

## COUNTRY SHIRE

### Building Application

### Admin Information Sheet – Internal Use

This document is intended to assist Country Shire Officers in ensuring all building applications are complete prior to being submitted to the City of Kalamunda. Applications will only be assessed if all required information is received at the time of submission. Incomplete applications may be declined or returned.

**ALL applications must be lodged [online](#) via our website by the relevant Shire representative.**

Checklist	
<a href="#">Certified Application for a Building Permit (BA1)</a> or <a href="#">Uncertified Application for a Building Permit (BA2)</a> completed. Refer to Building Application Types on page 2 for more information.	<input type="checkbox"/>
Certificate of Design Compliance (CDC) from a private building surveyor if applying for a Certified Building Application (BA1)	<input type="checkbox"/>
Site Plan clearly indicating all existing structures and location of the proposed works (Checklist below)	<input type="checkbox"/>
Specifications specific to type of construction	<input type="checkbox"/>
Engineer's details, site inspection report & soil classification (undertaken by certified engineer)	<input type="checkbox"/>
<a href="#">Energy efficiency certification</a> and <a href="#">water efficiency rating</a> (if applicable)	<input type="checkbox"/>
Home indemnity insurance or owner builder authority from the Building Commission (if applicable)	<input type="checkbox"/>
Termite treatment details (if applicable)	<input type="checkbox"/>
Bushfire Attack Level (BAL) assessment if in <a href="#">Bushfire Prone Area</a>	<input type="checkbox"/>
Planning Development Approval (DA) – comments confirming is not required or attach an approved Planning Development application (DA) from the Shire's Planning Department	<input type="checkbox"/>
Health Department - comments confirming acceptance of the proposed development with regards to any health-related items from the Shire's Health Department ie the setback to onsite effluent disposal systems or potential upgrades to effluent disposal systems where applicable.	<input type="checkbox"/>
Engineering Department - Comments confirming acceptance of any/all stormwater management systems and vehicle crossovers where applicable from the Shire's Engineering Department.	<input type="checkbox"/>
<b>Ensure the application is signed and dated</b>	<input type="checkbox"/>

Site Plan			
Minimum scale of 1:200. Plans depict but not limited to:			
Lot boundaries	<input type="checkbox"/>	Position of any easements, (if applicable)	<input type="checkbox"/>
Site dimensions	<input type="checkbox"/>	Contours & finished floor levels	<input type="checkbox"/>
Proposed building & all existing structures	<input type="checkbox"/>	Vehicle crossover	<input type="checkbox"/>
Building or swimming pool/spa set back dimensions from lot boundaries	<input type="checkbox"/>	Proposed retaining walls - top & bottom wall height from natural ground level	<input type="checkbox"/>
Depicted location of pool/spa safety barrier	<input type="checkbox"/>	Location of effluent disposal system e.g. septic tanks & leach drains if applicable.	<input type="checkbox"/>
Street name/s	<input type="checkbox"/>	Stormwater disposal system	<input type="checkbox"/>
North point	<input type="checkbox"/>		

Floor Plan			
Minimum scale of 1:50 or 1:100. <i>Habitable buildings only.</i> Plans depict but not limited to:			
Intended use of room/space	<input type="checkbox"/>	Roof line & drainage	<input type="checkbox"/>
Wall/window/door dimensions	<input type="checkbox"/>	Smoke alarms for habitable buildings	<input type="checkbox"/>

Elevations			
Minimum scale of 1:50 or 1:100. Plans depict external appearance and include:			
Window/door dimensions	<input type="checkbox"/>	Eave height	<input type="checkbox"/>
Roof pitch	<input type="checkbox"/>	Natural ground level	<input type="checkbox"/>
Ceiling height	<input type="checkbox"/>	Finished floor level	<input type="checkbox"/>
Swimming pool / spa shape	<input type="checkbox"/>		

Sectional Elevations			
Minimum scale of 1:50 or 1:100. Plans depict but not limited to:			
Footing/slab details	<input type="checkbox"/>	Eave height	<input type="checkbox"/>
Wall structure details	<input type="checkbox"/>	Roof structural details	<input type="checkbox"/>
Ceiling height	<input type="checkbox"/>	Structural Engineers Certification on plans	<input type="checkbox"/>
Swimming Pool/Spa – structural details	<input type="checkbox"/>		

## **COUNTRY SHIRE**

### **Building Application**

#### **Admin Information Sheet – Internal Use**

##### **Building Application Types**

**Certified Application (BA1)** - A certified application is accompanied by a [Certificate of Design Compliance - BA3](#) (CDC) signed by a registered building surveyor that confirms the building will comply with the building standards and any other standard prescribed by the Building Regulations. The City of Kalamunda has 10 business days to determine a certified application. A CDC can be obtained from a registered building surveyor. A [list of registered building surveyors](#) can be found on the building commission website.

**Uncertified Application (BA2)** - An uncertified application is one in which the certification of building standards has not been done prior to the lodging of a permit application. The building standards assessment and certification of

the proposed building or incidental structure is completed after the application is submitted. The City will issue certification and provide a CDC. The City has 25 business days to decide on an uncertified application. Uncertified applications may only be submitted for Class 1a and Class 10 buildings and incidental structures.

**Occupancy Permit** - A completed [Application for Occupancy Permit BA9](#) together with a [Certificate of Construction Compliance BA17](#) or [Certificate of Building Compliance BA18](#) along with *all* documents referenced within the form, must be submitted at the time of application.

##### **Advisory Note: Bushfire Attack Level Assessment**

To determine if the property is within a Bushfire Prone Area (BPA), an interactive [Map of Bushfire Prone Areas](#) can be found on the Department of Fire and Emergency Services (DFES) website.

If the property is identified as being in a Bushfire Prone Area (BPA) you will need to engage a Level 1 Bushfire Attack Level Assessor to undertake a BAL assessment for your property and provide a BAL Report. Your proposed building works will then be required to be designed in accordance with that BAL assessment and Australian Standard AS3959.

If your BAL is determined as BAL-40 or BAL -FZ (flame zone), this will trigger a need to commission a Level 2 or 3 BAL Assessor to provide a Fire Management Plan (FMP), for your property and you will also need to submit a Planning Application that includes the FMP for determination.

Exemptions include swimming pools, spas, retaining walls, fences and detached Class 10A roof structure

##### **Swimming Pools**

Refer to [Building Permits for Private Pools & Safety Barriers](#) for further information.

##### **Fees and Charges**

It is recommended that application fees are not collected until the permit has been approved. Fees should be paid prior to issuing the permit to the applicant, owner, and builder to ensure compliance with statutory timeframes.

##### **Enquiries**

All resident enquiries should be directed to their local Shire office. A Shire representative may then forward any relevant enquiries to the City of Kalamunda at [regional@kalamunda.wa.gov.au](mailto:regional@kalamunda.wa.gov.au). The City will respond directly to the Shire, who can then relay the information back to the resident.

**Note:** This document is a guide only for most Building Permit Applications. Additional and specific information may be requested upon assessment of the application.