

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.

DESCRIPTION	<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.
CDC Request Form		Stage 1 – Complete Request for City of Bunbury Building Surveying Certifications Form and pay fees to engage a City of Bunbury registered Building Surveyor to assess the plans and issue the Certificate of Design Compliance for building code compliance. Once processed and issued Stage 2 can commence.
CDC Fees		Refer to Building Schedule of Fees and Charges.
BA1 Form		Stage 2 – BA1 Application Form Building Permit Certified – After obtaining the Certificate of Design Compliance from a registered Building Surveyor and pay fees for Building Permit. Check Planning Approval for any listed conditions to be completed prior to issue of Building Permit.
Building Permit Certified Fees		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
DFES Approval		If required a hardcopy set of plans will be required by the Building Surveyor to be posted to DFES for assessment. Note – The Building Regulations require a minimum of 15 working days' notice to DFES or a reply prior to the Building Surveyor signing the Certificate of Design Compliance.
Planning Approval Known as Development Approval (DA)		Generally all commercial applications require a Development Approval to be issued prior to the Building Permit being issued. A separate application form and fees along with approval timeframes apply. Details available: Planning Services Upon issue of DA check for any specific conditions that are required to be undertaken.
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	Check any specific requirements listed on Planning Approval e.g. Septic Approval, food premises etc. Refer to Health Approval Checklist on website available from www.bunbury.wa.gov.au

CERTIFICATE OF DESIGN COMPLIANCE INFORMATION FOR BUILDING CODE ASSESSMENT

DESCRIPTION	☑	CONSTRUCTION DETAILS
NOTE: BUILDINGS / FIRE COMPARTMENTS OVER 500m²		If the proposed building over 500m ² then fire hydrant pressure and flow test results are required from the chosen point of water main supply, to establish if minimum required pressure and flow can be achieved to comply with AS2419. If less than acceptable pressure and flow rates are available, the design of pumps and tanks would need to be considered or fire compartmentation to be considered in the design. Fire hydrant and fire hose reels diagrams will be required to show location and measured coverage compliance to the whole of the building.
SITE PLAN		Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.
		Setbacks to all boundaries and between buildings. Overall dimensions of the proposed structures.
		Proposed and existing structures to be clearly marked.
SPECIFICATIONS/AGENDAS		Specifications and scope of works and for applications involving multiple trades / standards. Including nominate proposed termite barrier or treatment system for the project.
CONSULTANT DETAILS		<i>Site Classification Report</i> – Site Specific information establishing design criteria. Structural Engineer certified details – e.g. footings, slab details, structural components, tilt panel design, suspended floor etc.
		Hydraulic Services – Fire Hydrant, Sprinkler System, Fire Hose Reel etc. design and certification.
		Electrical Services – Electrical including Emergency lighting, Fire detection system, Smoke alarm, Energy Efficiency J6.2 calculations design and certification.
		Mechanical Services – Mechanical ventilation, Air Conditioning, WC Facility Ventilation design and certification.
		Energy Efficiency Compliance with BCA Energy Efficiency Section J (Climate Zone 5).
DESIGN DETAILS		Show Building floor areas with dimensioned measurements, specific room use, required facilities. Fire Compartmentation sizes, areas and volumes, provide specific fire separation detail is applicable.
		Proposed and existing construction to be clearly marked.
		External elevations showing materials proposed, overall building height, roof material and pitch, ground level, existing and proposed retaining.
		Cross sections, through building showing all structural elements, wall / ceiling heights and showing construction details.
		Wall framing structural elements: spans, spacing etc. / columns and piers / tie down connection details / bracing – for timber / masonry.
		Roof framing structural elements: spans, spacing etc. / trusses / tie down connection details / bracing – for timber / steel.
		Timber grade / exposed timber durability (e.g. H5 or method of treatment) / steel corrosion protection to external to external structure members / roof sheeting etc.
		Wet area details (internal elevations).
		Roof material, flashing, downpipe location, guttering (box gutters): sizing.

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

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.