

CITY OF BUNBURY – BUILDERS CHECKLIST
CLASS 2-9 COMMERCIAL BUILDINGS - INCLUDING FIT OUTS

DESCRIPTION	NO of Copies Required	<input checked="" type="checkbox"/>	ADMINISTRATION REQUIREMENTS
Building Application Forms	1		Application forms and information guides available from Customer Service and www.bunbury.wa.gov.au/Permits-and-Licences . All relevant fees are to be paid at lodgement.
CDC Request Form	2		Stage 1 -Complete this form and pay fees to engage a City of Bunbury registered Building Surveyor to assess the plans and issue the Certificate of Design Compliance for building code compliance. Once processed and issued Stage 2 can commence.
BA 01 Form Building Permit	1		Stage 2- BA01 – Application Form Building Permit Certified -After obtaining the Certificate of Design Compliance from a registered Building Surveyor lodge and pay fees for Building Permit . Check Planning Approval for any listed conditions to be completed prior issue of Building Permit
Building Permit Certified Fees			Refer Building Schedule of Fees and Charges
Building Services Levy (BSL)			Refer Building Schedule of Fees and Charges
Construction Training Fund Levy (CTF)			Refer Building Schedule of Fees and Charges
Property Title	1		Copy of Certificate of Title - (Legal owners details)
Builder Registration Number/Owner Builder Number	1		Where value > \$20,000: Registered Builder details for the project or Copy of Owner Builder Certificate issued by the Building Commission for the works Owner Builder Info from: www.commerce.wa.gov.au/building-commission/
DFES Approval	1		If required a hardcopy set of plans will be needed by the Building Surveyor to be posted to DFES for assessment. Note – The Building Regulations require a minimum of 15 working days notice to DFES or a reply prior to the Building Surveyor signing the Certificate of Design Compliance.
ADDITIONAL APPROVALS			
Planning Approval - Known as Development Approval (DA)			Generally all commercial applications require a Development Approval to be issued prior to the Building Permit being issued. A separate application form and fees along with approval time frames apply. Details available www.bunbury.wa.gov.au/Permits-and-Licences Upon issue of DA check for any specific conditions that are required to be undertaken.
Water Corporation Approval	1		It is the owner’s responsibility to obtain separate approval prior to starting works. Contact for details www.watercorporation.com.au Where structures are known to be adjacent to infrastructure (sewer) submit Water Corporation approval with your Building Permit application.
BA20 Form Work Affecting Other Land	1		If the proposed works show encroachment on adjoining land or works that will adversely affect an adjoining property then neighbours consent is required prior to issue of the Building Permit. Further info and form available www.commerce.wa.gov.au/building-commission/
BA20A Form Work Affecting Other Land –Access Only	1		If the proposed works involve removing a fence/working on boundary requiring access to neighbours land etc the Builder/Owner is to obtain neighbours consent prior to works commencing Note- Statutory penalties apply for non-compliance Further information and form available www.commerce.wa.gov.au/building-commission/
City Engineers Approval			Check any specific requirements listed on Planning Approval and refer to Engineers Approval Checklist on website. Items could include AHD levels, Stormwater requirements , Crossover Permits ,Verge Treatment Permit etc Available from www.bunbury.wa.gov.au
Health Approval			Check any specific requirements listed on Planning Approval .eg. Septic approval, food premises etc Refer to Health Approval Checklist on website Available from www.bunbury.wa.gov.au

This document is intended as a guide only with respect to the information required for an Application.
Further information may be requested upon assessment of your application.

CERTIFICATE OF DESIGN COMPLIANCE INFORMATION FOR BUILDING CODE ASSESSMENT

DESCRIPTION	NO of Copies Required	☑	CONSTRUCTION DETAILS
Note: Buildings/Fire compartments Over 500m2			<p>If the proposed building is over 500m2 then fire hydrant pressure and flow test results are required from the chosen point of water main supply, to establish if minimum required pressure and flow can be achieved to comply with AS 2419.</p> <p>If less than acceptable pressure and flow rates are available, the design of pumps and tanks would need to be considered or fire compartmentation to be considered in the design.</p> <p>Fire hydrant and fire hose reels diagrams will be required to show location and measured coverage compliance to the whole of the building.</p>
Site Plan	3		<p>Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.</p>
			<p>Setbacks to all boundaries and between buildings. Overall dimensions of the proposed structures</p>
			<p>Proposed and existing structures to be clearly marked.</p>
Specifications/ Agenda			<p>Specifications and scope of works and for applications involving multiple trades / standards. Including nominate proposed termite barrier or treatment system for the project.</p>
Consultant Details			<p><i>Site Classification Report</i> - Site specific information establishing design criteria., Structural Engineer certified details eg. footings, slab details, structural components , tilt panel design, suspended floor etc</p>
			<p>Hydraulic Services – Fire Hydrant, Sprinkler System ,Fire Hose Reel etc design and certification</p>
			<p>Electrical Services – Electrical including Emergency lighting, Fire detection system, Smoke alarm Energy Efficiency J6.2 calculations design and certification</p>
			<p>Mechanical Services –Mechanical ventilation, Air Conditioning , Wc Facility Ventilation design and certification</p>
			<p>Energy Efficiency Compliance with BCA <i>Energy Efficiency Section J</i> (Climate Zone 5). Check sheets and glazing calculator are available on by a link on website.</p>
			<p>Energy Efficiency Compliance with BCA <i>Energy Efficiency Section J</i> (Climate Zone 5). Check sheets and glazing calculator are available on by a link on www.bunbury.wa.gov.au</p>
			<p>Energy Efficiency Compliance with BCA <i>Energy Efficiency Section J</i> (Climate Zone 5). Check sheets and glazing calculator are available on by a link on website.</p>
Design Details			<p>Show Building floor areas with dimensioned measurements, specific room use, required facilities Fire Compartmentation Sizes areas and volumes provide specific <i>fire separation</i> detail if applicable</p>
			<p>Proposed and existing construction to be clearly marked.</p>
			<p>External elevations showing materials proposed, overall building height, roof material and pitch, ground level, existing and proposed retaining</p>
			<p>Cross sections through building showing all structural elements, wall / ceiling heights and showing construction details.</p>
			<p>Wall framing structural elements: spans, spacing etc / columns and piers / tie down connection details / bracing – for timber / steel / masonry.</p>
			<p>Roof framing structural elements: spans, spacing etc / trusses / tie down connection details / bracing – for timber / steel.</p>
			<p>Timber grade / exposed timber durability (eg H5 or method of treatment) / steel corrosion protection to external structural members / roof sheeting etc.</p>
			<p>Wet area details (internal elevations).</p>
			<p>Roof material, flashing, downpipe location, guttering (box gutters): sizing.</p>
	Retaining walls	2	
2			<p>Contours or spot levels and levels at 'top' and 'bottom' for entire length of wall.</p>
Pools	2		<p>Engineer / manufacturer details for pool (check limitations / setback conditions).</p>
	2		<p>Pool fencing diagram showing compliance with AS1926. Pool blanket. Energy Efficiency requires pools & spas to have an approved cover Refer website www.bunbury.wa.gov.au or all Swimming Pool Information</p>

This document is intended as a guide only with respect to the information required for an Application.
Further information may be requested upon application.

