

# BUILDING APPLICATION

## Information & Fees Checklist

### REQUIREMENTS

**PLEASE NOTE** - This document is intended as a **guide only** to assist in your application.

#### 1. FORMS

**Building Licence Application Form** (must be signed by the builder).

**Building Construction Industry Training Fund (BCITF)** (where construction value is greater than \$20,000).

**Owner Builders Statutory Declaration** (for residential building work where the contract value is greater than \$12,000 and is to be carried out by a person who is not a registered builder as required by the Builder's Registration Act).

**Application to Construct or Install an Apparatus for Effluent Disposal** (for unsewered areas only).

**Residential Design Codes Variation Application Form** (for residential applications that propose a variation to the acceptable development criteria of the Residential Design Codes).

**Energy Efficiency Assessment Checklist** (for new dwellings and additions to dwellings).

#### 2. FEES PAYABLE

**Building Licence Application Fee** (the following calculation removes the GST component).NB : "CV" means Construction Value including GST.

Residential Class 1 & 10 : \$ "CV" x  $\frac{10}{11}$  x 0.35% = \$\_\_\_\_\_ (Min fee \$85.00).

Other Class 2-9 buildings : \$ "CV" x  $\frac{10}{11}$  x 0.2% = \$\_\_\_\_\_ (Min fee \$85.00).

**Building Construction Industry Training Fund Levy (BCITF)** (where construction value is greater than \$20,000).

\$ "CV" x 0.2% = \$ \_\_\_\_\_

**Application to Construct or Install an Apparatus for Effluent Disposal**  
(Including appropriate fee)

**Builders Registration Board (BRB) Fee** (applies to all building licences) - \$40.00.

**Residential Design Codes Variation Application Fee** : \$100.00 (where a Residential Codes Variation Application Form is required).

**Kerb/Verge Bond**: A kerb/verge bond may need to be paid and is refunded upon completion of the job (subject to no damage being done to the kerb/verge area). This is specific to the Mandurah Ocean Marina and other major developments e.g. multi-residential properties.

### 3. PLANS

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

#### **Site Plan (Minimum Scale 1:200)**

- Clearly indicate all property boundaries, boundary dimensions and existing buildings. A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor and / or refer to the Australian Height Datum (AHD)).
- Position of effluent disposal system (unsewered areas only).
- Clearly indicate the distance from the property boundaries to the proposed building. Show the finished floor level(s) of all proposed and existing buildings and any altered ground levels.
- Location, height and extent of proposed earthworks, including the location and height of any retaining walls that may be required.
- Existing sewer and stormwater drains and/or easements.
- North point.
- Show verge and road features including traffic islands, crossover location, verge trees, stormwater grates & services.
- Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary.

#### **Floor Plan (Scale 1:100)**

- All dimensions of the proposed building(s).
- Room names.
- Sunken areas.
- Size and location of windows and doors.
- Smoke detector location(s).
- Ridge, valley, eaves line and down pipe locations.
- Location of mechanical ventilation (where applicable).

#### **Elevations (Scale 1:100)**

- Existing ground level at the external wall and at the boundary, and proposed finished floor and ground levels.
- Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding, awning.
- Area of each window.
- Area of external openings (ie doors and openable portion of windows).
- Height of ceiling.
- Roof pitch.
- Types of materials used.
- Location of insulation/ RBM.

### **Cross Sectional View (Scale 1:100)**

- Finished ground level.
- Type of subfloor structure eg. concrete footing and slab or frame.
- Sunken areas.
- Height of ceiling.
- Roof frame details.

#### **4. SPECIFICATIONS (where construction value exceeds \$12,000)**

Two (2) complete specifications must be submitted with your application.

All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia

#### **5. ENERGY EFFICIENCY (Class 1, 2, 3 and 4 residential buildings)**

Sufficient details are required to be submitted to demonstrate compliance with the Energy Efficiency requirements specified in the BCA.

Complete Checklist titled “BCA Energy Efficiency Conformance Sheet Part 3.12” (for Class 1 buildings), or “BCA Energy Conformance Part J” (for Class 2, 3 and 4 buildings) including other supporting information as required.

Certification from a suitably qualified person demonstrating the method of compliance with the BCA.

#### **6. HOME INDEMNITY CERTIFICATE (where construction value is greater than \$12,000)**

NB: *Home Indemnity Insurance Certificate is not required for Owner/Builders or Class 3-9 buildings.*

Copy of Home Indemnity Insurance Certificate from approved insurer. Ensure address and construction value is correct.

Suitable documentation in accordance with the Home Building Contracts (Home Indemnity Insurance - Exemptions) Regulations 2003 (where applicable).

#### **7. STRUCTURAL ENGINEERS DETAILS (signed in ink by a professional engineer)**

Plans and/or details may need to be certified (in ink) by a professional engineer.

#### **Site / Soil Investigation (Geotechnical Report)**

A Site / Soil investigation is to be undertaken by a professional engineer for all applications, except where the City’s Building Surveyor has established local knowledge of an areas soil classification or specific geotechnical advice has been provided at the time of subdivision. Where a geotechnical investigation has been undertaken, the structural drawings are to reference the findings of the geotechnical investigation.

Recommendations for earthworks, foundations and drainage.

### **Footing and Slab Details**

- Concrete specifications.
- Footing dimensions (all strip and pad footings).
- Reinforcement size and location.
- Slab thickness.
- Waterproof membrane location.

### **Structural Beams**

To avoid excessive deflection, structural beams should be designed by a professional engineer.

### **Roof Tie Down Details**

Where a roof spans more than 10m and/or is in an area with a design wind speed greater than W33 (N2).

### **Steel Lintels**

Steel lintels supporting masonry walls in a building with a roof span greater than 10m and/or is in an area with a design wind speed greater than W41 (N3).

### **Retaining Walls**

Sectional detail and specification of materials to be used (generally not required for retaining walls not greater than 500mm in height).

### **Multiple Storey Construction**

All structural elements and construction details are to be certified by a professional engineer.

### **Undermining of Existing Buildings**

Details of protective works and/or underpinning are to be provided where proposed excavation works involve undermining existing buildings.

## **8. ELECTRICAL PLAN**

The location of any smoke alarms, emergency lighting, exit signs, etc that are required by the BCA.

## **9. MECHANICAL SERVICES PLAN**

The location of any exhaust fans, air-conditioning systems, smoke exhaust systems, etc that are required by the BCA.

## **10. HYDRAULIC SERVICES PLAN**

Stormwater drainage plan showing the size and location of soakwells.

The location of any fire hydrants, fire hose reels, sprinkler systems , etc that are required by the BCA.

## **PLEASE NOTE**

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Further information may be requested by officers upon assessment of your application.**