

BA2 - Uncertified Building Application – Class 1 buildings and Class 10 buildings and structures

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	BA2 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	Registered builders – Home Indemnity Insurance (relevant works over \$20K)			
3	Owner-builders certificate from <i>WA Building and Energy</i> (DMIRS) if applicable. (CI 1 or 10 buildings valued >\$20K)			
4	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			
5	PLANS required [Drawn to scale, legible, with lot number and street address] Plans are to be provided in pdf format. 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 			
6	OTHER Docs and reports Energy Efficiency report for dwellings Bushfire Attack Level (BAL) report for dwellings and buildings in bushfire prone areas. Termite treatment method All relevant certificates – e.g. glazing etc. Specifications			
7	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>			
	**NOTES			