

# UNCERTIFIED BUILDING PERMIT APPLICATION CHECKLIST



A BA2 Uncertified application is used for Classification 1a Residential 10a and 10b non-habitable building applications that are to be assessed by the Building Surveyor provided by the Shire of Nannup. Prior to lodging a building application, please ensure that all other relevant approvals have been obtained such as Planning approvals & Health approvals. Applications that are incomplete or are missing these other approvals will be returned to the applicant.

An uncertified application (application form BA2) requires the local government, as the permit authority, to assess the proposal & issue the certificate of design compliance in conjunction with the building permit. Please note that depending on the development you may be required to provide additional information to what is listed on this page. Please refer to page 2.

## APPLICATION FOR BUILDING FEES

The fees for your building application are calculated on the cost of the development. Developments under \$20,000 will need to pay the Building Services Levy & the Uncertified Building Permit Application Fee. Developments \$20,000 & over will need to pay an additional fee to the Construction Training Fund (CTF) called the Building Construction Industry Training Fund (BCITF) Levy which is 0.2% of the development cost.

## THE FOLLOWING DOCUMENTS ARE REQUIRED TO ACCOMPANY ALL APPLICATIONS

- A completed **Application for building permit - uncertified (BA2)** which must be signed and dated by all parties
- A completed BCITF Levy form (only for developments over \$20,000)
- A Form of payment to pay the appropriate fees
- Two (2) **A3 copies** of scaled & dimensioned **Site Plans** with the scale noted on them
  - Street, lot number and street/road name
  - North Point
  - Existing & Proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable)
  - A contour survey showing the finished floor levels of the dwelling
  - Access Points: driveways and /or right of way access & pedestrian access
  - Boundaries & lot dimensions
  - Setbacks to all boundaries
  - Details & location of any fencing
  - Location, layout & dimensions of any car parking area, including loading bays
  - Outline of all existing buildings/structures on adjoining properties
- Two (2) **A3 copies** of scaled & dimensioned **Architectural Drawings** with the scale noted on them
  - Floor Plan (Room sizes, window sizes & location of smoke alarms)
  - Elevations (to show natural ground & finished floor level)
  - Cross Sections showing footings, walls, eaves & roof frame details
  - Location & capacity of water tank
- Two (2) **A3 copies** of scaled & dimensioned **Structural Drawings** with the scale noted on them
  - Details of footings, walls, retaining walls & structure to be site specific & signed by a practicing Structural Engineer
  - Structural details & engineers endorsement for water tank (if applicable)

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## APPLICATIONS REQUIRING ADDITIONAL INFORMATION

The following types of developments require information to be submitted in addition to the list on page one.

### Residential Development

- Bushfire Attack Level (BAL) Report to be provided by an accredited assessor for extensions & new homes \*
- Construction details addressing the Bushfire Attack Level
- Soil & site classification report from a NATA approved laboratory. An engineer's soil classification may be accepted following approval from the Building Surveyor for new homes & extensions
- Proposed method of termite treatment
- Home Indemnity Insurance (Not applicable for Owner-Builders)
- Owner Builder Licence from the Building Commission(if applicable)
- Energy Efficiency Compliance Certificate confirming compliance with part 3.12 of the Building Code of Australia
- Structural engineering drawings must include the address of the site & the signature of the engineer
- Specifications
- Waterproofing details

### Building Works on the Boundary

- A fully completed Notice & request for consent to encroach or adversely affect (BA20) works on Boundary form

### Swimming Pool

- On completion accompanying the Notice of completion (BA7) supplied to the Shire of Nannup is to be a certificate of compliance for the swimming pool safety barrier

Would you prefer our correspondence be sent via

Email

Mail

Would you prefer your permit sent out via

Email

Mail

Payments can be made in person at the Shire of Nannup Office or over the phone by calling the  
Shire Office on 9756 1018

**Incomplete applications will delay the issuing of a permit**

For further information regarding your application please call and speak to a member of our  
Development Services team on 9756 1018 or email your query to [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)