

## Shire of Yalgoo

PO Box 40  
Yalgoo WA 6635  
Ph: (08) 9962 8042  
Fax: (08) 9962 8020  
Email: [shire@yalgoo.wa.gov.au](mailto:shire@yalgoo.wa.gov.au)



# CHECKLIST

## Building Permit Application

### Outbuildings

#### 1. Forms

- Building Permit Application form; either a **certified BA1 form** or an **uncertified BA2 form**. Certified means you have engaged a private Building Surveyor to complete the relevant certificates, uncertified means the Local Authority Building Surveyor will assess and complete the relevant certificates. The duty of the Building Surveyor is to ensure compliance with the relevant building standards, legislative requirements, and town planning matters. See link for forms:

<http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>

- The Shire of Yalgoo Pro Forma Statement on Planning.  
For most building proposals, a planning approval will be required before a building permit can be issued. The pro forma is designed to ensure planning is addressed prior to the lodgement of a Building Permit Application, which will in turn assist in the timely processing of the building application.

- Water Corporation Approval Stamp -

This is currently not required in order to obtain a Building Permit. However, you are strongly advised to contact the Water Corporation to ensure connections are available and for the location of existing water reticulation services. Please visit their website for more information:

<http://watercorporation.com.au/Home/Builders%20and%20developers/Building/Lodge%20a%20building%20application>.

- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land. For more information go to WA Building Commission website:

<http://www.buildingcommission.wa.gov.au/consumers/work-affecting-other-land>

#### 2. Fees payable

All fees are payable at the time of lodging the application.

#### 3. Plans

General note:

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include a copy of the Certificate of Title containing all details and proof of ownership of the land applicable to the application.

##### Site Plan (minimum scale 1:200)

- A feature survey indicating a permanent datum point, contours and spot levels of the project area and of any neighbouring land immediately adjoining the project area.
- Clearly indicate all property boundaries, boundary dimensions and existing buildings.
- Clearly indicate the distance from the buildings and property boundaries to the proposed wall.
- Heights of wall along entire length (reference datum point using Top Of Wall (TOW and Bottom Of Wall (BOW)).
- The location of any vehicle access way, driveways, or crossover located within 3 metres of the wall.
- North point.

##### Elevations (minimum scale 1:200)

- Elevation drawings of each different section including all dimensions and natural ground levels.

### Layout Plan (scale 1:100)

- All dimensions of the proposed building(s).
- Details if secondary gutttering (box) is to be used in adjoining roofs.
- All member sizes and spacings (post, roof beams, rafters, plates battens and trusses).
- Ridge, valley, eaves line and downpipe locations/soak wells.

### Cross Sectional View (scale 1:100)

- Finished ground level.
- Type of floor structure e.g. concrete slab, earth, paving and decking.
- Height of beam of natural ground.
- Roof frame details.
- Connection details for supports from eave line to structure, post to beams and post to footings.
- Timber framing details if decking under patio, complete layout and including member sizes.

### Elevations

- Showing all sides of structure
- Location and sizes of openings.

## 4. Steel Structures

- All steel structures are to be certified by a structural engineer: documents to be signed by the structural engineer. Cloud in red or highlight all relevant components if multiple system engineering details are used.

## 5. Timber Trusses Roof Framing

- Prefabricated roof trusses certificate from manufacturer stating full compliance with all appropriate standards and in accordance with the BCA

### General Notes:

#### Important:

- **Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the structure for compliance with the provisions of the National Construction Code.**

### Contact Details:

**Please contact the Shire for further information or explanation on any matters within.**

**Phone: 08 9962 8042**

**Mob: 0417 484 840**

**Sat: 0420 911 559**

**Email: [emc@yalgoo.wa.gov.au](mailto:emc@yalgoo.wa.gov.au)**