Building Licence Application Number:_____ Assessment No:_____

Minimum Requirements for Class 2 – 9 Commercial Buildings

NOTE THIS MUST BE COMPLETED PRIOR TO SUBMISSION OF YOUR APPLICATION OR YOUR APPLICATION MAY BE RETURNED

DESCRIPTION	NOTES	Copies Required	Sub	N/A	Office Use Only
FORMS	'Application for Planning Approval' Form	**1**			
	'Building Licence Application' Form	**1**			
	'Energy Efficiency Conformance' checklist or First Rate energy efficiency report	**2**			
	'Building Construction Industry Training Fund Levy' Form (where value of construction exceeds $20,000)	**1**			
	'Effluent Disposal System' application (If in an unsewered area)	**1**			
FEES					
FEES (All fees are required to be paid at lodgement of application)	For a complete list of fees relevant to the financial year, please consult the 'Development Services Fees & Charges' guide (available on request) or contact Development Services on (08) 90 710 676	**1**			
ARCHITECTURAL DRAWING					
REQUIRED NUMBER OF PLANS	Two (2) complete sets of plans drawn in draftsman-like manner, preferably in the formats following; a. one (1) set at full size; b. one (1) set scaled to fit onto A3; and c. where possible, one (1) electronic version ***Applicants are advised that applications and / or plans showing incomplete, insufficient or illegible details will not be processed and will be returned at the discretion of Shire officers***	**2**			
WATER CORPORATION	The site plan must be approved by the Water Corporation and lodged with the application	**1**			
SITE PLAN (Must be drawn to a minimum scale of 1:200, preferably 1:100)	Two (2) site plans drawn in a draftsman-like manner showing; 1. New and existing construction (clearly defined); 2. Total area of all buildings existing and proposed; 3. Street name, lot and house number; 4. North point, a datum point, contours, spot levels; 5. All property boundaries and boundary/dimensions and the lot area; 6. Existing Natural Ground Levels (NGL) and Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 7. Retaining walls and stabilised embankments – locations and heights (levels top and bottom); 8. Height and extent of proposed earthworks; 9. Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features; 10. Existing vehicular access or proposed vehicular access and new or amended crossover;	**2**			

SITE PLAN CONTINUED	11. Measurements from all structures and buildings on the lot and property boundaries to the proposed structure; 12. Parking bay(s) for people with disabilities; 13. Location and method of stormwater disposal complying with Shire of Esperance requirements; 14. Exact location of sewer connection point or position of effluent disposal system (unsewered areas), any easements, any piped service traversing the site; and 15. All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by the proposed development ***Note: You will be required to supply a current Contour and Feature Survey Diagram by a certified licensed Land Surveyor if the above information is not provided***				
STORMWATER & DRAINAGE PLAN (Must be drawn to a minimum scale of 1:200, preferably 1:100)	Two (2) stormwater and drainage plans drawn in a draftsman-like manner showing; 1. Existing and proposed ground levels of the site and abutting road reserve; 2. Existing and proposed utility pits and stormwater, drainage and utility manholes including invert levels and pipe sizes; 3. Proposed car parks, hardstand and driveway locations, levels (including exact highest and lowest points) and construction details specifying materials to be used, thickness and surface type; 4. Proposed internal drainage system including pipe gradients, pipe size, length and invert levels and manufacturers specifications for pipe cover, bedding and jointing; 5. Manhole and grated gully locations showing lid levels; 6. Intended connection point into Shire of Esperance drainage system including existing invert level; and 7. Evidence showing that the design will cope with a 1 in 20 year storm, also incorporating a 1 in 100 year overland flow to a public roadway or an approved Shire disposal point. ***Note: Drainage design must be certified by a Practising Civil Engineer or Hydraulic Consultant***	**2**			
FLOOR PLAN (Scale 1:100)	Two (2) copies of the floor plan drawn in a draftsman-like manner showing; 1. New and existing construction to be clearly defined; 2. Each storey or level, including basements and mezzanine levels; 3. Internal layout with dimensions of the proposed building(s) clearly showing sunken areas; 4. Room names (e.g. office, storage, bathroom etc.); 5. Details of all sanitary fixtures, fittings, floor waste(s) and exhaust fan systems in wet areas; 6. Location of any stairs or ramps; 7. Location of windows and doors showing their sizes; 8. Roofline, ridge, valley, eaves line and downpipe locations; 9. Extent of 'Fire Resistant Construction' and 'Fire Resistant Levels'; and	**2**			

