# REQUIRED PLANS & DOCUMENTS

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

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| **Information Required:** | | **Completed /**  **Acknowledged** |
| 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 |  |