Certified Building Permit Application – CHECKLIST
All buildings (Class 1-10)

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:		
• BA1 – *Application for Building Permit* - certified form completed in full (owners to sign if Class 2-9)	☐	☐
• BA3 – *Certificate of Design Compliance (CDC)*	☐	☐
• BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property	☐	☐
• Septic System application form; OR, system approved (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*).	☐	☐
• Development Approval Number (Planning Approval): _____.	☐	☐
• 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 (*0.19% 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 *01/07/2026*) - Paid direct to Construction Training Fund Online	☐	☐
• Septic system application (*$236.00*)	☐	☐

PLANS AND DOCUMENTATION * all plans are required in colour

Requirements	N/A	Yes
• All drawings and documentation listed on the Certificate of Design Compliance provided by the Private Building Surveyor *Please provide separate documents (not combined) with the correct number of pages and file name as per the Certifiers documentation for each document on the BA3.*	☐	☐
• Water Corporation Approved plans if required	☐	☐

NOTES

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.