

CHECKLIST FOR BA1 BUILDING PERMIT CERTIFIED
APPLICATION: RESIDENTIAL(CLASSES 1 AND 10)

	Information Requirements	Applicant Use	Office Use
1	Completed BA1 application for building permit certified		
2	Completed BA1 application for building permit certified form signed by all owners of the land/property or A copy of an offer and acceptance form signed by all vendors and purchasers of the land/company		
3	Building Commission owner-builder approval letter where applicable. A Registered Builder is required for most building works with a value above \$20,000. Please refer to the Fees, Charges and Payments information sheet.		
4	For building work with a value over \$20,000, home indemnity insurance certificate from an approved insurer where applicable (Note: Not required for owner builder)		
5	BA3 - certificate of design compliance (signed by private building surveying contractor)		
6	BA20 – Notice and request for consent to encroach or adversely affected (where applicable) or Consent or court order for work encroaching on other land or adversely affecting other land (where applicable)		
7	Construction training fund (CTF) receipt for value of works over \$100,000		
8	Payment of the required building permit application fee : Please refer to Building Fees and Charges		
9	One set of plans, details, specifications and documents as specified in the certificate of design compliance - Plans and details must be legible - This set of details is to include : A copy of each technical certificate that have been signed by a specialist (e.g. structural engineers or other professional consultant) which is part of the certificate design compliance		

10	All prescribed authorities have been obtained where applicable : • Approved development application (where required under the Planning and Development Act). Please note that the building permit plans must match the development approval plans. • Heritage notification to Heritage Council • Water Corporation approval where necessary e.g. if work is near/over a sewer or water main		
11	Details showing stormwater collection and containment of water on site		
12	Copy of alternative design solutions where applicable		

Applicant Signature
Print Name
Date

The above information is required to enable an initial assessment of the application only. The City may make further request for additional supporting information to facilitate the assessment process.

Note: An application to construct or install an apparatus for effluent disposal may be required where applicable. Please refer to Health services and fees on the City's website.

A verge permit application may also be required for which a verge bond is payable. Please refer to the relevant City of Stirling self audit checklist information sheet/form.

Enquiries may be made to the City's staff on 9205 8555 or at the City's offices during office hours, Monday-Friday.

Further information may be available on the **City's website:** www.Stirling.wa.gov.au, or the **Building Commission Website:** www.buildingcommission.wa.gov.au

DISCLAIMER

This publication is intended to provide general information only. Verification with the original Building Act 2011, Building Regulations 2012 and associated legislation is recommended for detailed references