

Customer Checklist

Retaining Walls, Decks, Stairs & Water Tanks



Address of Works:				
Description of Works:				
*Please complete this form fully to ensure that you have provided all of the necessary documentation. It is advisable that you hand this checklist in with your application for a Building Permit.				
Application Form	Yes	No	N/A	Comments / Referenced Page
Application Form Completed <i>Proposal adequately explained, owner / builder / applicant details all completed and signed, exact value of works shown etc.</i>				
Other Shire Approvals (As Required)	Yes	No	N/A	Comments / Referenced Page
Planning Approval #				Date Issued:
WaterCorp Approval Attached <i>Required if building within vicinity of mains water or sewer</i>				
Plans & Documentation				
<i>PDF's of documentation is required to be submitted electronically by email to shire@esperance.wa.gov.au Please contact Building Services if files are too large to email, access to upload your documents can be set up for you.</i>				
Important Considerations	Yes	No	N/A	Comments / Referenced Page
Existing Soak Wells / Leach Drains Shown <i>Must be clearly shown that these will not be within 1.8m of the proposed footings</i>				
Existing Septic Tank Shown <i>Must be clearly shown that this will not be within 1.2m of the proposed footings</i>				
Does Your Proposal Affect Other Land? <i>If work adversely affects or encroaches on other land, neighbouring landowners <u>must</u> view the proposed plans, sign them, and complete a BA20 Form</i>				
Steel Framing Members <i>Requires Engineer Certification</i>				
Structural Engineering Plans <i>Original signed certified plans required</i>				
Plans & Documentation Required	Yes	No	N/A	Comments / Referenced Page
Professionally Drawn Architectural Plans; Or Drawn To An Architectural Standard – Authored, Drawn & Printed to Scale 1. Site Plan Including: <ul style="list-style-type: none"> • Proposed Building Site • Any Existing Buildings • Septic Tank / Leach Drain Positions • Contours / Spot Levels • Finished Floor Level (FFL) & Natural Ground Level (NGL) • North Arrow • Rainwater Tanks • N3 Wind Rating Specified <i>Or calculation provided</i> 2. Floor Plan 3. Elevations (showing natural contours, earthworks and/or cut and fill) 4. Cross Section including: <ul style="list-style-type: none"> • Footings • Specific Connection Details 				

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Decks	Yes	No	N/A	Comments / Referenced Page
Deck Layout Shown				
Joists & Bearers Detailed				
Stumps & Footings Detailed				
Decking Type Specified				
Distance Ground Level to Deck Level Shown				
Critical Connection Details				
Corrosion Resistance for Fixings Provided <i>Required if within 1km of ocean</i>				
Timber Hazard Level Specified				
Bushfire Resistant Timber <i>Required if deck addition is to a BAL constructed dwelling</i>				
Termite Protection Details				
Balustrades & Fixings Detailed <i>Required if deck exceeds 1m from ground level</i>				
Glass Balustrades & Fixings <i>Require Engineering Certification</i>				
Stairs & Landings	Yes	No	N/A	Comments / Referenced Page
Stair Layout Shown				
Risers & Goings Detailed				
Slip Resistance Detailed				
Balustrades & Fixings Detailed				
Glass Balustrades & Fixings <i>Require Engineering Certification</i>				
Handrails & Fixings Detailed				
Posts & Footings Detailed				
Critical Connection Details				
Corrosion Resistance for Fixings Provided <i>Required if within 1km of ocean</i>				
Timber Hazard Level Specified				
Bushfire Resistant Timber <i>Required if stair addition is to a BAL constructed dwelling</i>				
Member Sizes of Existing & Additional Supports/Connections to Landing Detailed <i>Engineering Certification May Be Required</i>				
Termite Protection Details				
Stair & Landing Design Must Show Evidence of Compliance with the Building Code of Australia (BCA) by one of the Following Methods: <ul style="list-style-type: none"> Manufacturers Specifications & Installation Details Details drawn showing compliance with BCA Part 3.9.1 Specific Design Certified by Structural Engineer 				

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Rain Water Tanks	Yes	No	N/A	Comments / Referenced Page
Specifications & Engineering Certification Provided for Proposed Rainwater Tanks <i>Tanks over 5,000L require a Building Permit</i>				
Adequate Distance From Boundary <i>BA20 Form provided if position affects other land</i>				
Retaining Walls	Yes	No	N/A	Comments / Referenced Page
Engineering Certified Plans Provided				
Designed for Surcharge?				
Ground Level to Height of Wall Shown				
Safety from Falling on an Access Path <i>Required where retaining wall exceeds 1m</i>				
Retaining Walls on Boundaries <i>BA20 Form provided from each adjoining landowner</i>				
Additional Items/Comments				
The Building Code can be accessed and downloaded free of charge by visiting www.abcb.gov.au				