

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.

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