

CHECKLIST FOR BUILDING LICENCES MINOR WORKS - UNDER \$20,000

PLANS

Two (2) complete sets of plans must be submitted with your application form (can be downloaded separately from website). All plans must be legible, drawn to scale and include the lot address and owner details. Note: All plans must include structural specifications and wind loading details from the manufacturer and may require certification by a Practicing Structural Engineer.

SITE PLANS (minimum scale 1:200)

Clearly indicate all property boundaries, boundary dimensions and existing Buildings

- Position of effluent disposal system to un-sewered blocks
- Clearly indicate the distance from the property boundaries to the proposed building
- Show the proposed finished floor level to the residence and garage/carport
- The height and extent of proposed earthworks
- Existing sewer and storm water drains and/or easements
- Locations and heights of stabilised embankments e.g. retaining walls
- North point

FLOOR PLANS (minimum scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Location of windows and doors showing their sizes
- Smoke detector locations
- Ridge, valley, eaves line and downpipe locations

ELEVATIONS (minimum scale 1: 100)

- Existing ground and proposed finished floor and ground levels
- Location of doors and windows (including direction of opening) eg : fixed, sliding, or awning
- Height of ceilings
- Roof pitch
- Types of materials to be used

CROSS SECTIONAL VEIW (scale 1:100 ADDITIONS ONLY)

- Finished ground level
- Type of subfloor structure e.g. concrete footing and slab or frame
- Height of ceiling
- Type of roof e.g. steel truss, timber truss, pitched, engineered roof

DETAILS AND SPECIFICATIONS

Two (2) complete sets of details and specifications must be submitted with your application. Note: All details and specifications must be certified by a Practising Structural Engineer

- Types of materials to be used and location of use
- Measurements of materials to be used – Length, width, depth
- All details and specifications showing that the building will be constructed to comply with The Building Code of Australia
- Site classification
- Recommendations for earthworks, foundations and drainage
- Footing dimensions
- Reinforcement size and waterproof membrane – locations of both
- Slab thickness
- Structural beam sizes
- Drawings and specifications of retaining walls

CERTIFICATES AND CONTROLS

- Where a new septic system is proposed or changes to the existing a **Septic Tank Application** must be submitted

NOTE: This document is intended as a guide only to assist in your application, contact the Shire of Cue for further assistance. Please ensure that your building application complies with required development approval and the Shires planning Scheme and Policies before submitting a Building Licence Application. It is the Applicants responsibility to ensure that a building licence has been issued, before commencement of building works. Building without a required licence may incur penalties and prosecutions.

FEES PAYABLE

- BUILDING LICENCE APPLICATION FEE **\$85** (minimum fee)
- BUILDERS REGISTRATION BOARD LEVY **\$41.50**

TOTAL PAYABLE \$126.50

FEES MUST BE PAID IN FULL BEFORE A BUILDING LICENCE WILL BE ISSUED

CHECKLIST FOR BUILDING LICENCES MAJOR WORKS - OVER \$20,000

PLANS

Two (2) complete sets of plans must be submitted with your application form (can be downloaded separately from website). All plans must be legible, drawn to scale and include the lot address and owner details. Note: All plans must include structural specifications and wind loading details from the manufacturer and may require certification by a Practicing Structural Engineer.

SITE PLANS (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- Position of effluent disposal system to un-sewered blocks
- Clearly indicate the distance from the property boundaries to the proposed building
- Show the proposed finished floor level to the residence and garage/carport
- The height and extent of proposed earthworks
- Existing sewer and storm water drains and/or easements
- Locations and heights of stabilised embankments e.g. retaining walls
- North point
- A permanent datum point, contour, spot levels and feature survey of the property may be needed
- Show verge and road features including traffic island crossover, trees, stormwater gates and services
- Indicate all structures and /or buildings on adjoining lots within 3m of the lot boundary

FLOOR PLANS (minimum scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Sunken areas
- Location of windows and doors showing their sizes
- Smoke detector locations
- Ridge, valley, eaves line and downpipe locations

ELEVATIONS (minimum scale 1: 100)

- Existing ground and proposed finished floor and ground levels
- Location of doors and windows (including direction of opening) e.g. fixed, sliding, or awning
- Height of ceilings
- Roof pitch
- Types of materials to be used

CROSS SECTIONAL VIEW (scale 1:100 ADDITIONS ONLY)

- Finished ground level
- Type of subfloor structure eg: concrete footing and slab or frame
- Sunken areas
- Height of ceiling
- Type of roof e.g. steel truss, timber truss, pitched, engineered roof

DETAILS AND SPECIFICATIONS

Two (2) complete sets of details and specifications must be submitted with your application. Note: All details and specifications must be certified by a Practising Structural Engineer

- Types of materials to be used and location of use
- Measurements of materials to be used – Length, width, depth
- All details and specifications showing that the building will be constructed to comply with The Building Code of Australia
- Site classification
- Recommendations for earthworks, foundations and drainage
- Concrete specifications
- Footing dimensions
- Reinforcement size and waterproof membrane – locations of both
- Slab thickness
- Structural beam sizes
- Drawings and specifications of retaining walls

CERTIFICATES AND CONTROLS

- For residential work exceeding \$20 000 a **Home Indemnity Insurance Certificate** is required
- Where a new septic system is proposed or changes to the existing a **Septic Tank Application** must be submitted
- Details of **Termite Management** must be submitted
- An **energy efficiency certification** is required on all new dwellings
- If you are planning to owner build, a **Owner/Builder licence** must be sought through the Builders Registration Board if the proposed works are over \$ 20 000 (see further details at the end of this document)
- BCITF Levy Payment Form to be completed and signed by Builder

NOTE: This document is intended as a guide only to assist in your application, contact the Shire of Cue for further assistance. Please ensure that your building application complies with required development approval and the Shires planning Scheme and Policies before submitting a Building Licence Application. It is the Applicants responsibility to ensure that a building licence has been issued, before commencement of building works. Building without a required licence may incur penalties and prosecutions.

FEES PAYABLE

- BUILDING LICENCE APPLICATION FEE
VALUE OF CONSTRUCTION (INC GST) \$ X 10/11 X 0.35% = \$
(MINIMUM FEE \$ 85)
- BUILDING CONSTRUCTION INDUSTRY TRAINING FUND LEVY
VALUE OF CONSTRUCTION (INC GST) \$ X 0.2% = \$
- BUILDERS REGISTRATION BOARD LEVY **\$ 41.50**
- SEPTIC TANK APPLICATION AND INSPECTION FEE **\$ 220**
- LOCAL GOVERNMENT BOND/S MAY APPLY
- PLANNING FEES WILL ALSO APPLY WHERE A PLANNING APPLICATION IS REQUIRED

SOME FEES MAY NOT APPLY TO YOUR APPLICATION, FEES MUST BE PAID IN FULL BEFORE A BUILDING LICENCE WILL BE ISSUED

See below for Owner Builder Information

OWNER-BUILDERS

Owner-builders are persons who construct for themselves a residential house, a class 10 building or a small (<500m²) commercial building, including additions. To become an owner builder you must apply for an approval as an owner builder before the Shire of Cue can issue you a building licence. You do not need to submit a statutory declaration, if any of the following apply:

- You are building outside the Board's area of jurisdiction.
- The total cost of construction (including materials and labour) is \$20,000 or below.
- You are constructing a non-residential 'farm building' where the building and the land are used primarily for agriculture.
- The work is carried out by the Crown or local government.

If you are unsure of what you can build as an owner-builder, or whether a building licence is required, contact the Shire of Cue. For detailed information on owner builder approval please refer to the separate **Owner Builder Information Pack** before submitting a building application

Beware of unregistered builders.

If someone has recommended that you get an owner-builder licence but they take care of and organise all the work, you are putting yourself at significant risk. If you have any doubt about whether or not you require an owner builders permit you should check the legislation or contact the Building Commission for assistance, as substantial penalties apply for non-compliance.

Office and Postal Address

The Building Commission is located in the Macmahon Building at Level 1, 31 Troode Street, West Perth, Office hours are from 8:30 am to 5:00 pm, Monday to Friday.

Postal: Building Commission
Locked Bag 12
West Perth WA 6872

Contact Numbers:

Telephone (08) 1300 489 099

Facsimile (08) 9476 1333

Email: info@buildingcommission.wa.gov.au

Website: www.buildingcommission.wa.gov.au