



# Development Approvals Building Permit - Certified

A certified Building Permit application must be accompanied by a Certificate of Design Compliance signed by a registered building surveyor when submitting an application to the permit authority (local government). The City of Perth provides a building certification service - refer to City of Perth website. Applications for Building Permit - Certified must be used for commercial buildings (2 – 9 classes), however applicants can choose to have classes 1, 10a 10b assessed as a certified application. The permit authority (normally the local government) will issue the permit within 10 business days. If an application is accepted as lodged and additional information is

required, a 21 day letter will be sent to the applicant requesting that the information be provided within the 21 calendar days so the City can meet the statutory 10 day processing period. If the prescribed time elapses without a permit being issued or the application being rejected, the application is deemed refused, unless there is a written agreement with the City to continue processing.

## Pre Permit Clearance

The City of Perth provides a free pre permit service to clear planning, health and technical items prior to lodgement for a building permit. A pre permit clearance application form is available on the City of Perth website.

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*Note: For applications where the City of Perth is engaged to provide the Certificate of Design Compliance this service is included in that process.*

# City of Perth Certification Service

An applicant may ask a local government to provide a certifying service. The City of Perth provides these building certification services under the current legislation.

The following services are offered:

- Initial consultation at design development stage on Building Code issues and advice on Permit requirements.
- In depth consultation with structural, mechanical, electrical, hydraulics and fire services engineers, energy efficiency and access consultants and fire & emergency services (DFES) at design stage.
- Discuss and agree Fire Engineering Design Briefs and Reports in liaison with DFES.
- Certificates of Design Compliance (CDC) for the issue of Building Permits.
- Periodic on-site inspections at critical stages of construction.
- Final inspections for Building Code Compliance and testing of all active life safety systems in liaison with fire & emergency services.
- Certificates of Construction Compliance (CCC) and Building Compliance (CBC) for the issue of Occupancy Permits Application Requirements (refer to City of Perth website for quotation for certification services).

## Application Requirements

To help ensure that a detailed assessment is made in a timely manner, applicants should ensure that the application form and fees, all plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly might not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal, and location.

The following will be required for all applications for certified applications:

### Building Permit Checklist

A completed "Application for Building Permit – Certified BA1 checklist" to be signed and submitted by the applicant.

### BA1 Building Permit Certified application form

A completed BA1 Building Permit Certified application form must be submitted. The completed form:

- Must include all points listed in the City's Submission Checklist.

Current owners detailed can be obtained from [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

### - Legal Authorisation

When Signing on behalf of the Company who is Land Owner:

- Letter, on the company letterhead, stating the Name and Position of the signatory person;
- BA1 to Include the Name & Position of the signatory person; or
- ASIC Company Statement/Extract only when the signatory person's Name has been included on the BA1

When Signing on behalf of a Company (Land Owner) as Attorney or Property Management:

- Letter, on the Land Owner's letterhead, stating the company/ person authorised to sign on their behalf as Attorney/ Property Manager; or
- A copy of the Power of Attorney or Property Management Agreement between the Land Owner & 3rd Party.
- BA1 must state the Land Owner's Name Care of the Attorney/Property Manager. Naming just the Attorney/ Property Manager will not be accepted; and

- BA1 must state the Name & Position of the signatory person when the stated Attorney/Property Manager is a company.

When Signing on behalf of an Individual (Land Owner) as Attorney or Property Management:

- A copy of the Power of Attorney or Property Management Agreement between the Land Owner & 3rd Party.
- BA1 must state the Land Owner's Name Care of the Attorney/Property Manager. Naming just the Attorney/Property Manager will not be accepted; and
- BA1 must state the Name & Position of the signatory person when the stated Attorney/Property Manager is a company.

When Signing on behalf of a Strata Property (or Large Number of Owners of 1 address):

- A copy of the Power of Attorney or Property Management Agreement between the Land Owners & 3rd Party;
- A copy of the Strata Meeting Minutes authorising the signatory person on behalf of all Land Owner's.
- BA1 must state Owners of Strata Plan (include the strata plan number) Care of the Signatory Person/Property Manager stated in the Meeting Minutes; and
- BA1 must state the Name & Position of the signatory person when the stated Attorney/Property Manager is a company.

- **Planning approval/clearance from the relevant planning authority**

- **Certificate of Design Compliance**

A certificate of design compliance for the building or incidental structure that is the subject of the application that is signed by a building surveyor and complies with section 19 of the Building Act 2011.

- **Plans/Drawings**

Copies of all documentation referenced on the Certificate of Design Compliance including design certification, specifications, architectural plans, services plans, signed structural plans and fire engineering reports, (as applicable)

- **Building Permit Fee**

**Application fee –**

- Classes 2 – 9, 0.09% of the estimated value of building works but not less than \$97.70.
- Classes 1 & 10, 0.19% of the estimated value of building works but not less than \$97.70.

**Building Service Levy** - the levy is 0.137% of the value of the work but not less than \$61.65

**BCITF** – required where the value of construction is more than \$20,000. The rate of the levy is 0.2% of the total contract price

**Construction Training Fund Levy Form**

Forms can be obtained at the Customer Service Counter upon lodgement. For mailed applications this form is completed by Approval Services.

Fees for Building applications, BCITF Levy and Building Service Levy are not subject to GST. However, please note that GST must be included in the estimated value of work.

**Additional Information if applicable**

Neighbour's consent for encroachments or works affecting other land (BA20/BA20A). Refer to the Building Commission website.

City of Perth Health clearance has been obtained for matters under the Health Act, Public Building Regulations, Food Safety Standards and other Health legislation.

**Please note:  
Notification of Completion**

A BA7 Notice of Completion form must be submitted to the City by the builder at the completion of the building work.

