following information:

- All dimensions of the proposed building(s)
- Room names
- Location of windows and doors showing their sizes
- Roof lines and down pipe locations
- Location of all artificial lighting, emergency lighting, 'EXIT' signs, fire services

#### Elevations (scale 1:100)

The elevations are to clearly indicate the following information:

- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) (e.g. fixed, sliding, awning)
- Height of building

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- Roof pitch
  - Types of materials used

### **Cross Section View (scale 1:100)**

- Finished ground level
- Type of sub floor structure (eg concrete footing and slab or frame)
- Sunken areas
- Height of ceiling, if any
- Roof frame details

### **Consultant Drawings**

Dependent upon the complexity of the building, engineering consultant's drawings may need to be submitted for the following:

- Structural (required for almost all applications, unless architectural plans are certified by the engineer as being sufficient)
- Electrical
- Mechanical
- Hydraulic
- Energy Efficiency Certification.

### **Specifications**

- One (1) complete set of specifications must be submitted with your application, which includes all other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.

### **Termite Management**

- Details of the proposed method of termite management

### **DFES Approval**

- A letter of approval from the Department of Fire and Emergency Services to be submitted (DFES).

### **Energy Efficiency Provisions**

- Note the energy efficiency requirements for Class 2 to 9 vary and are complex. As such it is suggested that you secure the services of an accredited "Accurate Assessor" who will carry out the assessment for you and advise on the requirements that your design will need to meet to be approved.

### **Structural Engineers Details**

#### **General**

- A practicing Structural Engineer must certify your plans, details and specification. The Engineer must certify that the design of the building is suitable to withstand Region C, Terrain Category 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 1.12 and the soil type found in the location;
- The Engineer is required to specify whether cyclone shutters or screens are required.

#### **Site Report**

- The Structural Engineer or Geotechnical Engineer is required to carry out site inspection/tests to determine the soil classification and determine the minimum earthworks and preparation required.

**PLEASE NOTE:** This document is intended as a **guide only** to assist in your application