

## CERTIFIED BUILDING PERMIT (BA1) APPLICATION CHECKLIST

Application Forms	
<a href="#">BA1 – Application for Building Permit</a>	<input type="checkbox"/>
<a href="#">BA3 – Certificate of Design Compliance (CDC)</a> <i>Please note: this form is to be supplied and signed by a Registered Building Surveying Contractor.</i>	<input type="checkbox"/>
<a href="#">BA20 – Notice and Request for Consent to Encroach or Adversely Affect</a> <i>Please note: this form is to be signed by the affected adjoining property owners where there is an encroachment or the works will adversely affect their property.</i>	<input type="checkbox"/>

Supporting Information Required	
Owner Builders Certificate <i>Please note: this only applies if owner builder is applying for residential building work over \$20,000.</i>	<input type="checkbox"/>
Home Indemnity Insurance Certificate <i>Please note: this only applies for works over \$20,000, with the following exemptions:</i> <ul style="list-style-type: none"> <li>• swimming pools, carports, fences, pergolas and landscaping;</li> <li>• owner / builder applications within 6 months;</li> <li>• multi-storey, multi-unit developments with more than 3 storeys, or more than one basement storey</li> </ul>	<input type="checkbox"/>
Owner Builder Approval Certificate <i>Please note: this only applies for residential building work over \$20,000.</i>	<input type="checkbox"/>
Development (planning) approval (if required)	<input type="checkbox"/>

Payment of Fees – as per Schedule of Fees and Charges	
Town of Bassendean Fees	<input type="checkbox"/>

Building Services Levy Fee <i>Please note: payment to the Town is required.</i>	<input type="checkbox"/>
<b>You will be contacted by Customer Service regarding payment of the required building permit application fees, once the application documentation has been checked and is complete</b>	
<a href="#">Construction Training Fund (CTF) Levy</a> – provide receipt for proof of payment <i>Please note: this fee is only required for works over \$100,000.</i>	<input type="checkbox"/>

<b>Plans – provide one set of (drawn and scaled) architectural, structural, all documents and specifications which have been referenced on the signed CDC</b>	
1) Architectural Plans: <ul style="list-style-type: none"> <li>• Site plan;</li> <li>• Floor plan;</li> <li>• Elevations;</li> <li>• Cross section details;</li> <li>• Electrical layout;</li> <li>• Stormwater plan;</li> </ul>	<input type="checkbox"/>
2) Structural Engineers Details & Drawings <ul style="list-style-type: none"> <li>• Footing and slab design;</li> <li>• Wall and roof framing design; and</li> <li>• Retaining walls</li> </ul>	<input type="checkbox"/>

<b>Other Documentation Required – provide one set of all documents and specifications which have been referenced on the CDC</b>	
Termite Management Plan	<input type="checkbox"/>
Energy Efficiency Report	<input type="checkbox"/>
Site Classification Report	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/>
Wind Classification Report	<input type="checkbox"/>
Bushfire Attack Level Report	<input type="checkbox"/>

All building permit applications must be submitted via email to: [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)  
Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process. The Town's Building Team can provide information relating to building permit applications. A building surveyor may be contacted in-person between 9:00am and 4:30pm at the Town's Customer Service Centre (Bassendean Memorial Library, 46 Old Perth Road). Alternatively, you can call on 9377 8000 or email [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au).