

Uncertified Building Permit - application checklist



An uncertified application may be lodged directly with the permit authority (the City of Subiaco) without the need for prior certification from a registered building surveyor. The city's Building Services will then process the uncertified building permit application in accordance with the *Building Act 2011*.

Uncertified applications may be lodged for residential and associated structures (building classes 1 and 10), such as residential dwellings, fences, sheds and swimming pools.

Essential requirements

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

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 uncertified application.

Completed uncertified building application form BA2 – available on the [city's website](#) or www.buildingcommission.wa.gov.au 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.

Site plans

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

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 projects. 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](#).

Water Corporation approval

An application must be lodged with the Water Corporation and approval must be received before construction commences. Further information is available from the Water Corporation.

- Additional details**
One Digital (Pdf) Copy, (One Hard Copy - Optional)
 - Footing and slab details
 - Smoke alarm details (location and type)
 - Method of termite risk management
 - Standard specifications and addenda

- 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 Class 1 (Residential)**
One Digital (Pdf) Copy, (One Hard Copy - Optional)
Residential 6-star requirements have been implemented since 1st May 2012. 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.