

**CHECKLIST FOR BA2 BUILDING PERMIT UNCERTIFIED  
APPLICATION: RESIDENTIAL( CLASSES 1 AND 10)**

	<b>Information Requirements</b>	<b>Applicant Use</b>	<b>Office Use</b>
1	Completed BA2 application for building permit uncertified		
2	Completed BA2 application for building permit uncertified form signed by all owners of the land/property or  A copy of an offer and acceptance form signed by all vendors and purchasers of the land/company		
3	Building Commission owner-builder approval letter where applicable.  A Registered Builder is required for most building works with a value above \$20,000. Please refer to the Fees, Charges and Payments information sheet.		
4	For building work with a value over \$20,000, home indemnity insurance certificate from an approved insurer where applicable ( Note: Not required for owner builder)		
5	BA20 – Notice and request for consent to encroach or adversely affected (where applicable) or  Consent or court order for work encroaching on other land or adversely affecting other land (where applicable)		
6	Completed construction training fund levy form where applicable		
7	Payment of the required building permit application fee :  Please refer to Building Fees and Charges		
8	Two complete and separate sets of scaled plans, details and specifications <ul style="list-style-type: none"> <li>• Plans and details must be legible and include lot address</li> </ul>		
9	All prescribed authorities have been obtained where applicable : <ul style="list-style-type: none"> <li>• Approved development application (where required under the Planning and Development Act ). Please note that the building permit plans must match the development approval plans.</li> <li>• Heritage notification to Heritage Council</li> <li>• Water Corporation approval where necessary e.g. if work is near/over a sewer or water main</li> </ul>		
10	Site plan (minimum scale 1:200) <ul style="list-style-type: none"> <li>• Clearly indicate all property boundaries, boundary dimensions and</li> </ul>		

	<p>existing buildings</p> <ul style="list-style-type: none"> <li>• A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor)</li> <li>• Position of effluent disposal system (unsewered areas only)</li> <li>• Clearly indicate the distance from the property boundaries to the proposed building</li> <li>• Show the proposed finished floor level to the residence</li> <li>• Height and extent of proposed earthworks</li> <li>• Existing sewer and stormwater drains and/or easements</li> <li>• Locations and heights of stabilised embankments e.g. retaining wall(s)</li> <li>• North point</li> <li>• Show verge and road features including traffic islands crossover, trees stormwater grates &amp; services</li> <li>• Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary</li> <li>• Stormwater disposal details</li> </ul>		
11	<p>Floor plan (minimum scale 1:100)</p> <ul style="list-style-type: none"> <li>• Detailed plan view of every storey of the proposed design</li> <li>• All dimensions of the proposed building(s)</li> <li>• Room names</li> <li>• Location of windows and doors showing their sizes</li> <li>• Smoke detector location(s)</li> <li>• Ridge, valley, eaves line and downpipe locations</li> </ul>		
12	<p>Elevations (minimum scale 1:100)</p> <ul style="list-style-type: none"> <li>• Existing ground and proposed finished floor and ground levels</li> <li>• Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning</li> <li>• Height of ceiling</li> <li>• Types of materials used</li> </ul>		
13	<p>Cross sectional view (minimum scale 1:100)</p> <ul style="list-style-type: none"> <li>• Finished ground level</li> <li>• Type of subfloor structure eg. concrete footing and slab or frame</li> <li>• Height of Ceiling</li> <li>• Type of roof eg steel truss, timber truss, pitched, engineered roof</li> </ul>		

14	<p>Details (minimum scale 1:50, 1:20 and larger where appropriate)</p> <p>Provide details, where applicable for:</p> <ul style="list-style-type: none"> <li>• Footings to walls, piers, posts and columns;</li> <li>• Stump details to sub floor;</li> <li>• Connection details of structural members;</li> <li>• Bulkheads.</li> <li>• Waterproofing details;</li> <li>• Connection of new work to existing structure;</li> <li>• Method of maintaining a waterproof connection between new and existing work;</li> <li>• Any other details as maybe required to clearly indicate the proposed works.</li> </ul> <p>Please note, that in some instances, these details will need to be certified by a Professional Structural Engineer.</p>		
15	<p>Energy efficiency</p> <ul style="list-style-type: none"> <li>• Building Code of Australia energy and water efficiency verification</li> <li>• Building Code of Australia glazing calculator</li> </ul>		
16	<p>Specifications</p> <ul style="list-style-type: none"> <li>• Two (2) complete specifications must be submitted with your application</li> <li>• All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.</li> </ul>		
17	<p>Termite management to include details of :</p> <ul style="list-style-type: none"> <li>• Name of chemical or physical barrier;</li> <li>• The extent of the barrier;</li> <li>• Details of the barrier at change of level/s and or at the points of attachment of new work to the existing.</li> </ul>		
18	<p>Two complete and separate sets of scaled structural engineers documents (signed as certified by a professional structural engineer)</p> <p>Site report</p> <ul style="list-style-type: none"> <li>• Site classification as per the Building Code of Australia</li> <li>• Details for earthworks, foundations and drainage</li> </ul> <p>Footing, floor, suspended floor and slab detail</p> <ul style="list-style-type: none"> <li>• Concrete specifications</li> </ul>		

	<ul style="list-style-type: none"> <li>• Footing dimensions</li> <li>• Reinforcement size and waterproof membrane and location</li> <li>• Slab thickness</li> </ul> <p>Structural beams, columns, piers, lintels, framed construction, roof construction etc</p> <p>Retaining wall</p> <ul style="list-style-type: none"> <li>• Drawing and specification of materials to be used</li> </ul> <p>Two storey construction</p> <ul style="list-style-type: none"> <li>• All structural elements</li> </ul>		
19	Water Corporation approval where required, i.e. consent letter or stamped approved plans from the Water Corporation of Western Australia authorities if work is near/over a sewer or water main.		

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**Applicant Signature**
**Print Name**
**Date**

The above information is required to enable an initial assessment of the application only. The City may make further request for additional supporting information to facilitate the assessment process.

Note: An application to construct or install an apparatus for effluent disposal may be required where applicable. Please refer to Health services and fees on the City's website.

A verge permit application may also be required for which a verge bond is payable. Please refer to City of Stirling self audit checklist information sheet/form.

Enquiries may be made to the City's staff on 9205 8555 or at the City's offices during office hours, Monday-Friday.

Further information may be available on the **City's website**: [www.Stirling.wa.gov.au](http://www.Stirling.wa.gov.au), or the **Building Commission Website**: [www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au)

**DISCLAIMER**

This publication is intended to provide general information only. Verification with the original Building Act 2011, Building Regulations 2012 and associated legislation is recommended for detailed references