

Building Permit Application Check Sheet



Submission Options:

- Via Email: info@sop.wa.gov.au (Preferred Method)
 - Please note that the Shire is moving towards a paperless environment and therefore it is encouraged to submit via email
 - In person: 22-24 Lowood Road, Mount Barker WA 6324 (Admin Building) (Preference for A3 Plans)
 - Via Post: PO Box 48, Mount Barker WA 6324 (Preference for A3 Plans)
- ❖ For Certified Applications, you will need the necessary planning and/or health approvals prior to submission.
- ❖ You may need to contact the Water Corporation if you are building or renovating to ascertain whether they require you to submit plans to the Corporation.

PLEASE TICK ✓ IF INCLUDED

	Requirements	Tick
1.	FORMS (provided in pack)	
	Building Permit Application Form (BA1 – certified plans or BA2 – uncertified plans)	
	Building and Construction Industry Training Fund Levy Form (if construction value exceeds \$20,000.00)	
	Information regarding Owner-Builder Statutory Declaration (if to be owner builder)	
	Application to Construct or Install an Apparatus for the Treatment of Sewage (unsewered areas only)	
	Infrastructure Bond form – for development over \$20,000.00	
	Crossover Application forms	
2.	PLANS (to be provided) One complete sets of plans must be provided (electronic plans are accepted). All plans and details must be legible, drawn to scale and include the Lot address and owner details. Must be no larger than A3.	
2.1	Location Plan (applicable for larger lots i.e. over 1 ha to show site plan location) *Can be inset on Site Plan*	
	Show entirety of lot	
	Show proposal location on site with relevant setbacks from boundary lines	
	Street name(s), lot number(s), north point and the dimensions of the property	
	Building Envelope including dimensions, setbacks from boundaries, natural features (Where applicable)	
	Proposed/Existing Vehicular Access (Crossover) location	

2.2	Site Plan (minimum scale 1:200) (sample included in application pack)	
	Feature and Contour Survey- Existing levels (contours) and proposed floor/ground levels including any filling or excavation of the site	
	Building Envelope including dimensions, setbacks from boundaries, natural features (Where applicable)	
	All existing & proposed structures on site including setbacks to boundaries and between buildings (If applicable) (e.g. house, sheds, swimming pool, water tanks, etc)	
	Street name(s), lot number(s), north point and the dimensions of the property	
	Location and details of effluent disposal system (if applicable)	
	All existing trees close to the proposed structures or driveways and any proposed Landscaping/Tree Planting	
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	Existing and proposed driveways, location of on-site parking and other paved or impervious areas	
	Proposed stormwater management devices (pipes, drains, basins, tanks, dams)	
	Height and extent of proposed earthworks	
	North point	
2.3	Floor Plan (scale 1:100)	
	All dimensions of the proposed building(s)	
	Room names	
	Sunken areas	
	Location of windows and doors showing their sizes	
	Hard wired smoke detector location(s)	
2.4	Elevations (scale 1:100)	
	Existing ground and proposed finished floor and ground levels	
	Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning	
	Roof pitch	
2.5	Cross sectional view (scale 1:100)	
	Finished ground level	
	Type of sub-floor structure (e.g. concrete footing and slab or frame)	
	Sunken areas	
	Height of ceiling	
2.6	Electrical	
	Electrical layout plan	
2.7	Soil Assessment/Wind rating	
	Site and Soil Evaluation (required under <i>Government Sewerage Policy 2019</i>)	
	Soil assessment (required for footings)	
	Wind rating (AS4055 – Class 1: 1 and 2 storeys, Class 10)	

3.	SPECIFICATIONS	
	Two copies of specifications must be submitted with your application.	
	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.	
4.	ENERGY EFFICIENCY	
	Full details of the National Construction Code Volume Two, Deemed-to-Satisfy Provisions for 6 star energy rating including a completed copy of the glazing calculator and lighting calculator (www.abcb.gov.au); or	
	6 Star Rating Energy Efficiency report from an accredited assessor (www.absa.net.au).	
5.	TERMITE MANAGEMENT	
	Details of termite management	
6.	HOME INDEMNITY CERTIFICATE	
	Home Indemnity Insurance Certificate not required at time of application for owner-builders (only at time of sale).	
	Original copy of Home Indemnity Insurance Certificate from approved insurer (for registered builders)	
7.	STRUCTURAL ENGINEER'S CERTIFICATION	
	If less than a 600mm sand pad is proposed then certification of the concrete footings, floor slab and reinforcement is required	
	To avoid excessive deflection, structural roof beams must be designed by a Structural Engineer	
	All structural elements of two storey or higher construction	
	Sheds, patios, carports and the like with a single span of 6m and greater	
	Retaining walls with finished height exceeding 1.0m (see retaining walls information sheet)	
	All structural elements of a commercial building	
	Any other details as required by the Principal Building Surveyor	
	List of consulting structural engineers at January 2019 <ul style="list-style-type: none"> • Wood & Grieve Engineers – Albany – 9842 3700 • G Walker & Associates – Albany – 9842 2957 • Structerre Consulting Engineers – Albany – 9841 1315 • C & S Civil & Structural Engineers – Bunbury – 9791 1834 • WML Consultants – Bunbury – 9722 3544 	
8.	FEES	
	You are advised that all relevant fees are required to be paid prior to an application being classed as ready for assessment.	

9.	INFRASTRUCTURE BOND	
	The Shire of Plantagenet has previously experienced damage to its roads, footpaths, verges and kerbs during periods of building and construction. To enable the Shire to protect its assets, a refundable bond may be required to repair any infrastructure damage.	
	If your property is located within the townsites of Mount Barker, Kendenup, Narrikup and Rocky Gully or in a Rural Residential zone and the cost of development is in excess of \$20,000.00 you will need to complete the Infrastructure Bond form and pay the relevant refundable bond.	
10.	ENQUIRIES	
	If you have any questions please contact the Shire on 9892 1111 during office hours or send an email to info@sop.wa.gov.au	