

Customer Checklist

Carports, Patios & Sheds



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>				
Bushfire Resistant Construction <i>Required if addition is to a BAL constructed dwelling/ or within 6m of the dwelling</i>				
Fire Separation Detailed <i>Required if within 900mm of boundary – BCA Part 3.7.1</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 <ol style="list-style-type: none"> Site Plan Including: <ul style="list-style-type: none"> Proposed Building Site Any Existing Buildings Septic Tank / Leach Drain Positions Contours / Spot Levels N3 Wind Rating Specified <i>Or calculation provided</i> Floor Plan Elevations (showing natural contours, earthworks and/or cut and fill) Cross Section including: <ul style="list-style-type: none"> Footings Specific Connection Details 				

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Timber Frame	Yes	No	N/A	Comments / Referenced Page
Termite Protection Details				
Footings/Slab Detailed				
Posts & Footings Detailed				
Posts Uplift Calculation Provided				
Connection to Existing Building Detailed				
Timber Hazard Level Specified				
All Critical Connections Detailed				
Corrosion Resistance for Fixings Provided <i>Required if within 1km of ocean</i>				
All Timber Member Sizes Detailed				
Stress Grade/Timber Type specified				
Glulam or LVL Tables Provided				
Lintels detailed				
Cladding Specified for Shed				
Roof & Wall Bracing Detailed				
Window/Door Positions do not affect Bracing				
Truss Roof Layout & Fixings Provided				
Steel Frame (Must be Engineer Certified)	Yes	No	N/A	Comments / Referenced Page
Footings/Slab Detailed for Shed				
Posts & Footings Detailed for Patio				
Engineering Specifications				
Bracing Specified in Plans or Specifications				
Window/Door Positions do not affect Bracing				
Connection to Existing Building Detailed				
Critical Connection Detail Provided				
Corrosion Resistance for Fixings Provided <i>Required if within 1km of ocean</i>				
Cladding Specified for Shed				
Certification Letter from Engineer				
Certified Plans Stamped/Signed				
Proposed Bathroom in Shed	Yes	No	N/A	Comments / Referenced Page
Bathroom Shown on Plans				
Bathroom Ventilation Provided				
Wall & Ceiling Framing Detailed				
Wet Area Wall & Floor Finishing's Detailed				
Owner understands this building must not be used for habitable accommodation				
Health Approval Issued for Effluent Disposal System	Approval #			Date Issued:

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Stormwater	Yes	No	N/A	Comments / Referenced Page
Gutters & Downpipes Shown				
Stormwater Details Shown <i>Ensure soak well is a minimum of 1.8m from leach drain, footing, or boundary, and 1.2 m from septic tank.</i>				
Specifications & Engineering Certification Provided for Proposed Rainwater Tanks <i>Tanks over 5,000L require a Building Permit</i>				
Additional Items/Comments				
The Building Code can be accessed and downloaded free of charge by visiting www.abcb.gov.au				