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Electronic Submission

[Large file upload](#)

Via email (limited 10MB) – toc@claremont.wa.gov.au

USB via post or in person

Please ensure that the documents are not password protected

Hard Copy Submission

Via post **PO Box 54, Claremont WA 6910** or;

In person at **308 Stirling Highway, Claremont WA 6010**

Please provide 2 copies of all of the plans, engineering, structural and technical documents.

Certified BA1 Building Application Checklist

A certified application is accompanied by a Certificate of Design Compliance signed by a registered building surveyor and can be made for any class of building and incidental structure. The permit authority has **10 business days** to decide on a certified application. Applications for Class 1b and Class 2 to Class 9 buildings must be made as certified applications whereas this is optional for Class 1a and 10 buildings and incidental structures.

REQUIRED FORMS AND INFORMATION	N/A	YES
FORMS		
Form BA1 Completed (certified)		
Form BA 20 Completed - If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection)*		
REQUIRED INFORMATION		
Certificate Of Design Compliance (CDC) signed by a Building Surveyor Contractor		
Copy of all plans and documents listed on the CDC		
Home Indemnity Insurance for dwellings over \$20,000		
FEES (Refer fee calculator)		

* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of *the Building Act 2011* and failure to gain consent can meet with a fine of \$5,000.

Uncertified BA2 Building Application Checklist

An uncertified application is submitted to the permit authority without a certificate of design compliance and can only be made for Class 1a and Class 10 buildings and incidental structures. An independent building surveyor is appointed by the permit authority to check the proposal and provide a certificate of design compliance. The permit authority has **25 business days** to decide on an uncertified application.

REQUIRED FORMS AND INFORMATION	N/A	YES
FORMS		
<u>Form BA2 Completed (Uncertified)</u>		
Form BA 20 Completed - If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) *		
REQUIRED PLANS		
Site Plans to Scale (minimum scale 1:500) Showing:		
1. size, shape and position of the block		
2. location and names of streets		
3. boundaries and contours at 500mm intervals		
4. location and dimensions of existing structures		
5. location of proposed development with boundary clearances (setbacks) clearly marked		
6. location of retaining walls		
7. datum point, proposed ffls and fgls		
8. north point		
9. extent of earthworks		
10. location and method of stormwater retention/disposal		
11. proposed vehicular access and crossover		
12. location of any easements		
13. location of sewer connection point		
14. location of water connection point		
15. location of power connection point		
Floor Plans to Scale (minimum scale 1:100) Showing:		
1. room sizes		
2. window and door sizes, types and direction of opening		
Electrical Plan Showing:		
1. exhaust fans		

2. smoke alarms		
3. lighting		
Elevation Drawings Showing:		
1. natural ground level		
2. proposed finished floor level		
3. proposed finished ground level		
4. ceiling height		
5. roof ridge height and degree of pitch		
6. window sizes and positions		
7. retaining wall heights and details		
Detailed Cross Sections Showing:		
1. footing details		
2. walls details		
3. eaves details		
4. roof details		
Plans to Be Signed by a Practicing Structural Engineer:		
1. details for footings/slab		
2. walls structure and bracing		
3. roof structure and bracing		
4. details of any required piling or grout injection		
5. retaining walls (over 750mm)		
6. site classification (including a geotechnical report as required)		
7. statement of compliance to Australian Standard 1170.2 for wind actions		
Home Indemnity Insurance for dwellings over \$20,000		
Further Information Required		
Termite treatment details		
6 star energy efficiency compliance certificates/plans		
Specifications – standard or specific		
FEES (Refer fee calculator)		

* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of the Building Act 2011 and failure to gain consent can meet with a fine of \$5,000. For more information go to the “works affecting other land (BA20, BA20A)” link.

Demolition Application BA5 Checklist

REQUIRED FORMS AND INFORMATION	N/A	YES
FORMS		
Form BA5 Completed		
Form BA 20 Completed - If demolition works are adversely affecting neighbouring properties *		
REQUIRED INFORMATION		
Copies of a site plan - showing the location of the building to be demolished.		
Evidence of rodent baiting by a licensed Pest Control Operator and a written report/ receipt for the work to ensure that it is not infested by rodents at the time of the demolition.		
Details of the licensed contractor - where asbestos is present		
A copy of any planning approvals - under the Planning and Development Act 2005 (where required)		
Evidence of Notification of the Intended Demolition Work to the Provider of;		
1. Electricity		
2. Gas		
Evidence of Prescribed Notifications if the Application is Subject to;		
1. a Heritage Agreement made under the Heritage Act section 29		
2. is entered in the Register of Heritage Places established under the Heritage Act section 46		
3. is subject to a Conservation Order under the Heritage Act section 59		
4. is subject to an Order in Council made under the Heritage Act section 80		
FEES (Refer fee calculator)		

* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of the Building Act 2011 and failure to gain consent can meet with a fine of \$5,000. For more information go to the “works affecting other land (BA20, BA20A)” link.