

# Certified Building Permit Application Checklist – All Buildings (Class 1-10)



## REQUIRED PLANS & DOCUMENTS

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

<b>Information Required:</b>		<b>Completed / Acknowledged</b>
1.	Relevant Western Australia Department of Mines, Industry, Regulation & Safety <a href="#">Building Application Form</a> completed and signed	
2.	Owner builders Certificate if Owner builder (issued by WA Building Commission)	
3.	Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)	
4.	Planning approval - number (If required)	
5.	Bushfire Prone Areas - BAL report; AND, materials specification sheet	
<b>Associated Fees:</b>		
6.	Fee Paid for Permit Authority (0.19% of value – minimum \$97.70)	
7.	Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)	
8.	CTF Levy Provide copy of receipt (applicant will need to pay via <a href="https://ctf.wa.gov.au/">https://ctf.wa.gov.au/</a> )	
9.	Septic System application (\$236.00) to paid and applied for via the Shire Environmental Health team	
<b>Required Plans:</b>		
10.	All Drawings & Documentation listed on the Certificate of Design Compliance provided by the Private Building Surveyor	
11.	Water Corporation Approved plans if required	