

How Do I Get a Building Permit?

Applying for a Building Permit

Anyone can apply for a building permit, ie the owner, builder, designer, building surveyor or any other person. **The person who is responsible for the work, ie the builder, must complete their details on and sign the application form.** The builder takes responsibility for ensuring the construction complies with the applicable building standards and the provisions of the building permit. An application can be made for a building or one or more stages of a building.

Lodging your application

Building Applications may be lodged electronically through the City's website, using our Online Lodgement System. Once you have registered you will be able to lodge or track your applications whenever you want, 24 hours a day, 7 days a week. Alternatively you may lodge your application in person or via post. Refer to the "Building Lodgment" page on the City's website for more information about submitting building applications electronically.

Two types of applications

When you apply for a building permit, you must consider whether to lodge a certified application or choose to lodge an uncertified application.

Application for building permit – uncertified (BA2)

An uncertified application is submitted directly to the City for assessment and issue of a building permit.

An uncertified application can only be made for Class 1a and Class 10 buildings and incidental structures.

Application for building permit – certified (BA1)

A certified application is where you engage a private building surveyor to complete a Certificate of Design Compliance before the application for a building permit is submitted to the City.

Applications for Class 1b and Class 2 to Class 9 buildings must be made as certified applications whereas this is optional for Class 1a and 10 buildings and incidental structures.

To obtain a Building Permit using an "Application for Building Permit – Certified", applicants must contract the services of a private Building Surveyor to provide them with a Certificate of Design Compliance.

What documents need to be submitted with my Building Application?

Applicants must submit one set of plans and this will generally include (but not limited to):

- A completed application form (as described above)
- 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). Existing and proposed ground levels should also generally be provided.
- A floor plan, section and elevations at a minimum scale of 1:100 showing all dimensions.
- Construction details showing materials to be used and their respective sizes, spans and spacing.
- Connection details to existing structures and the method of anchorage to the supporting ground (eg footing details).
- If submitting a “Certified” application, a copy of the Certificate of Design Compliance (BA3) issued by your Building Surveying Contractor including all reference documents.

Note: other specific information may be required following assessment of your plans by the Building Surveyor.

For further information, please contact Building Services on (08) 9550 3777