

Certified Application Checklist for Occupancy Permit and Building Approval Certificate

This checklist is to assist applicants to prepare a complete certified building permit application submission.

The City endeavours to ensure all required information is provided at the time of lodgement. A complete building permit application, where all necessary information has been provided in accordance with this checklist, will enable the City to avoid unnecessary delays occurring in the processing of your application.

An application can be lodged over the counter at the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup, or by mail to City of Joondalup, PO Box 21, Joondalup WA 6919.

The City also has an online application service which can make lodgement easier. For further information visit the City's website at joondalup.wa.gov.au or contact Building Services on **9400 4961**.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) will receive a letter acknowledging receipt of the application. Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

All certified building applications must include:

- A signed copy of this checklist confirming that the application is complete.
- A completed application BA9 or BA13 form. The form should be signed by the owner(s) of the property and the nominated builder in ink.
- The building application fee (refer to the City's Building Schedule of Fees)
- Registered Building Details if value of works is over \$20,000 or owner builders certificate.
- Home indemnity insurance certificate (if required)
- BA20 – Notice and request for consent to encroach or adversely affect other land (if required)
- Two copies of the completed signed Certificate of Construction Compliance (BA17 form) or Certificate of Building Compliance (BA18 form)

Plans

The plans submitted must be in accordance with the Certificate of Construction Compliance (BA17 form) or Certificate of Building Compliance (BA18 form) submitted with the BA9 or BA13 form. This will enable the City to undertake a document check to ensure the application is complete and there are no errors.

All applications must include the following information:

- Two copies of all certified plans and documentation listed on the Certificate of Construction Compliance (BA17 form) or Certificate of Building Compliance (BA18 form).

When you have checked off your checklist, sign the box below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

| Applicant Details | |
|---|-----------------|
| Full Name: | |
| Postal Address: | |
| | Contact Number: |
| Email Address: | |
| Do you wish to receive correspondence: <input type="checkbox"/> By mail <input type="checkbox"/> By email | |
| Signature: | Date Submitted: |

| Accepting Officer Details | |
|---------------------------|----------------|
| Name: | |
| Signature: | Date Received: |