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

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;
- 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
Mob: 0417 484 840
Sat: 0420 911 559
Email: emc@yalgoo.wa.gov.au