

## Shire of Yalgoo

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Yalgoo WA 6635  
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## CHECKLIST

### Building Permit Application Unlawful Building Work

A person who has commenced building works without the necessary approvals is required to submit an application for a **'Building Approval Certificate' within 20 working days** from the Building Surveyor's Request, or where the applicant is requiring approval for unlawful building work. A reasonable extension of that time frame can be applied for if necessary.

#### 1. Forms

Application to Building Approval Certificate - BA13

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

#### 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.

- A certificate of building compliance (CBC), issued by a third party building surveyor;  
<http://www.buildingcommission.wa.gov.au/consumers/find-a-registered-building-service>.
- Where the local government or the building surveyor deems it necessary a structural engineer needs to inspect the existing structure and submit a report.
- Copies of all plans and specifications denoted on the CBC.
- A copy of technical certificates, (i.e. energy efficiency certificate, etc).
- Evidence of any prescribed authorities' approval.
- Septic system approval where applicable.
- Evidence of any prescribed notifications given.

#### General Notes:

##### Important:

**Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the application for compliance with the relevant standards and codes.**

#### Contact Details:

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

**Phone: 08 9962 8042**

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