

Single Houses, Additions, Extensions and Alterations

Is a permit required for all houses and additions/ alterations?

All houses require a Building Permit issued by the City of Mandurah.

Some “minor” works to existing approved houses do not require a Building Permit. These “minor” works that may not need approval include;

- Replacement of floor coverings
- Painting/ rendering
- Repair/ maintenance works (eg replacing gutters)
- Replacement of roof covering with the same type of material (replacing tiles with tiles, steel sheeting with steel sheeting)

Should your proposed works fall outside these criteria, you will need to obtain a building permit.

How do I get a building permit for a house or additions/ alterations?

To obtain a Building Permit, applicants must either submit to Council’s Building Services Section an “Application for Building Permit – Uncertified” or an “Application for Building Permit – Certified”. Certified applications are where you engage a private building surveyor who will provide you with a Certificate of Design Compliance whereas an Uncertified application will be assessed by the City’s Building Surveyor who will include a Certificate of Design Compliance with the Building Permit. Please refer to the “How Do I get a Building Permit” information brochure for further information on the different types of applications.

Applications are preferred to be submitted electronically. On the City of Mandurah website click the “I want to” button, then the “Building Lodgements” link. Alternatively, a hard copy application may be submitted for those without access to electronic documents.

What documents need to be submitted with my Building Application?

Applicants must submit one set of plans demonstrating how the building will comply with the Building Code of Australia (BCA) and this will generally include:

- A site plan at a minimum scale of 1:200 showing the distance the proposed structure will be setback from the lot boundaries and all other buildings on the property (including pools and retaining walls).
- A contour survey plan clearly showing existing ground levels on the property, verge/street levels, and proposed finished floor, driveway, paving and ground levels.
- Floor plan(s) to a minimum scale of 1:100.
- Cross section of the building to a minimum scale of 1:100.
- Elevation plans of all sides of the building to a minimum scale of 1:100.

- Specifications.
- Footing and slab details.
- Engineer details for retaining walls and brick build-up (where necessary).
- For multi storey dwellings; include structural details certified by a professional engineer to suit the soil and wind conditions on site (including strip/pad footings, ground slab, suspended slab, stairs, etc).
- Sufficient details to confirm that the Energy Efficiency requirements of the BCA have been complied with (eg: energy rating certification from an Energy Efficiency Assessor).
- If the property is within a designated bush fire prone area, you will need to provide a Bushfire Attack Level (BAL) Assessment and also details to demonstrate how the proposed dwelling is to comply with the requirements of Australia Standard AS3959.
- If submitting a “certified” application, a copy of the Certificate of Design Compliance issued by your Building Surveying Contractor including all reference documents.

Note: other specific information may be required following assessment of your plans by the City’s Building Officer.

What fees need to be paid?

Refer to scheduled fee information for the amount to be paid on submission.

What are the general planning requirements?

The setbacks of houses from property boundaries are determined by:

- City’s Town Planning Scheme,
- Residential Design Codes (R-Codes) of Western Australia
- Local Planning Policies
- Detailed Area Plans

You can confirm the zoning of your property on the City’s Online Mapping facility, located under the “Find It” tab on the City’s website.

Where an application is submitted that proposes any variation to the City’s Town Planning Scheme, the Residential Design Codes or Local Planning Policy, an application for Development Approval will also be required to be submitted and approval obtained before the building application is able to be determined. Submission of these applications does not guarantee that your application will be approved. Different and additional fees apply to these development applications.

For further information, please contact Building Services on 9550 3777

