

Customer Checklist – New Dwellings and Additions



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: May 2025

Customer Checklist – New Dwellings and Additions

FORM 0005

Application and Important Considerations

Address of Works			
Description of Works			
Planning Approval Number		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Health Approval	Required for wastewater systems	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"/>	N/A <input type="checkbox"/>
Value of Works	Works valued over \$20,000 require a Registered Builder or an Owner Builder approval	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Application Form Fully Completed	Application for building permit BA1 or BA2	Yes <input type="checkbox"/>	
Home Indemnity Insurance	Required for residential works by Registered Builders	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"/>
Comments			

Plans and Documentation

Geotechnical/Site Classification Report		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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 any existing buildings

Yes ☐

Positions of septic tanks and leach drains

Yes ☐N/A ☐

Contours and/or spot levels

Yes ☐

Minimum N3 wind rating specified or calculation for lower wind rating provided

Yes ☐N/A ☐

Finished Floor Level (FFL) and Natural Ground Levels (NGL)

Yes ☐N/A ☐

North arrow

Yes ☐

Rainwater tanks

Yes ☐N/A ☐

Summary of building works size in m2

Yes ☐

Floor Plan

Existing and proposed buildings and structures clearly shown

Yes ☐

Showing all dimensions and internal layout

Yes ☐

Rooms specified

Yes ☐

Elevations

Each elevation showing position of doors and any windows

Yes ☐

Roof pitch specified

Yes ☐

Heights specified with dimensions

Yes ☐

	Detail any cut and fill of earthworks	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Cross Sections	Critical details shown	Yes <input type="checkbox"/>	
Termite Protection	Termite management system detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Engineered Plans	Certified by Structural Engineer	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Signed Wet Ink Engineering Documentation	Must be original PDF	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Bushfire Prone Area	Bushfire Attack Level (BAL) report and certificate provided Construction details showing compliance with AS3959	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Energy Efficiency	Energy Assessment report provided	Yes <input type="checkbox"/>	
Comments			

Stormwater

Gutters and Downpipes Shown	Downpipes and stormwater disposal shown – allow 1m ³ per 100m ² of roof area	Yes <input type="checkbox"/>	
Stormwater Details Shown	Ensure soak well is a minimum of 1.8m from leach drain, footing, or boundary, and 1.2 m from septic tank	Yes <input type="checkbox"/>	
Comments			

Rainwater Tanks

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			

Specific Details Required

Footing/Slab Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Posts and Footings		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Timber Hazard Level		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Deck Layout Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Lintels Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Rafters and Beam Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
LVL/Gulam	Tables provided showing selection	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof Bracing Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Wall Bracing Plans		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Truss Layout and Producer Statement		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof Batten/Purlin Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Timber Framing within scope of AS1684	Outside of AS1684 scope requires engineering certification	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Engineer Certification	Required for all steel members	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Connection Details

Critical Connection Details	All connection details are required from the roof cladding right through to the bottom plate and all connections in between	Yes <input type="checkbox"/>	
Corrosion Resistance for Fixings Provided	Required if within 1km of the ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

New Roof and Wall Cladding

Roof Cladding Specified		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof Cladding Corrosion Protection	Required if within 1km of the ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof Pitch Specified		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Flashings Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Internal Gutters	Detailed with calculations	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Wall Cladding Specified on Plans

Yes ☐N/A ☐

Comments

Glazing

Window Schedule Provided

Yes ☐N/A ☐

Window Thickness and Safety Glass Specified

Yes ☐N/A ☐

Comments

Fire Safety

Smoke Alarms

Location(s) shown

Yes ☐

Heating Appliances

Chimney/Flue height detailed

Yes ☐N/A ☐

Wood burner installation details provided

Yes ☐N/A ☐

Fire Separation

Specifications for fire rated materials

Yes ☐N/A ☐

Details shown on plans

Yes ☐N/A ☐

Comments

Health and Amenity

Wet Areas

Finishing details of wet areas

Yes ☐N/A ☐

Floor wastes shown

Yes ☐N/A ☐

Room Heights

Rooms comply with minimum ceiling heights

Yes ☐

Facilities Required

Kitchen sink and food preparation area

Yes ☐

Bath or shower

Yes ☐

Clothes washing facilities – tub and washing machine space

Yes ☐

Light	Closet pan and basin	Yes <input type="checkbox"/>	
	Sanitary compartment doors have lift-off hinges (min 1.2 required to doorway)	Yes <input type="checkbox"/>	
	10% natural light provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Borrowed light calculations provided	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Ventilation	5% ventilation provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Borrowed ventilation calculations provided	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Sanitary compartment, bathroom and laundry have an opening window and/or exhaust fan	Yes <input type="checkbox"/>	
	Sanitary compartments do not open to kitchen area or are exhausted to outside air	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments	Rangehood directly ducted to outside air	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Safe Movement and Access

Stair Construction	Risers and goings detailed	Yes <input type="checkbox"/>	
Balustrades and Handrails	Slip resistance detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Balustrades detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Engineer certification provided for glass balustrades	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Handrails detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Comments

Demolitions

Demolition Work Being Undertaken

Yes ☐

No ☐

Asbestos

Asbestos present?

Yes ☐

No ☐

Asbestos Licence holder number provided

Yes ☐

Comments

Links to Helpful Information

The Building Code can be accessed and downloaded by visiting [National Construction Code | NCC \(abcb.gov.au\)](https://www.ncc.gov.au)

