



Development Approvals Building Permit- Uncertified

A Building Permit uncertified application is for class 1 and 10 buildings only. A City of Perth registered Building Surveyor will sign the certificate of design compliance (included in the Building Permit approval process) and issue the permit within 25 business days. If an application is accepted as lodged and additional information is required a 21 day letter will be sent to the applicant requesting that the information be provided within the 21 calendar days so the city can meet the statutory 25 day processing period. If the prescribed time elapses without a permit being issued or the application being rejected, the application is deemed refused unless there is a written agreement with the City to continue processing.

Application Requirements

To help ensure that a detailed assessment is made in a timely manner, applicants should ensure that the application form and fees, all plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal, and location.

The following will be required for all applications for uncertified applications:



BA2 Building Permit Uncertified application form

A completed BA2 Building Permit Uncertified must be submitted. The completed form:

- Must name, and be signed by, the person who proposes to be named as the builder on the building permit. For works exceeding \$20,000 the builder must be registered pursuant to the Builders (Registration) Act 2011 or be an approved owner-builder (supporting documentation of owner-builder status must be provided).

Building Permit Checklist

A completed "Application for Building Permit – Uncertified BA1 checklist" must be signed and submitted by the applicant.

Building Permit Fee

Application fee – Classes 1 & 10, 0.32% of the estimated value of building work but not less than \$105.00.

Building Service Levy - the levy is 0.137% of the value of the work but not less than \$61.65.

BCITF – where the value of construction is more than \$20,000 the rate of the levy is 0.2% of the total contract price.

Fees for Building applications, BCITF Levy and Building Service Levy are not subject to GST. However, please note that GST must be included in the estimated value of work.

Plans/ Drawings

Plans must include a Site Plan, a Floor Plan, Elevations and Structural details.

Additional Information if applicable

Evidence of Home Indemnity Insurance is required prior to the issue of any single and low rise multiple dwelling building permit valued in excess of \$20,000 in accordance with the provisions of the Home Building Contractors Act.

BA2 – APPLICANT SUBMISSION CHECKLIST

OR BA2-BUILDING PERMIT UN-CERTIFIED APPLICATIONS SUBMITTED TO THE CITY OF PERTH

Please note that the checklist below is not a requirement in accordance with the Building Act 2011. However, this checklist is intended to bring awareness to **Section 18 Subsection (2) of the Building Act 2011**, which states that **the permit authority may refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.**

REQUIREMENTS	YES	N/A
CURRENT BA2 APPLICATION FORM COMPLETED & SIGNED INCLUDING THE BELOW DETAILS: <i>available from https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</i>		
a) CORRECT LAND ADDRESS <i>(Section 1, Page 1 of the BA2 form to be COMPLETED including lot number, street number, street name, suburb and postcode).</i>		
b) ESTIMATED VALUE OF WORKS <i>(Section 2, Page 2 of the BA2 form) this figure must include GST.</i>		
c) CORRECT LAND OWNERS NAME AND DETAILS <i>(Section 3, Page 3 of the BA2 form, No signature required for class 1 & 10 applications):</i>		
d) REGISTERED BUILDING “CONTRACTOR” <i>(Section 4, Page 3 of the BA2 form to be completed FOR WORKS EXCEEDING \$20,000). Refer to: http://www.commerce.wa.gov.au/building-and-energy/find-registered-builder</i>		
e) SECTION 6, PAGE 5 OF THE BA2 FORM <i>(must be COMPLETED and signed by the applicant).</i>		
ADDITIONAL INFORMATION REQUIRED	YES	N/A
2 X HARD COPIES OF ALL PLANS & SPECIFICATIONS NOT APPLICABLE FOR E-LODGE MENT Refer to the City’s BA1 Information sheet for more information found at: https://www.perth.wa.gov.au/develop/planning-and-building-applications/building-permits-licenses-and-approvals		
DIGITAL PDF COPY OF ALL PLANS & DOCUMENTS <i>(either supplied with a hard copy application or up-loaded online as part of your e-lodgement application) It is suggested having individual folders/documents for each of the below:</i>		
<ul style="list-style-type: none"> • ARCHITECTURAL PLANS • MECHANICAL PLANS • SPECIFICATIONS • STRUCTURAL PLANS • ELECTRICAL PLANS • TECHNICAL DOCUMENTS • HYDRAULIC PLANS • FIRE SERVICES PLANS • DOCUMENTS ASSOCIATED TO CLEARING PLANNING CONDITIONS 		
<i>The City is aware that all of the above do not apply to all applications. This is a guideline only. Providing an electronic copy is not a statutory requirement under the Building Act 2011, if you do not provide one, it will not hold up your application.</i>		
PAYMENT OF THE BCITF LEVY - FOR WORKS EXCEEDING \$20,000 Pay direct at: https://ctf.wa.gov.au/ CTF RECEIPT <u>MUST</u> BE PROVIDED WITH APPLICATION - NOT APPLICABLE FOR ANY PAYMENT OF LEVY MADE THROUGH THE CITY OF PERTH		
PAYMENT OF THE UP-FRONT APPLICATION FEES (INCLUDING BCITF LEVY WHERE APPLICABLE) TO THE CITY OF PERTH refer to: http://www.commerce.wa.gov.au/building-and-energy/building-act-fees-0 and: http://www.commerce.wa.gov.au/building-and-energy/building-services-levy		

Is this application related to any applications/permits/approvals?	YES	NO	UNKNOWN
If yes, provide the relevant reference/application numbers:			
Have all building permit relevant planning conditions, such as the construction /demolition management plan been cleared prior to submission of this application?	YES	NO	

NOTE: If the application is deemed to be incomplete, an email will be sent to the applicant requesting the required information, and the **STATUTORY TIMEFRAMES WILL NOT APPLY UNTIL A COMPLETE APPLICATION HAS BEEN RECEIVED.**

LAND OWNER'S WRITTEN LEGAL AUTHORISATION FORM

I _____ am _____
(Full Name) (Position/Title)

of _____
(Company Name)

as (please select only 1 of the following options):

- Land Owner
 - Property Manager for
 - Attorney for
 - Strata Manager for
- } _____
(Land Owners Name/Strata Plan Number)

for _____
(Property Address)

am duly authorised to sign application forms, pursuant to the Building Act 2011, for and on behalf of the Land Owner stated above.

(Full Name) (Position)

(Signature) (Date)

****NOTE: All relevant application forms MUST be signed by the person signing above.**