FLOOR PLAN CONTINUED	10. Fire and smoke compartments, including floor areas, volume of fire compartments and the fire resistance level (FRL) of firewalls and fire doors				
ELEVATIONS (Scale 1:100)	Two (2) copies of elevation plans drawn in a draftsman-like manner showing; 1. Proposed finished floor levels (including sunken areas); 2. Existing Natural Ground Levels (NGL), Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 3. Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding or awning; 4. Height of ceiling; 5. Height to top of walls, ridge and roof pitch; 6. Name and type of building material to be used; 7. Each elevation clearly labelled as North, South, West and East; 8. Fire and smoke compartments; and 9. Stairway details where applicable	**2**			
CROSS SECTIONAL DETAILS (Must be drawn to a minimum scale of 1:100, preferably 1:50)	Two (2) copies of cross section plans drawn in a draftsman-like manner showing; 1. One or more transverse or longitudinal section; 2. Existing Natural Ground Levels (NGL), Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 3. Flooring details (i.e. concrete footing and slab or timber/metal framed); 4. Roof frame details (including types of materials and sizes used); 5. Wall frame details (including types of materials and sizes used); 6. Type of subfloor structure e.g. concrete footing and slab or timber/metal framed; and 7. Stair and balustrade sectional details where applicable	**2**			
DISABLED ACCESS (Must be drawn to a minimum scale of 1:50 including elevations)	Two (2) copies of disabled access plans drawn in a draftsman-like manner showing; 1. Compliance with the BCA and AS1428; 2. Car parking locations, finished pavement levels, dimensions and signage; 3. Ramp details including gradients, landings, width, kerbing and handrail locations; 4. Threshold details to entrances; 5. Layout of sanitary facilities indicating position of pans, cisterns, basins, doors, grab rails, toilet roll holders, mirrors and light switches; 6. Hearing augmentation systems; and 7. Tactile indicators	**2**			
SERVICES					
SERVICES & EQUIPMENT	**Note: The design of services and emergency equipment may require certification from an appropriately qualified person, confirming that the proposal meets the requirements of the**	**2**			

SERVICES & EQUIPMENT CONTINUED	**Building Code of Australia. Specifications and details for services and equipment must also be provided**				
FIRE SERVICES	Two (2) copies of fire service plans, specifications and pipe work showing the locations of required fire fighting services including but not limited to; 1. Fire extinguishers; 2. Hose reels; 3. Hydrants within both the lot and street; 4. Water Corporation mains performance (where coverage is reliant on a street hydrant or where tanks rely on in-fill); 5. Fire brigade vehicle access and hard-stand areas (e.g. bitumen, concrete, paving etc); 6. Ring mains, isolation valves, booster assembly, pumps and tanks (including hard suction connections), pump controls and indicators. Schematic drawings are required for multi-level buildings; and 7. Sprinkler drawings showing water supply requirements, booster assembly, control assembly, pumps, drenchers and combined systems	**2**			
ACCESS & EGRESS	Two (2) copies of access and egress plans, specifications and circuit diagrams detailing the locations of emergency lighting and warning systems including but not limited to; 1. Emergency lights; 2. Exit and directional illuminated signs; 3. Smoke detectors and alarm systems; and 4. Door schedules showing all associated door hardware and frames to emergency exits	**2**			
OTHERS SERVICES	Two (2) copies of service plans, specifications and circuit diagrams including but not limited to; 1. Mechanical ventilation systems; 2. Ductwork layout (where fire or smoke barriers are crossed); 3. Fire and smoke dampeners; 4. Roof and ceiling plans where high level smoke venting or extraction is required; 5. Smoke exhaust outlet locations and exhaust fan capacities; 6. Stairwell pressurisation inlets & relief grill locations; 7. Electrical systems; and 8. Hydraulic systems	**2**			
DOCUMENTATION					
SPECIFICATIONS	All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia (BCA)	**2**			
TERMITE TREATMENT	Acceptable Termite Barriers as required by the Building Code of Australia and AS 3660.1 Termite management Part 1: New building Work. Please confirm in writing the method to be used to provide this barrier where applicable	**1**			
REPORTS	FESA Assessment	**1**			
ENERGY EFFICIENCY	Energy efficiency conformance report which demonstrates compliance with Section J of the BCA (Volume 1)	**2**			

ENGINEERING					
ENGINEERED DETAILS	**Note: Your plans, details and specifications may be required to be certified by a Practicing Structural Engineer. The engineer's signature, name and qualifications are to be indicated in original wet ink on all documents.**	**2**			
SITE REPORT	1. As per the BCA, the Structural Engineer or Geotechnical Engineer is required to carry out a site inspection and tests (Geotechnical Report) to determine the soil classification and determine the minimum earthworks and preparation required; and 2. Recommendations for earthworks, foundations and drainage	**2**			
CONCRETE	All structural elements must be certified to conform with the BCA and Australian Standards including but not limited to; 1. Concrete specifications as per A.S.3700; 2. Footing dimensions; 3. Reinforcement size including re-entrant bars and waterproof membrane locations; 4. Slab thickness; and 5. Structural Engineer's plans to include certification that concrete external walls (tilt-up and precast panels) meet requirement of C1.11 of the BCA	**2**			
STRUCTURAL FRAME	All structural elements must be certified to conform with the BCA and Australian Standards including but not limited to; 1. Structural beams and columns; 2. Trusses; 3. Lintels for brickwork; 4. Walls; and 5. Glazing	**2**			
RETAINING WALL	1. Plans (including cross-section, elevation and site showing spot levels) and specifications of materials to be used; 2. Show existing and proposed finished ground levels; 3. Footings; 4. Wall thickness; 5. Profile and structural components; 6. Provision for drainage; and 7. Details of any surcharge or superimposed loads	**2**			
TWO STOREY CONSTRUCTION	All structural elements	**2**			
Note this document is a guide only to the information required for a building licence application. Further information may be required upon assessment of your application.					

DECLARATION BY APPLICANT

I have read and completed the above checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that failure on my part to provide all information required by this checklist will result in the Shire not proceeding with the processing of my application until the required documentation is provided in full.

SIGNED: DATE:

NAME (PRINTED):