

## BUILDING LICENCE APPLICATION CHECK SHEET RESIDENTIAL DEVELOPMENT (SINGLE DWELLING)

PLEASE  
TICK ✓

### REQUIREMENTS

#### 1. FORMS

- Building Licence Application Form
- Building Construction Industry Training Fund (if construction value exceeds \$20,000)
- Owner Builders Statutory Declaration. This can be obtained by contacting the Builders Registration Board on 9476 1200 or at [www.builders.wa.gov.au](http://www.builders.wa.gov.au).
- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only).
- Completed Energy Efficiency Compliance Sheet or an Energy Efficiency Report from an accredited assessor.

#### 2. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)  
Value of Construction (GST Incl.) \$ \_\_\_\_\_ x  $\frac{10}{11}$  x 0.35% = \$ \_\_\_\_\_ (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 (2) complete sets of plans (at least one set of plans must be stamped by the Albany office of the Water Corporation), details and specifications must be submitted with your application. **Please note: the Water Corporation requires the submission of two sets of plans (the Water Corporation will retain one set of plans for their records).** All plans and details must be legible, drawn to scale and include the Lot address and owner details.

##### 3.1 Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- 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)
- Position of Effluent Disposal system (Unsewered Areas only)
- Clearly indicate the distance from the property boundaries to the proposed building(s)
- Show the proposed finished floor level to the residence, garage/carport and shed (if applicable)
- 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)
- North point
- Show verge features including crossover, trees, stormwater grates & services
- Indicate all structures and/or buildings on adjoining lots within 3 metres of the lot boundary
- Stormwater Disposal details

##### 3.2 Floor Plan (scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Sunken areas
- Location of windows and doors showing their sizes
- Smoke detector location(s)
- Ridge, valley, eaves line and downpipe locations

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### 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 level
- Type of sub-floor structure (e.g. concrete footing and slab or frame)
- Sunken areas
- Height of ceiling
- Type of roof (e.g. steel truss, pitched, engineered roof)

## 4. SPECIFICATIONS

**General 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.

**Note:** Additional construction details may be required if dwelling is to be constructed in a Bushfire Prone Area (ie Nullaki)

## 5. TERMITE MANAGEMENT

- Details of termite management

## 6. HOME INDEMNITY CERTIFICATE

**General note:** Home Indemnity Insurance Certificate not required at time of application for owner/builders.

- Original copy of Home Indemnity Insurance Certificate from approved insurer

## 7. STRUCTURAL ENGINEERS DETAILS

**(Certified by a Practising Structural Engineer)**

**Note:** Your plans, details and specifications must be certified by a Practising Structural Engineer or alternatively, meet the requirements of the Deemed to Satisfy provisions of the Building Code of Australia.

### 7.1 Site report

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

### 7.2 Footing and slab detail

- Details of sand pad preparation
- Concrete specifications
- Footing dimensions
- Reinforcement size and waterproof membrane and location
- Slab thickness

### 7.3 Structural beams

- To avoid excessive deflection, structural beams should be designed by a Practising Structural Engineer

### 7.4 Retaining wall

- Drawing and specification of materials to be used

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## 7.5 Two-Storey construction

- All structural elements

### 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 if one is required. 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.

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