

## APPLICATION CHECKLIST FOR A OCCUPANCY PERMIT (BA9)

This Checklist is to assist applicants to prepare a complete occupancy 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>Building Permit provided by the Shire</u> ( <i>not applicable for Section 51 - Unauthorised Works</i> ) BA _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>BA9 – Application for Occupancy Permit</u> <ul style="list-style-type: none"> <li>• Ensure all sections have been completed and signed by the relevant person/s</li> <li>• Ensure work is Class 2 to 9</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>BA17 – Certificate of Construction Compliance (CCC)</u> <ul style="list-style-type: none"> <li>• Required for New Buildings (s.46 &amp; s.47)</li> <li>• Completed by a registered building surveyor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Or <u>BA18 – Certificate of Building Compliance (CBC)</u> <ul style="list-style-type: none"> <li>• Required for Existing Buildings (s.48, s.49, s.51 &amp; s.52)</li> <li>• Completed by a registered building surveyor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Supporting Plans and Documents</u> (Must be listed on the BA17/BA18 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>BA7 – Notice of Completion</u> ( <i>not applicable for Section 51 - Unauthorised Works</i> ) <ul style="list-style-type: none"> <li>• List &amp; include copies of all completed tests &amp; inspections</li> <li>• Ensure all sections have been completed and signed by the builder</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Construction Training Fund Levy (CTF) form</u> <ul style="list-style-type: none"> <li>• Only required if the <i>Estimated Value of Works</i> 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"/>