BA1 CERTIFIED BUILDING PERMIT APPLICATION CHECKLIST - DWELLINGS

1 Joaquina Street
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YORK WA 6302
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NEW DWELLINGS, RENOVATIONS OR ADDITIONS (Class 1A)

PROVIDE ONE HARDCOPY OR ONE ELECTRONIC COPY OF ALL DOCUMENTS (email to records@york.wa.gov.au)	
BA1 Form Fully Completed & Signed	
BA3 Certificate of Design Compliance (CDC) from a private building surveyor	
All documents listed on the Certificate of Design Compliance (CDC)	
Copy of Planning Consent (if applicable)	
Effluent Approval issued by the Shire (if applicable)	
Copy of Owner Builder Permit (for owner builder works over $20,000 in value)	
Home Indemnity Insurance Certificate (for works over $20,000 in value; N/A for Owner Builders)	
CTF Levy - evidence of payment (for works over $100,000 in value)	
Plans and drawings (refer to checklist below)	
Specifications specific to the type of construction	
Engineering Details / Drawings (footing and slab details, structural details)	
Site Classification Report (Soil Classification - provided by a structural engineer)	
Energy efficiency certification and water efficiency rating (if applicable)	
Bushfire Attack Level (BAL) assessment (if the property is within a Bushfire Prone Area)	
Termite Treatment Details (if applicable)	
Photos of the property kerb in its entirety (for all properties with a kerb)	

PLANS

SITE PLAN to scale (minimum scale of 1:200) showing:			
Lot boundaries		Position of any easements (if applicable)	
Site dimensions		Vehicle crossovers	
Proposed building & all existing structures		Contours & finished floor levels	
Proposed building setback dimensions from lot boundaries		Proposed retaining walls – top & bottom wall height from natural ground level	
Street name(s)		Location of effluent disposal system e.g. septic tanks & leach drains (if applicable)	
North point		Stormwater disposal system	
FLOOR PLAN to scale (minimum scale of 1:50 or 1:100) showing:			
Intended use of room/space		Roof line & drainage	
Wall/window/door dimensions		Smoke alarms	
ELEVATIONS to scale (minimum scale of 1:50 or 1:100) showing:			
Window/door dimensions		Eave height	
Roof pitch		Natural ground level	
Ceiling height		Finished floor levels	
SECTIONAL ELEVATIONS to scale (minimum scale of 1:50 or 1:100) showing:			
Footings/slab details		Eave height	
Wall structure details		Roof structural details	
Ceiling height		Structural Engineer's Certification on plans	

The applicant will be contacted regarding payment of the applicable fees once the Shire has completed an initial check of the application and confirmed that all required documentation has been provided.

Notes:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. It is the Applicant's responsibility to ensure that a building permit has been issued before commencement of building works. Building without a required permit may incur a fine of up to $50,000 for a first offence.
3. Where a new effluent system is proposed or changes are required to the existing system, a Effluent Approval is required prior to approval of a Building Permit. Please contact the Shire's Health Department for further information.