



# Shire of Dandaragan

## CHECKLIST Uncertified / Certified Building Permit Application Outbuilding

### 1. Forms and Supporting Documents

- Building Permit Application form; either a **certified BA1** form or an **uncertified BA2** form. Certified means you have engaged a private Building Surveyor to complete the relevant certificates, uncertified means the Local Authority Building Surveyor will assess and complete the relevant certificates. The duty of the Building Surveyor is to ensure compliance with the relevant building standards, legislative requirements, and town planning matters. See link for forms: <http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>
- BA3 Certificate of Design Compliance (certified applications only)
- For many building proposals, a planning approval will be required before a building permit can be issued. Please ensure planning is addressed prior to the lodgement of a Building Permit Application, which will in turn assist in the timely processing of the building application.
- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land. For more information go to WA Building Commission website: <http://www.buildingcommission.wa.gov.au/consumers/work-affecting-other-land>
- BCITF Levy Form (if cost of construction is over \$20,000)
- Bushfire Attack Level (BAL) assessment (Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or contact the Shire of Dandaragan Development Services to check if a Bushfire Attack Level (BAL) assessment is required with your application.)
- Certificate of Title (on applies if cost of construction is over \$20,000.00)

### 2. Fees payable

- All fees are payable at the time of lodging the application.

### 3. Plans

General note: Two (2) complete sets of plans and details must be submitted with your application. All plans and details must be legible, drawn to scale and include a title block containing lot address, page numbers, a project title and date.

#### Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings.
- Clearly indicate the distance from the property boundaries to the proposed building and existing buildings.
- Locations and heights of stabilised embankments e.g. retaining wall(s).
- Existing ground level and proposed finished floor of building.
- Position of Effluent Disposal system (when proposed and in un-sewered areas only).
- North point.

#### Floor Plan (scale 1:100)

- All dimensions of the proposed building(s).
- All member sizes and spacing's (posts, roof beam, rafters, plates, battens and trusses).
- Ridge, valley, eaves line and downpipe locations/soak wells.
- Details if secondary concealed gutter are to be used in adjoining roofs.

#### Cross Sectional View (scale 1:100)

- Finished ground level.
- Type of floor structure e.g. concrete slab, earth, paving and decking.
- Wall framing details
- Footing details
- Roof frame details.

**Elevations**

- Showing all sides of structure.
- Location and sizes of openings.

**4. Steel Structure**

- Steel structures are to be certified by a structural engineer; documentation to be signed.

**5. Timber Trusses Roof Frame**

- Prefabricated roof trusses certificate from manufacturer.

**6. If proposed works are valued over \$20,000**

- Registered builder – Original copy of Home Indemnity Insurance Certificate from approved insurer.  
<http://www.buildingcommission.wa.gov.au/consumers/home-indemnity-insurance>
- Owner Builder – Copy of Owner Builders License Certificate

**General Notes:**

Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the structure for compliance with the provisions of the National Construction Code. (BCA Volume Two)

**Contact Details:**

Manager Building Services

Ph: 0447 281 969 or Email: [mbs@dandaragan.wa.gov.au](mailto:mbs@dandaragan.wa.gov.au)

Principal Environmental Health Officer

Ph: 9652 0800 or Email: [peho@dandaragan.wa.gov.au](mailto:peho@dandaragan.wa.gov.au)