Uncertified Building Permit Application – CHECKLIST
Class 1a & 10 Structures

REQUIRED PLANS & DOCUMENTS – to comply with NCC2022 Amendment 1 & 2 Volumes 1 & 2

OFFICE USE ONLY

Assessment #	Property address	Officer	BP#

FORMS

Requirements	N/A	Yes
Forms:		
• *BA2 – Application for Building Permit* - uncertified form completed in full and signed by builder and applicant.	☐	☐
• BA20 - Form signed by the adjoining owner for an encroachment or adversely affecting their property.	☐	☐
• Septic System application form; OR copy of system approval (Unsewered Areas only).	☐	☐
• Crossover application with an additional site plan indicating the exact proposed location, distances from side boundaries, and the width of the proposed crossovers(s) (applicable to new crossovers or variations to existing crossovers).	☐	☐

INFORMATION REQUIRED

Requirements	N/A	Yes
• Owner builders Certificate if Owner builder (*issued by WA Building Commission*).	☐	☐
• Registered Builders - Home Indemnity Insurance Certificate (*Works Over $20,000*).	☐	☐
• Energy Efficiency Compliance Report & Stamped Plans (*7+ Stars or NCC 2022 Compliance*).	☐	☐
• Development Approval Number (Planning Approval): _____.	☐	☐
• Specifications.	☐	☐
• Water tank manufacturers engineers' specifications (if applicable).	☐	☐
• Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959:2018.	☐	☐

FEES

Requirements	N/A	Yes
• Fee Paid for Permit Authority (*0.32% of value – minimum $121*).	☐	☐
• Fee Paid for Building Services Levy (*0.137% of value – minimum $61.65*).	☐	☐
• CTF Levy Receipt (*0.2% of Value if greater than $100 000 *01/07/26*) Provide confirmation of payment.	☐	☐
• Septic System application (*$236.00*)	☐	☐

PLANS * All plans are required in colour and must be provided at the scale marked on the drawings

SITE PLAN

Requirements	N/A	Yes
1 x Site Plan to Scale (*minimum scale 1:200*) showing:		
1. Size, Shape and position of the block; with LOT number, street names & North Point	☐	☐
2. Boundaries and contours or spot levels relating to Finished Floor Level [FFL]	☐	☐
3. Datum Point, proposed FFLs and Finished Ground Levels [FGL]	☐	☐
4. Location and dimensions of existing structures, AND proposed works with setbacks	☐	☐
5. Extent of earthworks and retaining walls	☐	☐
6. Location of existing or proposed septic tanks and leach drains	☐	☐
7. Location and method of storm water retention/disposal	☐	☐

Disclaimer: This checklist serves as a general guide. For detailed references, it's advisable to verify with Local Laws, Acts, Local Planning Schemes, and other relevant documents/legislation. The City of Albany is not liable for any errors or omissions.

SITE PLAN - *continued*

8. Proposed vehicle access and crossover	☐	☐
9. Location of services – sewer, power, water; AND easements (Water-Corp Approval if required)	☐	☐
10. Swimming pools– show isolation fencing and gates opening away from pool	☐	☐

FLOOR PLAN

Requirements	N/A	Yes
1 x Floor plan to scale (*minimum scale 1:100*) fully dimensioned, showing:		
1. Room sizes and names ofrooms	☐	☐
2. Window and door sizes and numbered; types and direction of opening	☐	☐

ELECTRICAL PLAN

Requirements	N/A	Yes
1 x Electrical plan showing lighting; smoke alarms and exhaust fans	☐	☐

ELEVATION DRAWING

Requirements	N/A	Yes
1 x Elevation Drawing (*SCALE 1:100*) showing:		
1. Natural Ground Level [NGL]; FFL and FGL	☐	☐
2. Ridge height and pitch; ceiling height; retaining wall heights; openings numbered	☐	☐

BUSHFIRE CONSTRUCTION PLAN

Requirements	N/A	Yes
1 x Bushfire Construction Plan showing construction & specifications details compliant with AS 3959	☐	☐

CROSS SECTIONS

Requirements	N/A	Yes
1 x Detailed Cross Sections (*SCALE 1:50*) showing:		
1. Footings, slabs, walls, eaves, roof, insulation (*method of termite treatment if required*)	☐	☐

STRUCTURAL ENGINEERS CERTIFICATION

Requirements	N/A	Yes
1 x Structural Engineers Certification: (*Certified by a Practicing Structural Engineer*)		
1. Site Classification Report (includes soil report & wind classification)	☐	☐
2. Details for Footings/Slab – dimensions; steel reinforcement etc.	☐	☐
3. Walls and roof structure, bracing & tie-downs	☐	☐
4. All Engineered pine roof trusses to have supporting documentation from truss manufacturer	☐	☐
5. All sheds AND patios/carports with spans greater than 6m or floor area over 36m2 AND smaller patios and carports if structural adequacy cannot be determined by the detail provided.	☐	☐
6. Retaining walls over 500mm in height & all twin side or concrete panel and post retainingwalls	☐	☐

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