# BA1 - BUILDING PERMIT CERTIFIED APPLICATION

## APPLICANT SUBMISSION CHECKLIST incl. E-LODGE MENT



CITY of PERTH

Please note that the checklist below is not a requirement in accordance with the Building Act 2011. However, this checklist is intended to bring awareness to **Section 18 Subsection (2) of the Building Act 2011**, which states that **the permit authority may refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.**

REQUIREMENTS	YES	N/A
<b>BA1 - BUILDING PERMIT CERTIFIED APPLICATION FORM</b> ( <i>Make certain the below points are met.</i> )		
a) <b>CURRENT BA1 FORM:</b> available from <a href="http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0">http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0</a>		
b) <b>CORRECT LAND ADDRESS</b> (Section 1, Page 1 of the BA1 form to be COMPLETED including lot number, street number, street name, suburb and postcode).		
c) <b>ESTIMATED VALUE OF WORKS</b> (Section 2, Page 2 of the BA1 form) <i>this figure must include GST.</i>		
d) <b>CORRECT LAND OWNERS NAME, DETAILS AND SIGNATURE</b> (Section 3, Page 3 of the BA1 form, <i>No signature required for class 1 &amp; 10 applications</i> ):		
<p><b>APPROPRIATE LEGAL AUTHORISATION</b> for convenience complete the City's 'LAND OWNER'S WRITTEN LEGAL AUTHORSATION FORM' attached to the Information sheet found at: <a href="https://www.perth.wa.gov.au/develop/planning-and-building-applications/building-permits-licenses-and-approvals">https://www.perth.wa.gov.au/develop/planning-and-building-applications/building-permits-licenses-and-approvals</a></p> <p><b>THIS IS COMPULSORY FOR ANY PERSON(S) SIGNING ON BEHALF OF A COMPANY OR ANOTHER INDIVIDUAL FOR ALL CLASS 2-9 APPLICATIONS.</b></p>		
e) <b>REGISTERED BUILDING "CONTRACTOR"</b> (Section 4, Page 3 of the BA1 form to be completed FOR WORKS EXCEEDING \$20,000, and must include current Registration Number & Signature). Refer to <a href="http://www.commerce.wa.gov.au/building-commission/find-registered-builder">http://www.commerce.wa.gov.au/building-commission/find-registered-builder</a>		
f) <b>SECTION 6, PAGE 5 OF THE BA1 FORM</b> (must be COMPLETED and signed by the applicant).		
<b>2 X HARD COPIES OF PLANS &amp; SPECIFICATIONS LISTED ON THE CDC</b> <b>NOT APPLICABLE FOR E-LODGE MENT</b> (Refer to the City's BA1 Information sheet for more information).		
<b>DIGITAL PDF COPY OF ALL PLANS &amp; DOCUMENTS</b> (either supplied with a hard copy application or up-loaded online as part of your e-lodgement application) It is suggested having individual folders/documents for each of the below:		
<ul style="list-style-type: none"> <li>• ARCHITECTURAL PLANS</li> <li>• MECHANICAL PLANS</li> <li>• SPECIFICATIONS</li> </ul>	<ul style="list-style-type: none"> <li>• STRUCTURAL PLANS</li> <li>• ELECTRICAL PLANS</li> <li>• TECHNICAL DOCUMENTS</li> </ul>	<ul style="list-style-type: none"> <li>• HYDRAULIC PLANS</li> <li>• FIRE SERVICES PLANS</li> <li>• DOCUMENTS ASSOCIATED TO CLEARING PLANNING CONDITIONS</li> </ul>
<i>The City is aware that all of the above do not apply to all applications. This is a guideline only. Providing an electronic copy is not a statutory requirement under the Building Act 2011, if you do not provide one, it will not hold up your application.</i>		
<b>BCITF LEVY FORM OR RECEIPT - FOR WORKS EXCEEDING \$20,000</b> (BCITF form must be made out to the Registered Builder).		
<b>PAYMENT OF THE ASSOCIATED APPLICATION FEES</b> (refer to <a href="http://www.commerce.wa.gov.au/building-commission/building-act-fees">http://www.commerce.wa.gov.au/building-commission/building-act-fees</a> for the most up-to-date fees applicable).		
<b>BA3 - CERTIFICATE OF DESIGN COMPLIANCE</b> (issued by a Registered Building Surveyor)		

<b>Is this application related to any applications/permits/approvals?</b>	<b>YES</b>	<b>NO</b>	<b>UNKNOWN</b>
<i>If yes, provide the relevant reference/application numbers:</i>			
<b>Have all building permit relevant planning conditions, such as the construction /demolition management plan been cleared prior to submission of this application?</b>	<b>YES</b>	<b>NO</b>	

APPLICANT NAME/COMPANY:

APPLICANT SIGNATURE:

**NOTE:** If the application is deemed to be incomplete, an email will be sent to the applicant requesting the required information, and the **STATUTORY TIMEFRAMES WILL NOT APPLY UNTIL A COMPLETE APPLICATION HAS BEEN RECEIVED.**

# LAND OWNER'S WRITTEN LEGAL AUTHORISATION FORM

I \_\_\_\_\_ am \_\_\_\_\_  
(Full Name) (Position/Title)

of \_\_\_\_\_  
(Company Name)

as (please select only 1 of the following options):

Land Owner

Property Manager for

Attorney for

Strata Manager for



\_\_\_\_\_  
(Land Owners Name/Strata Plan Number)

for \_\_\_\_\_  
(Property Address)

am duly authorised to sign application forms, pursuant to the Building Act 2011, for and on behalf of the Land Owner stated above.

\_\_\_\_\_  
(Full Name) (Position)

\_\_\_\_\_  
(Signature) (Date)

**\*\*NOTE: All relevant application forms MUST be signed by the person signing above.**