

## APPLICATION CHECKLIST FOR A CERTIFIED BUILDING PERMIT (BA1)

This Checklist is to assist applicants to prepare a complete certified building permit application. Please note further information and/or modifications may still be requested by the Shire's Building Surveyor.

Applications can be lodged via:

- Email at [building@eastpilbara.wa.gov.au](mailto:building@eastpilbara.wa.gov.au) or
- In person at the Shire of East Pilbara Administration Office Corner Kalgan & Newman Drives, Newman WA 6753, Australia.

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>Development Approval</u> provided by the Shire (if applicable) <b>DA</b> ___ - ___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>BA1 – Application for Certified Building Permit</u> <ul style="list-style-type: none"> <li>• Ensure all sections been completed and signed by the relevant person/s</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>BA3 – Certificate of Design Compliance (CDC)</u> <ul style="list-style-type: none"> <li>• Completed by a registered building surveyor (a registered builder can be found on the DEMIRS website - <a href="#">Find a registered builder   DEMIRS (commerce.wa.gov.au)</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Supporting Plans and Documents</u> (Must be listed on the BA3 – CDC and reference the correct plan/sheet/revision numbers) <ul style="list-style-type: none"> <li>• Plan (ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures)</li> <li>• Specifications</li> <li>• Technical documents and</li> <li>• Structural Engineers Drawings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Construction Training Fund Levy (CTF) form</u> <ul style="list-style-type: none"> <li>• Only required if the Estimated Value of Works exceeds \$20,000</li> <li>• Visit <a href="http://ctf.wa.gov.au">ctf.wa.gov.au</a> to pay online or contact the Shire for an Electronic copy of the form</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>For Residential Works exceeding \$20,000 –</u> Home Indemnity Insurance (for Class 1a) or Owner/Builder Approval must be provided, if a registered builder is not going to be used	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7	<u>BA20 – Notice and Request for consent to encroach or adversely affect</u> (if applicable) <ul style="list-style-type: none"> <li>• Evidence that all consents or court orders have been obtained and/or statement on application form has been filled out and signed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>