

Uncertified Building Application Checklist

Signs (Class 10b)

This checklist is to assist applicants to prepare a complete 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 undertake a full building assessment, and 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 building applications must include:

- A signed copy of this checklist confirming that the application is complete.
- A completed application form BA2. The form should be signed by the owner(s) of the property and the Builder in ink.
- The building application fee (refer to the City's Building Schedule of Fees).
- BA20 – Notice and request for consent to encroach or adversely affect other land (if required).
- Two copies of structural engineer's details signed by the design engineer if required.

Plans

The plans submitted must be drawn in a professional manner to enable the City to determine compliance with current national construction codes (B.C.A.) and Building Legislation.

All applications must include the following detail on the plans:

- Two copies of a site plan drawn to a scale of not less than 1:200 or 1:100
 - The Site plan must be accurate and fully dimensioned and include:
 - Location of sign/s
- Two copies of drawings drawn to a scale of not less than 1:100 including:
 - Elevations – fully dimensioned and indicating clearances from the footpath.
 - Construction details showing materials to be used and their respective size, spacing and spans.
 - Connection details to the existing main roof and anchorage to footing, including footing dimensions.

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: |