

Uncertified Building Application Checklist

Dwelling and Habitable Additions (Class 1a)

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).
- BCITF form if value of works is over \$20,000.
- Home Indemnity Insurance or Owner Builder Certificate (when value is over \$20,000).
- One copy of Energy Efficiency Report (six star required).
- One copy of termite treatment details (chemical/physical barrier).
- One copy of BAL Assessment Report (if required).
- BA20 – Notice and request for consent to encroach or adversely affect other land (if required).
- One copy of any alternate solution (if required).

- One copy of specifications with a completed addendum indicating the types of materials to be used.
- One copy of structural engineer's details signed by the design engineer including:
 - Footing and slab information.
 - Wall and roof construction information.
 - Structural columns and beams information.
 - Retaining walls information (if required).
 - Site inspection report including site classification (soil type and wind rating).
 - Design features such as swimming pool, awning etc if part of application (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:

- One copy 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:
 - Contours at 500mm intervals.
 - All existing buildings and structures that impact on the application.
 - The finished floor level of the dwelling and garage or carport must be indicated with a datum point taken from the kerb at the centre of the driveway crossover.
 - Proposed setbacks from boundaries indicated.
 - Lot dimensions and north point.
 - House number, street name and lot number.
 - Vehicle driveways and access points.
 - The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.
 - The location of any easement or piped services within the site and any sewer or sewer connection point servicing the site.

One copy of drawings drawn to a scale of not less than 1:100 including:

- Floor plans.
- Room layout including location of walls, door, windows with dimensions and the proposed use of each room (separately for each storey of construction).
- Elevations (front, side and rear plans of structure).
- Cross section of building.
- Location dimensions and details of all openings including sill height above finished floor level.

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
Do you wish to receive your building permit:	<input type="checkbox"/> By mail <input type="checkbox"/> By email
Signature:	Date Submitted:

Accepting Officer Details	
Name:	
Signature:	Date Received: