

# Shire of Esperance

## Customer Checklist

### Applying for a Building Permit



**THIS IS THE STANDARD DOCUMENTATION THAT YOU WILL NEED TO APPLY FOR A BUILDING PERMIT. OTHER DOCUMENTATION MAY BE REQUIRED DEPENDING ON THE SPECIFIC NATURE OF YOUR PROPOSAL.**

#### APPLICANT DETAILS

Name of Applicant	
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#### PROPERTY DETAILS

Lot No		Street No		Street Name	
Locality					

#### DESCRIPTION OF PROPOSED WORKS

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Alterations	<input type="checkbox"/> Patio/Carport	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Additions	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Fence (Masonry)	<input type="checkbox"/> Water Tank (over 5000Lt)	<input type="checkbox"/>

Does your proposal affect you neighbour's property/land? Yes  No

*If work adversely affects or encroaches on other land, neighbouring landowners must view the proposed plans, sign them, and complete a BA20 Form.*

#### OTHER APPROVALS (AS REQUIRED)

<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Development (Planning) Approval	Number: <input type="text"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Effluent Disposal System Approval	Number: <input type="text"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	WaterCorp Approval ( <i>Required if you are building near mains water or sewer</i> )	

Comments

#### DOCUMENTATION REQUIRED

**PDF documentation** is required to be submitted by email to [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au). **Printed copies are NOT required.** Please contact Building Services if your files are too large, access to upload your documents can be set up for you.

<input type="checkbox"/> Yes		Application Form – Certified or Uncertified
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Certificate of Design Compliance ( <i>for Certified Applications</i> )
<input type="checkbox"/> Yes		Architectural Plans - <u>Professionally</u> drawn, numbered, to scale and showing Author
<input type="checkbox"/> Yes		Structural Engineering Plans
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Completed BCTIF Form ( <i>Required when value exceeds \$20,000.00</i> )
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Registered Builder / Licenced Owner-Builder details ( <i>Required when value exceeds \$20,000.00</i> )
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Home Indemnity Insurance ( <i>Required for residential works by Registered Builders</i> )
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Bushfire Attack Level (BAL) Report <i>Required if property is in a Bushfire Area. See <a href="http://www.dfes.wa.gov.au/bushfireproneareas">www.dfes.wa.gov.au/bushfireproneareas</a></i>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Construction Details Showing Compliance with AS3959-2018 – Construction of Buildings in Bushfire Prone Area
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Site Investigation / Geotechnical Report
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Energy Efficiency Assessment Report
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Termite Protection Details

#### DEMOLITION

Will any Demolition be undertaken? Yes  No  If yes, is there any Asbestos material to be removed? Yes  No

If yes, a Licensed Asbestos removalist is required for any asbestos removal over 10m<sup>2</sup>

<https://www.commerce.wa.gov.au/building-and-energy/guide-building-approvals-process-wa>