

BUILDING APPLICATIONS

Building Information Sheet #2



When is Approval Required?

Every builder intending to construct a building or alter, add to, repair or underpin, demolish or remove an existing building, or any earthworks necessary, for or incidental to these works shall before commencing make a written application to the Local Government for a permit to commence that work. Plans and specifications are to be lodged at the City in support of an application for a building permit in respect of all proposals to:

1. Erect a building or outbuilding;
2. Alter or make additions to any existing building or outbuilding;
3. Demolish or remove an existing building or outbuilding;
4. Construct any type of swimming pool or spa pool;
5. Erect a verandah, garden shed and the like;

Unless exempted by Schedule 4 of the Building Regulations 2012 (See Information Sheet #10)

What Information is Required?

The information which is required to accompany an application for building approval:

- Completed Building Permit Application Form :
BA1 Certified Building Application - Engage a private Building Surveyor (10 business days to issue permit)
BA2 Uncertified Building Application - City to provide Certification (25 business days to issue permit)
- One (1) set of Architectural Plans showing existing and proposed works
- One (1) copy of relevant Specifications
- One (1) copy of Structural Engineers Details*
- One (1) copy of an Energy Efficiency Compliance Report
- Notification of the proposed Termite Protection Method

Additionally, you may need the following to complete the application:

- An Effluent Disposal Application Form accompanied by relevant drawings and the associated fee, is required when applying for a new dwelling in a non-sewered area or increasing your discharge volume.
- Geotechnical site investigation and soil classification report.
- A Home Indemnity Insurance Certificate is required to be submitted prior to the issue of a licence for any residential work in excess of \$20,000 carried out by a registered builder.
- Owner Builders: where a property owner (other than a Trust, Corporation or the like) wishes to build as an 'Owner-Builder' and where the value of the building works (dwelling or additions to a dwelling) exceeds \$20,000, an Owner-Builders Certificate is required prior to the issue of a building licence. Applications should be made directly to the Building Commission at Mason Bird Building, 303 Sevenoaks Street, Cannington or via the Commission's website at www.buildingcommission.wa.gov.au
- * If the proposed works are for an upper-storey addition – certification from a structural engineer should include a comment stating that the existing residence is capable of withstanding the proposed new loads and/or the proposed works should include strengthening of the existing residence as required by the structural engineer.

What do I Have to Pay?

For all new fees and levies please see [Information Sheet 4](#).

An Infrastructure Bond (road, kerb, footpath, verge) is not required, however, an inspection fee is payable.

- Infrastructure Inspection Fee – \$132.00

Please note that should an application be submitted with insufficient or inadequate information the application will be returned as incomplete and the fees kept. Another application will then need to be submitted.

The following information is provided to assist applicants in understanding what information should be shown on plans. The list is not exhaustive and the extent of information will depend upon the exact proposal being submitted for approval.

What Should the Plans Show?

The plans are to be legible and durable, not less than a standard A4 sheet and are to be in ink. New work is to be clearly defined as distinct from existing work by the use of colouring or other suitable means.

Site Plans: One (1) copy is required at scales 1:100, 1:200 or 1:500

- Street name and number, Secondary Street name
- Lot number, North point
- Floor levels and street number/s of adjoining properties, where applicable
- Site plan to be fully dimensioned and indicate all setbacks
- The finished floor level of the dwelling and garage or carport must be indicated from a datum point
- All existing and proposed buildings and their dimensions, with existing items to be removed shown in dotted lines
- All existing and proposed uses (ie. residential, shop, office, etc.)
- Ground level contours including levels of adjoining property
- All existing and proposed finished floor and ground/paving levels to be indicated relative to a known datum point
- Location, dimensions, heights and material of any fencing, screen walls, retaining walls, pools, tennis courts and other improvements where necessary
- Extent of landscape and parking areas
- Access ways and crossovers
- Location of existing and proposed sewer mains
- Location and nature of all existing and proposed easements
- All existing and proposed floor areas, additions/extensions, modifications, etc.
- Floor levels, window and door openings

Floor Plans: One (1) copy is required at 1:50 or 1:100 scale

- All existing and proposed floor areas, additions/extensions, modifications, etc.
- Floor levels, window and door openings
- All existing and proposed uses of individual areas

Elevation Plans: One (1) copy is required at 1:50 or 1:100 scale

- Existing and proposed finished floor levels and ground levels
- All fill and/or excavation areas in hatched line markings and with finished levels

- Retaining wall heights in metres and finished levels
- Roof pitches and materials, all wall finishes (face brick, cement/paint render, colours)
- Windows (clear and/or obscure glazing)
- Window sills, wall and general height dimensions in metres and/or millimetres (not just brick courses)
- Location of boundary fencing/walls in respect to buildings
- Ridge line levels to datum

Section Plans: One (1) copy is required at 1:20, 1:50 or 1:100 scale

- Footing/slab details
- Wall construction details
- Eave height and Ceiling height
- Roof structural details

Full application details are available in the form of Building Application Checklists for major, minor and commercial work and can be obtained from the City's web site or from the Administration's front counter.

If you are in doubt about the full extent of information required for your proposal, please contact Building Services on 9257 9942 or bring your proposal into the City for further advice.

This publication has been prepared by the City of Kalamunda as a service to its residents. The material contained in this document is intended to help you to understand the rules and regulations. It does not purport to, nor is it intended to, constitute legal advice. It is provided in good faith as a public service. However, the City does not guarantee the accuracy of any of the information provided or of any statements made and it is the responsibility of readers to make their own enquiries as to the accuracy, currency and appropriateness of any information or advice provided. The City expressly disclaims liability, whether in negligence or otherwise, for any act or omission resulting from reliance on this document or for any consequence of such act or omission.

2 Railway Road, Kalamunda WA
6076
PO Box 42, Kalamunda WA 6926
P: (08) 9257 9999
F: (08) 9293 2715
E: enquiries@kalamunda.wa.gov.au
W: www.kalamunda.wa.gov.au
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