

Certified Building Permit Application – CHECKLIST

All buildings (Class 1-10)

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

FORMS

Requirements	N/A	Yes
Forms:		
• BA1 – <i>Application for Building Permit</i> - certified form completed in full (owners to sign if Class 2-9)		
• BA3 – <i>Certificate of Design Compliance (CDC)</i>		
• BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property		
• Septic System application form; OR, system approved (Unsewered Areas only).		

INFORMATION REQUIRED

Requirements	N/A	Yes
• Owner builders Certificate if Owner builder (<i>issued by WA Building Commission</i>).		
• Registered Builders - Home Indemnity Insurance Certificate (<i>Works Over \$20,000</i>).		
• 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 (<i>0.19% of value – minimum \$110.00</i>).		
• Fee paid for Building Services Levy (<i>0.137% of value – minimum \$61.65</i>).		
• CTF Levy Receipt (<i>0.2% of Value if greater than \$20 000</i>) <ul style="list-style-type: none"> ○ 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 <i>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.</i>		
• Water Corporation Approved plans if required		

NOTES
