

APPLICATION FOR BUILDING PERMIT UNCERTIFIED - FORM BA2 TO BE COMPLETED
APPLICATION FOR BUILDING PERMIT CERTIFIED - FORM BA1 TO BE COMPLETED

The City processes applications electronically so it is preferred that original PDF copies of plans (not scanned versions) are provided with application submissions. Currently hardcopy plans can still be lodged where PDF documentation is unable to be provided.

DESCRIPTON	<input checked="" type="checkbox"/>	ADMINISTRATION REQUIREMENTS
Building Permit Application Forms		APPLICATION FORMS AND INFORMATION GUIDES AVAILABLE from Customer Service and Building & Energy (DMIRS) Website. All relevant fees are to be paid at lodgement.
BA2 Form		Complete Application Form BA2 – Uncertified – means you require the City of Bunbury’s registered Building Surveyor to assess the plans and issue the Building Permit. Turnaround timeframe of 25 business working days.
Uncertified Fees		Refer to Building Schedule of Fees and Charges.
BA1 Form		Complete Application Form BA1 – Certified – means you have previously obtained your certification from a registered Building Surveyor and require a Building Permit to be issued. Turnaround timeframe of 10 business working days.
Building Permit Certified Fees (Permit fees Only)		Refer to Building Schedule of Fees and Charges.
Building Services Levy (BSL)		Refer to Building Schedule of Fees and Charges.
CTF Levy		Refer to Building Schedule of Fees and Charges.
Builder’s Registration Number/Owner Builder Number		Where value >\$20,000: Registered Builder details for project or copy of Owner Builder Certificate issued by the Building Commission Owner Builder info from: Building & Energy (DMIRS) Website .
HII		Home Indemnity Insurance Certificate where Registered Builder’s contract value is >\$40,000.
Planning Approval		An assessment will be made on whether the proposed project will comply with the requirements of the “Residential Design Codes of WA”. If the project requires planning approval or a “Codes Variation” to be issued separate fees and approval timeframes apply. The applicant will be contacted if applicable.
Water Corporation Approval		It is the owner’s responsibility to obtain separate approval prior to starting works. Contact for details www.watercorporation.com.au Where structures are known to be adjacent to infrastructure (sewer) submit Water Corporation approval with your Building Permit application.
BA20 Form Work Affecting Other Land		If the proposed works show encroachment on adjoining land or works that will adversely affect an adjoining property then neighbours consent is required prior to issue of the Building Permit. Further info and form available: Building & Energy (DMIRS) Website .
BA20A FORM Work Affecting Other Land – Access Only		If the proposed works involve removing a fence/working on boundary requiring access to neighbours land etc the Builder/Owner is to obtain

	neighbours consent prior to works commencing – Note – Statutory penalties apply for non-compliance. Further Information: Building & Energy (DMIRS) Website.
City Engineers Approval	See Engineers Checklist for details of required approvals minimum AHD levels, stormwater requirements, Crossover Permits, Verge Treatment Permit etc. www.bunbury.wa.gov.au
Health Approval	If the proposed works include a new septic application Health Dept will require a separate application for proposed works. General Health approval will be included with the building permit application. Available from www.bunbury.wa.gov.au

CERTIFICATE OF DESIGN COMPLIANCE INFORMATION FOR BUILDING CODE ASSESSMENT

Definition: Class 1A – a Single Dwelling.

Habitable Room: Room used for normal domestic activities including bedroom, living room, lounge room, music room, home theatre, kitchen, dining room, study.

Excludes: bathroom, laundry, toilet, pantry, WIR, corridor, hallway, lobby, dark room, clothes-drying room.

DESCRIPTON	<input checked="" type="checkbox"/>	CONSTRUCTION DETAILS
SITE PLAN	<input checked="" type="checkbox"/>	Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.
	<input checked="" type="checkbox"/>	Show measurements to all boundaries and between buildings for new works.
	<input checked="" type="checkbox"/>	Overall dimensions of the proposed structures.
	<input checked="" type="checkbox"/>	Proposed and existing structures to be clearly marked.
SPECIFICATIONS / ADDENDA	<input checked="" type="checkbox"/>	Required for applications involving multiple trades / standards.
REPORTS	<input checked="" type="checkbox"/>	Proposed termite barrier or treatment for project.
	<input checked="" type="checkbox"/>	Compliance with Energy Efficiency Part 3.12 (Climate Zone 5).
STRUCTURAL ENGINEERS DETAILS	<input checked="" type="checkbox"/>	Site Classification: Site specific information establishing design criteria. Engineer certified details footings, slab, structural components, suspended floor etc. Two storey plus constructions to be engineer certified.
FOOTING & SLAB DETAILS	<input checked="" type="checkbox"/>	Footings, slab detail to DTS AS2870. Requirements.
DESIGN DETAILS	<input checked="" type="checkbox"/>	Proposed and existing construction to be clearly marked.
	<input checked="" type="checkbox"/>	Dimensioned plan, specific room use, required facilities.
	<input checked="" type="checkbox"/>	External elevations showing materials proposed, overall building height, roof material and pitch, ground level, existing and proposed retaining.
	<input checked="" type="checkbox"/>	Cross sections through building showing all structural elements, wall / ceiling heights and showing construction details.
	<input checked="" type="checkbox"/>	Wall framing structural elements: spans spacing etc / columns and piers / tie down connection details / bracing – for timber / steel / masonry.
	<input checked="" type="checkbox"/>	Roof framing structural elements: spans, spacing etc / trusses / tie down connection details / bracing – for timber / steel.
	<input checked="" type="checkbox"/>	Timber grade / exposed timber durability (e.g. H5 or method of treatment) / steel corrosion protection to external structural members / roof sheeting etc.
	<input checked="" type="checkbox"/>	Wet area details (internal elevations).
	<input checked="" type="checkbox"/>	Roof material, flashing, downpipe location, guttering (box gutters): sizing.
FIRE SEPARATION	<input checked="" type="checkbox"/>	Provide specific fire separation detail if applicable.
SMOKE ALARMS	<input checked="" type="checkbox"/>	Location marked on plan in accordance with AS3786.

RETAINING WALLS / POOLS AND SPAS

RETAINING WALLS		Retaining walls >500mm require details of construction and site specific engineer certified detail.
		Retaining walls: Contours or spot levels and levels at 'top' and 'bottom' for the entire length of wall.
POOLS / SPAS		Engineers' / manufacture details for pool (check limitations / setback conditions).
		Pool fencing diagram showing compliance with AS1926.
		Pool blanket.

This document is intended as a guide only with respect to the information required for an application.
Further information may be requested upon assessment of your application.