

Sheds, Carports and Patios Checklist

Please complete this checklist fully to ensure that you have provided all the necessary documentation.

It is advisable that you provide this checklist with your application for a Building Permit.

Documentation is required to be submitted as PDF via email to building@esperance.wa.gov.au

Reviewed: January 2025

Sheds, Carports and Patios Checklist

CHECK 0003

Application and Important Considerations			
Address of Works			
Description of Works			
Planning Approval Number		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Water Corporation Approval	Required when building in the vicinity of mains water or sewer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application Form Fully Completed	Application for building permit BA1 or BA2	Yes <input type="checkbox"/>	
Show Positions of Existing Septic Tank	Clearly show that this will not be within 1.2m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Show Positions of Any Existing Soak Wells and/or Leach Drains	Clearly show that these will not be within 1.8m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Steel Framing	Requires engineering certification	Yes <input type="checkbox"/>	
Bushfire Resistant	May be required if in bushfire prone land and proposed within 6m of the dwelling	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire Separation	May be required if within 900mm of boundary	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Adverse Affect	Does the proposal affect other land? If work adversely affects or encroaches on other land, neighbouring landowners must view the proposed plans, sign them, and complete a BA20 form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sheds in Residential Zones	Please be aware that a proposed shed/garage in a residential area must have a Building Permit already issued for the dwelling.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			



Plans and Documentation

Architectural Plans	Professionally drawn architectural plans provided, or must be drawn to an architectural standard All plans must be drawn to scale. All plans must have a title block showing: <ul style="list-style-type: none"> Address, Author, Date, and Scale 	
Site Plan	Distances to boundaries and existing buildings	Yes <input type="checkbox"/>
	Positions of septic tanks and leach drains	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	Contours and/or spot levels	Yes <input type="checkbox"/>
	Minimum N3 wind rating specified or calculation for lower wind rating provided	Yes <input type="checkbox"/>
Floor Plan	Showing all dimensions and internal layout	Yes <input type="checkbox"/>
Elevations	Each elevation showing position of doors and any windows	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	Roof pitch specified	Yes <input type="checkbox"/>
	Heights specified with dimensions	Yes <input type="checkbox"/>
	Detail any cut and fill of earthworks	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Cross Sections	Footings	Yes <input type="checkbox"/>
	All critical connection details	Yes <input type="checkbox"/>
	Materials specified	Yes <input type="checkbox"/>
Comments		

Timber Frame

Termite Protection Specified		Yes <input type="checkbox"/>
Footings/Slab Detailed		Yes <input type="checkbox"/>
Posts Footings Detailed		Yes <input type="checkbox"/> N/A <input type="checkbox"/>



Posts Uplift Calculation Provided		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Connection to Existing Building Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Timber Hazard Level Specified		Yes <input type="checkbox"/>	
All Critical Connections Detailed		Yes <input type="checkbox"/>	
Corrosion Resistance for Fixings Provided	Required if within 1km of ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
All Timber Member Sizes Detailed		Yes <input type="checkbox"/>	
Stress Grade/Timber Type Specified		Yes <input type="checkbox"/>	
Glulam or LVL Tables Provided		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Lintels detailed		Yes <input type="checkbox"/>	
Wall/Roof Cladding Specified		Yes <input type="checkbox"/>	
Roof and Wall Bracing Detailed		Yes <input type="checkbox"/>	
Window/Door Positions Do Not affect Bracing Layout		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Truss Roof Layout and Fixings Provided		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Site Specific Design Criteria		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			
Steel Frame			
Footings/Slab Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Posts and Footings Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

For Construction Plans	NOT FOR CONSTRUCTION plans will not be accepted, ensure the correct version is provided	Yes <input type="checkbox"/>	
Roof and Wall Bracing Detailed		Yes <input type="checkbox"/>	
Window/Door Positions Do Not affect Bracing Layout		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Connection to Existing Building Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Critical Connection Details Provided		Yes <input type="checkbox"/>	
Corrosion Resistance Details Provided	Required if within 1km of ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Wall/Roof Cladding Specified		Yes <input type="checkbox"/>	
Certification Letter from Engineer and/or Engineering Plans Stamped and Signed		Yes <input type="checkbox"/>	
Construction Manual		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Specific Design Criteria		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Stormwater

Gutters and Downpipes		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Stormwater Collection Details Shown		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Specifications and Engineering Certification Provided for Proposed Rainwater Tanks	Tanks over 5,000L require a Building Permit	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Proposed Bathroom in Shed

Bathroom Shown on Plans		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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Bathroom Ventilation Provided		Yes <input type="checkbox"/>
Wall and Ceiling Framing Detailed		Yes <input type="checkbox"/>
Wet Area Wall and Floor Finishing's Detailed		Yes <input type="checkbox"/>
Owner understands this building must not be used for habitable accommodation		Yes <input type="checkbox"/>
Health Approval Issued for Wastewater System		Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Comments		

Links to Helpful Information

The Building Code can be accessed and downloaded free of charge by visiting [National Construction Code | NCC](#)

