

CITY OF BUNBURY – BUILDERS CHECKLIST

Class 10A Patio, Carport, Garage, Shed.

Class 10B Pool, Retaining Wall, Masonry Walls (if over 500mm)

APPLICATION FOR BUILDING PERMIT UNCERTIFIED

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FORM BA2 TO BE COMPLETED

APPLICATION FOR BUILDING PERMIT CERTIFIED

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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 .
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	Please contact the City's Development Engineer on (08) 9792 7000 for details of required approvals minimum AHD levels, stormwater requirements, Crossover Permits, Verge Treatment Permit etc.
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 10 buildings are non-habitable.

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

For Habitable buildings, refer to checklist for Dwellings Additions/Alterations.

All applications require a Site Plan. Several options (A-E) are listed below with further requirements.

DESCRIPTION	<input checked="" type="checkbox"/>	CONSTRUCTION DETAILS
TYPICAL OPTIONS		
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.
A: ENGINEERED DESIGN		
SHED/CARPORT/PATIO	<input checked="" type="checkbox"/>	Engineers' / manufacturer's details for steel structures (which included standard elevations / sections).
	<input checked="" type="checkbox"/>	Site Plan + Engineers' details are sufficient for this type of application.
B: SPECIFIC DESIGN		
DESIGN DETAILS	<input checked="" type="checkbox"/>	Proposed and existing construction to be clearly marked.
	<input checked="" type="checkbox"/>	Dimensioned plan, specific room use for the proposed works.
	<input checked="" type="checkbox"/>	Minimum 2 elevations showing wall / ceiling heights / headroom / roof pitch.
	<input checked="" type="checkbox"/>	Cross section through building showing all structural elements.
	<input checked="" type="checkbox"/>	Footings, stumps, slab details (either engineered or AS2870, AS1684 etc).
	<input checked="" type="checkbox"/>	Wall and Roof Framing structural elements: spans, spacing etc. / columns and piers / tie down connection details / bracing – for timber / steel / masonry.
	<input checked="" type="checkbox"/>	Timber grade / exposed timber durability (e.g. H4 or method of treatment) / termite treatment / ant caps / steel corrosion protection to external members / roof sheeting etc.
	<input checked="" type="checkbox"/>	Roof material, flashing, downpipe location, guttering (box gutters): sizing.
C: DECKS		
DESIGN DETAILS	<input checked="" type="checkbox"/>	Applicable items detailed in (B); and
	<input checked="" type="checkbox"/>	Specify finished floor level above ground level.
	<input checked="" type="checkbox"/>	Balustrades / stair details where applicable.
D: RETAINING AND MASONRY WALLS		
DESIGN DETAILS	<input checked="" type="checkbox"/>	Retaining walls >500mm require details of construction and site specific engineer certified detail.
	<input checked="" type="checkbox"/>	Retaining walls: Contours or spot levels and levels at 'top' and 'bottom' for the entire length of wall
	<input checked="" type="checkbox"/>	Screen wall: Details of construction and site specific engineer certified detail.

E: POOLS / SPAS

DESIGN DETAILS		Engineers' / manufacture details for pool (check limitations / setback conditions).
		Pool fencing diagram showing compliance with AS1926. Refer to
		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.