

Certified Building Permit - application checklist



Certified applications can be submitted for all classes of buildings.

Essential requirements

This guide provides a list of the information you need to supply with your certified building permit application. The city will then assess your application within 10 business days and if any further information is required you will be advised within this time.

Please note that if further information is requested by the city you will have 21 calendar days to submit the required information or your application will be deemed refused and returned to you without refund, as per the requirements of the *Building Act 2011*.

It is advisable that before submitting any building application you check with the city's planning services department to determine if planning approval is required. To assist with the timely processing of your application, please ensure that planning approval has been granted prior to submission of your building permit application.

The following information **MUST** be submitted with your certified application.

- Completed certified building permit application form** - available on the [city's website](#) or from the [Building Commission](#). This must be signed by all landowners, the applicant and builders, provide; One Hard Copy or Digital (Pdf) Copy
- Applicable fees**
Please see the [Building services fee schedule](#) for relevant application fees.
Certificate of design compliance One Hard Copy or Digital (Pdf) Copy
Certification may be obtained from the city's Building Services Department.
Copy of technical certificates One Digital (Pdf) Copy, (One Hard Copy - Optional)
Technical certificates must be attached to the application.
- Water Corporation approval**
An application must be lodged with the Water Corporation and approval must be received before construction commences. Further information is available on the Water Corporation [website](#).
- Site plans (scale 1:200 or 1:100)**
One Digital (Pdf) Copy, (One Hard Copy - Optional) including:
 - Shape of block and direction of north, any easements and all existing structures
 - Location of proposed structure
 - Set back dimensions (front, side and rear if possible)
 - Site levels (datum, floor level, spot levels at boundaries or contours)
- Building plans (scale 1:100)**
One Digital (Pdf) Copy, (One Hard Copy - Optional) including:
 - Floor plan showing room sizes and wall thickness
 - All elevations and a typical section
 - Stormwater details including size and location of soak wells
 - Engineering and any other supporting documentation
 - Swimming pools – detailed plans of isolation fencing/gates

- Construction Management plan**
One signed Digital (Pdf) Copy or Hard Copy
The city recommends a Construction Management Plan is prepared for all construction project. This allows logistical issues to be addressed before they become a problem and minimises the impact of construction on the community. A template for small developments is available on the [city's website](#).
- Survey plan of green title lot (i.e. deposited plan, crown plan); OR strata plan (mandatory for all strata properties)**
One Digital (Pdf) Copy, (One Hard Copy - Optional)
These plans and/or certificate of title may be sourced from Landgate. For more information visit the Landgate [website](#).
- Energy efficiency**
One Digital (Pdf) Copy, (One Hard Copy - Optional)
Further information on these requirements can be found on the Building Commission [website](#).
- Home indemnity insurance (if applicable)**
One signed Digital (Pdf) Copy or Hard Copy
Home Indemnity Insurance (HII) covers the homeowner (and subsequent owners) for completion of the building work and loss of deposit should the builder die, disappear or become insolvent within 6 years from the date of practical completion. It is compulsory for all home building work, the cost of which is above \$20,000, to be covered by HII. Exceptions apply to associated work completed alone (e.g. swimming pools, carports, pergolas and landscaping). Further information is available from the [Building Commission](#).
- Planning approval**
Compliance with the above will assist the prompt finalisation of the application

Plans and Documents, Digital (Pdf) Copies,

You are requested to provide an electronic copy in PDF format. These plans may be emailed to the city's Building Services at buildingservices@subiaco.wa.gov.au. Please note that the email must clearly identify that the plans are for a building permit and specify the property address. It is not recommended that documents greater than 20MB in size are emailed; these should be provided to the city on a compact disc, thumb drive, digital file sharing link or alternatively you may request that the City provide a digital file sharing link for uploading the documents.

Please note that the city may charge an infrastructure bond for any development that may reasonably be expected to cause damage to any of the city's infrastructure during the construction process.