



## Fact Sheet

# New Dwelling Class 1a Uncertified Building Permit Application

The Following information must be submitted for an Uncertified Building Permit Application for a Single Dwelling.

1. Completed Application Form (BA2). This form can be obtained at the Shire's Administration building or downloaded from the Building and Energy website [BA2 – Application for building permit – uncertified | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](#)
2. Two copies of all Architectural plans (Drawn to scale)- The plans are required to be clear, legible and drawn to scale inclusive of elevations, section through, finished floor levels, finished ground levels, smoke alarm locations and contour plan of site. Any proposed retaining walls to be included with the plans along with Engineer's detail/drawings for retaining wall.
3. Two copies of signed in ink Engineers plans (photocopies are not accepted) detailing all structural members and connection details for roof, wall, floor, footing details and garage roller doors. These details must be designed for relevant wind region, soil classification and earthquake load.
4. Two (2) copies of Bushfire attack level (BAL) assessment prepared by a suitably qualified person.
5. Two (2) copies of Soil Classification report from a suitably qualified Engineer.
6. Two (2) copies of window manufacturers window certification in accordance with section 8.3 of the Australian Standard 2047 that clearly states the site address and wind region of the proposed building work.
7. Two (2) copies of specifications or a list describing the materials and methods to be used in the construction of the proposed building.
8. Two (2) copies of Termite Treatment letter detailing the type and method of Termite Treatment to be used on the proposed building.
9. Two copies of Energy Efficiency report produced and signed by an accredited Energy Efficiency assessor or a competent designer inclusive of Western Australian additions.
10. Two (2) copies of Home Indemnity Insurance Certificate for proposed building work however this is not required if building as an Owner Builder, but you will need to provide a copy of the Owner Builder Certificate upon application for the Building Permit.

11. Payment of Fees: Fees are to be paid when submitting application and will not be considered a complete application until all fees are paid.
- A) Uncertified Building Permit Fees:** Construction Value x (.32%) or a minimum fee of \$110 payable on submission of building Permit Application.
- B) Building Services Levy:** \$61.65 if Construction Value less than \$45,000. If construction Value is over \$45,000 the construction value is multiplied by .137%. Payable on submission of building Permit Application.
- C) Construction Training fund levy (CTF)** Only payable if construction value exceeds \$20,000. Construction Value x .2%. The Shire does not take payment of the CTF fees you must go to [Pay your Construction Training Fund Levy | Western Australian Government \(www.wa.gov.au\)](#) pay the fee and provide a receipt for the payment when submitting your Building Permit Application.
- 8 Within 7 days of building work being completed a completed Notification of Completion form (BA&) is to be submitted to the Shire. The form is available at the Shire Administration building or downloaded here: [BA7 – Notice of completion | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](#)

If you have any further queries, please do not hesitate to contact the Shire's Building Department.