



Shire of Denmark

953 South Coast Highway (PO Box 183) Denmark WA 6333

Ph: (08) 9848 0300 Email: enquiries@denmark.wa.gov.au

Website: www.denmark.wa.gov.au

CHECKLIST FOR BUILDING PERMIT CLASS 1 OR 10a

*This document is intended as a **guide** to assist in your application, contact the Shire's Principal Building Surveyor for further assistance.*

1. FORMS

- Certified or Uncertified Permit Application - Forms can be downloaded from the Building Commissions website www.commerce.wa.gov.au/building-commission or by contacting the Shire's Building Services.
- Certificate of Design Compliance for CERTIFIED Applications
- Application to Construct or Install and Apparatus for Effluent Disposal (Unsewered Areas Only)
- Home Indemnity Insurance Certificate from approved insurer.
- Owner Builder Certification - if Owner builder. (is issued by Building Commission)
- Construction Training Fund** – for projects **over \$20,000** payment of Levy to be made direct to CTF at website www.ctf.wa.gov.au Follow the link under "Payment of Levy". A copy of the receipt to be submitted with your Building Permit Application.
- Energy Efficiency Compliance Sheet or an Energy Efficiency Report from an accredited assessor.
- Bushfire Attack Level (BAL) Assessment Report.

2. PLANS AND SPECIFICATIONS

- Two (2) completed sets of plans (no larger than A3) must be submitted with your building Permit Application.
- All plans must be legible, drawn to scale and include Lot address and owner details.
- If you are proposing to build in an area served by either a Water Corporation water or sewer main then you must obtain prior approval. The Water Corporation provides information on when notification and/or approval is required. Following this link to www.watercorporation.com.au

2.1 SITE PLANS (minimum scale 1:200)

- Clearly indicate all property boundaries with dimensions and existing and proposed (clearly differentiated) buildings.
- The position of existing or proposed effluent disposal systems to unsewered blocks.
- Clearly indicate the distance from the property boundaries to the proposed building.
- Location of proposed driveway and crossover.
- Show the proposed finished floor level to the buildings, relative to site contours. Alternatively, the proposed finished floor height above existing ground level on flat blocks may be acceptable.
- Existing sewer and stormwater drains and/or easements.
- Location of any permanent or non- permanent surface water.
- The locations, heights and construction details of existing and proposed retaining walls.
- Location and size of water tanks.
- North Point.

2.2 FLOOR PLANS (minimum scale 1:100)

- ALL** dimensions of the proposed building(s).
- Room names and locations of minimum facilities. Eg: kitchen, bathroom, toilet and laundry facilities.
- Sunken areas.
- Location of windows and doors showing their size. (including direction of opening).
- Location of Floor Waste in wet areas.
- Location of major beams and posts.
- Ridge, valley, eaves line and downpipe locations.

2.3 ELEVATIONS (minimum scale 1:100)

- Existing ground and proposed finished ground and floor levels.
- Location of doors and windows eg: fixed, sliding or awning.
- Height of ceiling.
- Roof pitch.
- Types of materials to be used.

2.4 CROSS SECTIONAL VIEW (scale 1:50)

- A cross sectional view for each variation in cross sectional view.
- Finished floor level.
- Type of subfloor structure eg: concrete footing and slab, mono slab footing or floor frame.
- Height of ceiling.
- Type of roof eg: steel truss, timber truss, pitched, engineered roof.
- All relevant construction details

2.5 ELECTRICAL PLAN

- Locations of all lights.
- Locations of all smoke detectors.
- Locations of extractor fans.
- Location of switch board.

2.6 SPECIFICATIONS

- Where the building has to comply with a BAL, construction details for that BAL must be submitted.
- Proposed site works.
- All building materials. Re – Dimensions, spacings, etc.
- For residential work exceeding \$20,000 a **Home Indemnity Certificate** is required from a Registered Builder except where an application for Owner Builder Certification is made to the Building Commission – www.commerce.wa.gov.au/building-commission/owner-builder-application
- Where a new septic system is proposed or changes to the existing system a Septic Tank Application must be submitted.
- Details of Termite Risk Management must be submitted.
- An approved stamped plan from the Water Corp is required for all building structures within Water Corp serviced areas.
- Energy efficiency certification is required on all dwellings.
- CTF Levy Payment Form to be completed and signed by Builder/OB at time of submission.
- Any other details as requested by Building Department.
- Structural Engineering Certification giving details of design wind and soil specifications may be required as determined by the Building Surveyor. Eg – M class sites.
- Site classification for brick homes on clay sites.

3. STRUCTURAL ENGINEERS DETAILS

Your plans, details and specifications must be certified by a Practising Structural Engineer or meet the requirements of the Deemed to Satisfy provisions of the Building Code of Australia. However not all constructions require Engineering Certification. Contact the Shire's Building Services and you will be advised whether certification is required.

NOTE

Planning Approval must be applied for and issued prior to a building permit application being accepted. It is the Applicants responsibility to ensure that a Building Permit has been issued before commencement of building works. Building without a required permit will incur penalties and prosecutions.

4. FEES - As per Shire of Denmark Fees & Charges

Website Link <http://www.denmark.wa.gov.au> - Under the heading of Building Control in the Fees & Charges

BUILDING APPLICATION FEES MUST BE PAID IN FULL AT TIME OF SUBMISSION.

Payment of fees can be made with cash, cheque, EFTPOS or credit card. **NB** – Credit card transactions will incur a 1.5% surcharge.

