

Building Permit Application Checklist



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APPLICATIONS REQUIRE ITEMS 1-3 PLUS THE RELEVANT ITEMS THEREAFTER

Item	Check	CERTIFIED Building Permit Application - (BA1)
1	<input type="checkbox"/>	Completed BA1 Application Form (including signatures)
2	<input type="checkbox"/>	Completed BA3 Certificate of Design Compliance (signed by a private building surveying contractor)
3	<input type="checkbox"/>	Electronic set of architectural and structural plans, and all items referenced on the signed BA3 above
4	<input type="checkbox"/>	CTF Receipt (receipt for proof of payment paid directly to BCITF required for all works over \$20,000) www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy
5	<input type="checkbox"/>	Copy of Home Indemnity Insurance (required for works over \$20,000) <u>Exemptions:</u> Pools, Carports, Fences, Pergolas, Landscaping, Owner/Builder
6	<input type="checkbox"/>	Copy of Planning Approval and Stamped Plans (if applicable)
7	<input type="checkbox"/>	Energy Efficiency Report (for Class 1 Structures)
8	<input type="checkbox"/>	Building Commission Owner Builder Approval (if applicable)
9	<input type="checkbox"/>	Copy of performance solutions (if applicable)
10	<input type="checkbox"/>	BA20 Consent to encroach or adversely affect form (if applicable)
11	<input type="checkbox"/>	Copies of relevant approvals if applicable: - Heritage notification to Heritage Council - Water Corporation approval where necessary e.g. If work is near or over a sewer or water main

PLEASE NOTE:

- All forms require the name and signature of nominated builder
- Other approvals outside the building permit process may be required and are the applicant's responsibility to obtain. These include:
 - Crossover approval
 - Verge permits for storage of materials. Please be advised a tree preservation bond and associated fees will apply

**ONCE A PRELODGE MENT CHECK HAS BEEN COMPLETED, YOU WILL BE
CONTACTED FOR PAYMENT OF THE RELEVANT FEES. ASSESSMENT
WILL NOT COMMENCE UNTIL ALL FEES ARE PAID**

PLEASE REFER TO FEE SCHEDULE OVER THE PAGE

FEE SCHEDULE

Residential (Class 1 or 10)

Certified - Estimated value incl GST x 0.19% (minimum charge \$110.00)

\$

Commercial (Class 2-9)

Certified - Estimated value incl GST x 0.09% (minimum charge \$110.00)

\$

Building Services Levy

(minimum charge \$61.65) Over \$45,000 incl GST x 0.137%

\$

Works Bond Admin Fee (*Commercial fitout excluded*)

Works from \$20,001 = \$225.00

\$

Works Bond (Refundable upon inspection of completed works) (*Commercial fitout excluded*)

\$20,001 to \$100,000 = \$700
 \$100,001 to \$500,000 = \$1,500
 \$500,001 to \$1,000,000 = \$2,500
 \$1,000,001 to \$5,000,000 = \$5,000
 \$5,000,001 to \$10,000,000 = \$10,000
 Greater than \$10,000,001 = \$25,000

\$

TOTAL FEES PAID

\$