

CITY OF BUNBURY – BUILDERS CHECKLIST

CLASS 10A PATIO , CARPORT ,GARAGE ,SHED

CLASS 10B POOL , RETAINING WALL , MASONRY WALLS (IF OVER 750MM))

APPLICATION FOR BUILDING PERMIT UNCERTIFIED - FORM BA02 - TO BE COMPLETED

APPLICATION FOR BUILDING PERMIT CERTIFIED - FORM BA01 - TO BE COMPLETED

DESCRIPTION	NO of Copies Required	<input checked="" type="checkbox"/>	ADMINISTRATION REQUIREMENTS
Building Application Forms			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.
BA 02 Form			Complete Application Form BA02- Uncertified - means you require the City of Bunbury's registered Building Surveyor to assess the plans and issue the Building Permit
Uncertified Fees			Refer Building Schedule of Fees and Charges
BA 01 Form			Complete Application Form BA01 – Certified means you have previously obtained your certification from a registered Building Surveyor and require a Building Permit to be issued
Certified Fees (Permit fee Only)			Refer Building Schedule of Fees and Charges
Building Services Levy (BSL)			Refer Building Schedule of Fees and Charges
CTF Levy			Refer Building Schedule of Fees and Charges
Property Title	1		Copy of Certificate of Title - (Clarifying owners details)
Builder's Registration Number/Owner Builder Number			Where value > \$20,000: Registered Builder details for project or copy of Owner Builder Certificate issued by the Building Commission Owner Builder Info from: www.commerce.wa.gov.au/building-commission/
REQUIRED APPROVALS			
Planning Approval			An assessment will be made on whether the proposed project will comply with the requirements of the "Residential Design Codes Of WA". If the project requires planning approval or a "Codes Variation" to be issued separate fees and approval time frames apply. The applicant will be contacted if applicable.
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 www.commerce.wa.gov.au/building-commission/
City Engineers Approval			See Engineers Checklist for details of required approvals minimum AHD levels, stormwater requirements , Crossover Permits ,Verge Treatment Permit etc www.bunbury.wa.gov.au
Health Approval			If the proposed works include a new septic application Health Dept will requires separate application for proposed works. General Health approval will be included with the building permit application. 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	<input checked="" type="checkbox"/>	CONSTRUCTION DETAILS
Class 10 buildings are non-habitable.			
Habitable room: room used for normal domestic activities including bedroom, living room, lounge room, music room, home theatre, kitchen, dining room, study. Excludes: bathroom, laundry, toilet, pantry, WIR, corridor, hallway, lobby, dark room, clothes-drying room. For habitable buildings refer to check list for Dwellings Additions / Alterations.			
All applications require a site plan. Several options (A – E) are listed below with further requirements.			
SITE PLAN	3	<input checked="" type="checkbox"/>	Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.
			Show measurements to all boundaries and between buildings for new works
			Overall dimensions of the proposed structures.
			Proposed and existing structures to be clearly marked.
TYPICAL OPTIONS			
A: ENGINEERED DESIGN			
SHED/CARPORT/ PATIO	2	<input checked="" type="checkbox"/>	Engineers' / manufacturer's details for steel structures (which included standard elevations / sections).
			Site Plan + Engineers' details are sufficient for this type of application.
B: SPECIFIC DESIGN			
DESIGN DETAILS	2	<input checked="" type="checkbox"/>	Proposed and existing construction to be clearly marked.
			Dimensioned plan, specific room use for the proposed works.
			Minimum 2 elevations showing wall / ceiling heights / headroom / roof pitch.
			Cross section through building showing all structural elements.
			Footings, stumps, slab details (either engineered or AS2870, AS1684 etc).
			Wall and Roof Framing structural elements: spans, spacing etc / columns and piers / tie down connection details / bracing – for timber / steel / masonry.
			Timber grade / exposed timber durability (eg H4 or method of treatment) / termite treatment / ant caps / steel corrosion protection to external members / roof sheeting etc.
			Roof material, flashing, downpipe location, guttering (box gutters): sizing.
C: DECKS			
	2	<input checked="" type="checkbox"/>	Applicable items detailed in (B); and
			Specify finished floor level above ground level.
			Balustrades / stair details where applicable.
D: RETAINING			
	2	<input checked="" type="checkbox"/>	Retaining walls > 500mm require details of masonry construction.
			Retaining walls > 750mm require an engineer certified detail.
			Contours or spot levels and levels at 'top' and 'bottom' for entire length of wall.
E: POOLS / SPAS			
	2	<input checked="" type="checkbox"/>	Engineers' / manufacturer details for pool (check limitations / setback conditions).
			Pool fencing diagram showing compliance with AS1926. Refer to website. www.bunbury.wa.gov.au
			Pool blanket. Refer to website www.bunbury.wa.gov.au for '5 Star Plus' check sheet to be submitted.

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