

## Building Checklist

New Dwellings (House) ,  
Additions / Alterations etc (Class 1a)

Application for Building Permit Uncertified – FORM BA2 – To be completed  
Application for Building Permit Certified – FORM BA1 – To be completed

DESCRIPTION	√	ADMINISTRATION REQUIREMENTS
<b>Building Application Forms</b>		Application forms and guides available from Building Commission website <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</a> or the Shires Customer Service. Fully completed forms are to be lodged with application. Fees are to be paid at lodgement.
<b>BA1 Form (Certified)</b>		<b>BA1 – Certified Application</b> means you have previously obtained your certification (Certificate of Design Compliance) from a privately registered Building Surveyor and only require a Building Permit.
<b>Certified Fees</b>		0.19% of estimated value but not less than \$ 97.70 (GST inclusive). (Permit Fee Only Regulatory Fee). This fee is exclusive of any fees and charges your private building surveying contractor may charge.
<b>BA2 Form (Uncertified)</b>		<b>BA2- Uncertified Application</b> means you require a Shire of Bridgetown-Greenbushes registered Building Surveyor to assess the plans and issue both the Certificate of Design Compliance (CDC) and the Building Permit
<b>Uncertified Fees</b>		0.32% of estimated value but not less than \$97.70 (GST inclusive) (Certification and Permit Regulatory Fee)
<b>Building Services Levy</b>		Minimum \$61.65 fee for Building Applications with an estimated value up to \$45,000, otherwise 0.137% of estimated value
<b>BCTIF Levy and Form</b>		<b>Construction Industry Training Fund Levy</b> The fee is calculated at 0.2% of estimated value <b>including GST</b> . (Where contract value is greater than \$20,000).
<b>Property Title</b>		<b>Copy of Certificate of Title - ( Clarifying owners details)</b>
<b>Builder's Registration Number</b>		Where value > \$20,000: Registered Builder details for project <b>or</b> copy of Owner Builder Certificate. Owner Builder Info from <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</a>
<b>HII</b>		Home Indemnity Insurance Certificate where Registered Builder's contract value >\$20,000.
REQUIRED APPROVALS		
<b>Development Approval</b>		New dwellings and additions, etc require development approval to be issued. Separate fees and approval time frames apply.
<b>Health Approval</b>		If the proposed work requires the construction or installation of any apparatus for treatment of sewerage, separate application and approval is required prior to issue of a Building Permit.
<b>Works &amp; Services Approval</b>		See Checklist for details of required approvals: Stormwater requirements, Crossover Permits, Verge Treatment Permit, etc. Website <a href="http://www.bridgetown.wa.gov.au">www.bridgetown.wa.gov.au</a>
<b>Water Corporation Approval</b>		It is the owner's responsibility to obtain approval/notification prior to submission. Where structures are adjacent to infrastructure (sewer) submit Water Corporation Approval with your Building Permit Application.
<b>Work Affecting Other Land BA20 Form</b>		If the plans show the proposed work will adversely affect an adjoining property then consent is required. Further info <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</a>
<b>Work Affecting Other Land - Access BA20A</b>		If plans show removing a fence/working on boundary with access to neighbours land, the consent form is available. Further info <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</a>

*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.*

For further information go to [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au) or [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au). You may also contact the Shires Principal Building Surveyor on 9761 1555 during business hours.