

BUILDING LICENCE APPLICATION CHECK SHEET COMMERCIAL & INDUSTRIAL DEVELOPMENT

PLEASE
 TICK

REQUIREMENTS

1. FORMS

- Building Licence Application Form
- Building Construction Industry Training Fund (if value of construction exceeds \$20,000.00)
- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only)
- Energy efficiency conformance report which demonstrates compliance with Section J of the Building Code of Australia (Volume 1)

2. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)
 Value of Construction (GST Incl.) \$ _____ x $\frac{10}{11}$ x 0.2% = \$ _____ (Min. fee \$85.00)
- Building Construction Industry Training Fund Levy
 Value of Construction (GST Incl.) \$ _____ x 0.2% = \$ _____
- Application to Construct or Install an Apparatus for Effluent Disposal
 (Application fee \$216.00)
- Builders Registration Board Levy \$40.00

3. PLANS

Note: Two complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details. At least one set of plans is required to be stamped by the Albany Office of the Water Corporation.

3.1 Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions, existing buildings and North point
- A permanent datum point, contours, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor). Site levels to be provided on the adjoining property within 3 metres of the common boundary
- Position of Effluent Disposal system (Unsewered Areas only)
- Clearly indicate the distance from any existing buildings and the property boundaries to the proposed building(s)
- Show the proposed finished floor level
- Height and extent of proposed earthworks
- Existing sewer and stormwater drains and/or easements
- Locations and heights of stabilised embankments e.g. retaining wall(s)
- Indicate all structures and/or buildings on adjoining lots within 3 metres of the lot boundary including the finished floor level
- Show verge and road features including kerb type, traffic islands, crossovers, trees, stormwater grates & services
- Show parking bay(s) for people with disabilities
- Stormwater disposal system details, crossover, paving, landscaped areas and parking.

3.2 Floor Plan (scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Cross section locations
- Location of windows and doors showing their sizes
- Show locations of any stairs or ramps
- Extent of Fire Resistant Construction and Fire Resistant Level to be clearly shown
- Ridge, valley, eaves line and downpipe locations

BUILDING LICENCE APPLICATION CHECK SHEET COMMERCIAL & INDUSTRIAL DEVELOPMENT

PLEASE
TICK ✓

REQUIREMENTS

3.3 Elevations (scale 1:100)

- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) eg fixed, sliding, awning
- Height of ceiling
- Roof pitch
- Types of materials used

Cross sectional view (scale 1:100 additions only)

- Finished ground, floor and pavement levels
- Type of sub-floor structure (e.g. concrete footing and slab or frame)
- Roof structure details including ceiling and wall heights

3.5 Facilities For People With Disabilities (In accordance with the BCA and AS1428)

- Car parking location, finished pavement levels, dimensions and signage
- Ramp details including gradients, landings, width, kerbing and handrail location
- Threshold details to entrances
- Layout of sanitary facilities indicating position of pan & cistern, basin, door, grab rails, toilet roll holder, mirror and light switch
- Hearing augmentation system
- Tactile indicators

4. SPECIFICATIONS

Note: Two (2) completed specifications must be submitted with your application.

- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.
- Door schedule describing the door and associated hardware

5. TERMITE MANAGEMENT

- Details of termite management

6. SERVICES AND EQUIPMENT

Note: The design of Services and Emergency equipment to be certified by an appropriate qualified person, confirming the proposal meets the requirements of the Building Code of Australia. Specifications and details for Services and Equipment must also be provided

6.1 Emergency lighting, Exit Signs and Warning Systems

- Ceiling plan showing locations of Emergency lights, exit signs and detectors
- Electrical circuit diagram

6.2 Fire Fighting Equipment

- Plans showing locations of Fire Extinguishers, Hydrants, Hose Reels, Sprinklers and Wall Wetting Sprinklers

6.3 Smoke Hazard Management

- Plan(s) of Smoke Hazard Management system

BUILDING LICENCE APPLICATION CHECK SHEET COMMERCIAL & INDUSTRIAL DEVELOPMENT

PLEASE
TICK ✓

REQUIREMENTS

6.4 Ventilation

- Plan(s) of mechanical ventilation system, or
- Method of natural ventilation

7. STRUCTURAL ENGINEERS DETAILS

Note: Your plans, details and specifications must be certified by a Practising Structural Engineer

7.1 Site report

- Site Classification as per the Building Code of Australia
- Recommendations for earthworks, foundations and drainage

7.2 Structural Concrete

- Concrete specifications
- Footing and slab dimensions
- Reinforcement and waterproof membrane size and location
- Structural Engineer's plan to include certification that concrete walls (Tilt-up and pre-cast panels) meet the requirement of C1.11 of the BCA

7.3 Structural Frame

- To be in accordance with appropriate Australian Standard

7.4 Retaining wall

- Drawing and specification of materials to be used
- Cross section showing location and any surcharge or superimposed loads
- Provision for drainage

8. OTHER INFORMATION REQUIRED

- Door schedule with all associated door hardware to required exits
- Comments from:
Fire & Emergency Services Authority (FESA)
480 Hay Street, Perth WA 6000
Ph: (08) 9323 9300

FESA letter of recommendation should be submitted to Building Services at the City of Albany with your building licence application

Note:

1. This document is intended as a **guide only** to assist in your application, contact the City's Building Team for further assistance.
2. Ensure that the building application complies with the planning scheme consent. Contact the City's Planning Team for further assistance.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

© City of Albany, 2009

FESA FIRE SAFETY BRANCH CHECKLIST FOR BCA “DEEMED-TO-SATISFY” PLAN ASSESSMENTS

FESA REQUIRES ONE SET OF DRAWINGS showing (as applicable):

SITE PLAN

- ❑ Street name, boundaries, main entry, vehicular access and north point.
- ❑ The dimensioned position of the building and existing buildings on the site **including their floor area and any existing fire services.**
- ❑ Site levels or contours.
- ❑ **Where it is proposed to utilise street hydrants, how compliant coverage has been measured.**
- ❑ Retaining walls, embankments, fences, gates, electronic barriers, or other impediments to fire brigade entry to the site or building.

FLOOR PLANS, ELEVATIONS and SECTIONS (scale not less than 1:100)

- ❑ Every storey or level, including basements and mezzanine levels.
- ❑ **Dimensions, floor area and volume, of fire and smoke compartments** and the FRL's of firewalls and fire doors.
- ❑ Height and layout of permanent storage racking.

HYDRAULIC FIRE SERVICES

- ❑ **Delineation of fire hose reel and fire hydrant coverage.**
- ❑ Water Corporation mains performance, if hydrant coverage is intended from a street hydrant or if fire water tanks rely on in-fill.
- ❑ **Full pipe-work layout** including location of valves, booster, pumps and tanks and hard suction (Storz) connections. A schematic drawing is required for multi-level buildings.
- ❑ **Fire brigade vehicle access and hard-standing** - alternatives to conventional hard-standing must provide a specification and show extent, signage and marking of the surface.
- ❑ **Sprinkler drawings** showing flow requirements, booster / control assemblies, pumps, drenchers and combined systems.

ELECTRICAL SERVICES

- ❑ Fire detection and alarm systems.
- ❑ FIP/mimic panel/s and main and sub-switchboard locations.

MECHANICAL SERVICES

- ❑ Ductwork layout (showing fire and smoke dampers).
- ❑ Smoke exhaust outlet locations and exhaust fan capacities.
- ❑ Stairwell pressurisation air inlet and relief grille locations.

NOTE: Complete documentation will assist FESA to provide a more timely assessment and allow turn-around times to be reduced.