

Building Checklist

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

Application for Building Permit Uncertified – FORM BA02 – To be completed
Application for Building Permit Certified – FORM BA01 – To be completed

DESCRIPTION	√	ADMINISTRATION REQUIREMENTS
Building Application Forms		Application forms and guides available from Building Commission website www.buildingcommission.wa.gov.au or the Shires Customer Service. Fully completed forms are to be lodged with application. Fees are to be paid at lodgement.
BA 02 Form		BA02- Uncertified Application means you require a Shire of Bridgetown-Greenbushes registered Building Surveyor to assess the plans and issue the Building Permit
Uncertified Fees s		0.32% of estimated value but not less than \$90.00 (GST inclusive) (Certification and Permit Fee) *Both Permit Authority Regulatory Fee
BA 01 Form		BA01 – Certified Application means you have previously obtained your certification from a registered Building Surveyor and just require a Building Permit.
Certified Fees		0.19% of estimated value but not less than \$ 90.00 (GST inclusive). (Permit Fee Only) Permit Authority Regulatory Fee. This fee is exclusive of any fees and charges your private building surveying contractor may charge.
Building Services Levy		Minimum \$40.50 fee for Building Applications with an estimated value up to \$45,000, otherwise 0.09% of estimated value
BCTF Levy and Form		Construction Industry Training Fund Levy The fee is calculated at 0.2% of estimated value including GST . (Where contract value is greater than \$20,000).
Property Title		Copy of Certificate of Title - (Clarifying owners details)
Builder's Registration Number		Where value > \$20,000: Registered Builder details for project or copy of Owner Builder Certificate. Owner Builder Info from www.buildingcommission.wa.gov.au .
HII		Home Indemnity Insurance Certificate where Registered Builder's contract value >\$20,000.
REQUIRED APPROVALS		
Planning Approval		New dwellings and additions, etc require planning approval to be issued. Separate fees and approval time frames apply.
Health Approval		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.
Works & Services Approval		See Checklist for details of required approvals: Stormwater requirements, Crossover Permits, Verge Treatment Permit, etc. Website www.bridgetown.wa.gov.au
Water Corporation Approval		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.
Work Affecting Other Land BA20 Form		If the plans show the proposed work will adversely affect an adjoining property then consent is required. Further info www.buildingcommission.wa.gov.au .
Work Affecting Other Land - Access BA20A Form		If plans show removing a fence/working on boundary with access to neighbours land, the consent form is available. Further info www.buildingcommission.wa.gov.au

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 or www.buildingcommission.wa.gov.au. You may also contact the Shires Principal Building Surveyor on 9761 1555 during business hours.