

CERTIFIED BUILDING PERMIT APPLICATION CHECKLIST - ALL BUILDINGS (Class 1-10)

REQUIRED PLANS & DOCUMENTS	Tick Required	
	N/A	Yes
FORMS		
BA1 – Application for Building Permit - certified form completed in full (owners to sign if Class 2-9)		
BA3 – Certificate of Design Compliance (CDC)		
BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property		
Septic System application form; OR, system approved (Unsewered Areas only).		
INFORMATION REQUIRED		
Owner builders Certificate if Owner builder (<i>issued by WA Building Commission</i>)		
Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)		
Planning approval - number _____		
Water tank manufacturers engineers specifications (if applicable)		
Bushfire Prone Areas - BAL report; AND, materials specification sheet		
FEES		
Fee Paid for Permit Authority (0.19% of value – minimum \$96)		
Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)		
CTF Levy (0.2% of Value if greater than \$20 000)(<i>Form to be completed or confirmation of payment</i>)		
Septic System application (\$236.00)		
REQUIRED PLANS & DOCUMENTATION		
All Drawings & Documentation listed on the Certificate of Design Compliance provided by the Private Building Surveyor		
Water Corporation Approved plans if required		
NOTES		

****DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.