

BUILDING LICENCE APPLICATION REQUIREMENTS

DWELLINGS & ADDITIONS

FORMS & DOCUMENTATION

- Building Licence Application Form (where a variation to the Residential Design Codes Acceptable Development Criteria is sought please specify nature of the variation sought)
- Building Construction Industry Training Fund (only in excess of \$20,000)
- Owner Builders Statutory Declaration where applicable
- Application to Construct or Install an Apparatus for Effluent Disposal (unsewered areas only).
- Home Indemnity Insurance Certificate (only in excess of \$20,000)
- Termite Management
- Construction Specifications
- Developer Approval (if applicable)

PLANS

Two (2) complete sets of plans, details and specifications must be submitted with this application. All plans and details must be legible, drawn to scale and include the lot address and owner details.

Incomplete applications will not be accepted

Site Plan (Minimum Scale 1:200)

- Clearly indicate all property boundary dimensions and existing buildings
- A permanent datum point, contour, spot levels and feature survey of the property (to be carried out by a licenced Land Surveyor).
- Position of Effluent Disposal System (unsewered areas only, refer note overleaf)
- Clearly indicate the distance from the property boundaries to the proposed building
- Show the proposed finished floor level to the residence and garage/carport
- Height and extent of proposed earthworks
- Existing sewer and storm water drains and/or easements.

- Locations and heights of stabilized embankments eg. Retaining wall(s)
- North point
- Show verge and road features including traffic islands crossover, trees, storm water grates and services

Floor Plan (Scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Sunken areas
- Location of windows and doors showing their sizes

Elevations (Scale 1:100)

- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) eg. Fixed, sliding, awning.
- Height of ceiling
- Roof pitch
- Types of materials used

STRUCTURAL ENGINEERS DETAILS

- Site report
- Footing and slab detail
- Structural beams
- Two storey construction

ENERGY EFFICIENCY

- House design to minimum criteria in BCA (checklist & calculations)
- House design meets the minimum star energy rating (i.e. First Rate)

BUILDING APPLICATION FEE STRUCTURE

Building Licence Application Fee

RESIDENTIAL - 0.35% x 10/11 of construction cost or contract value (GST inclusive). * **Minimum Fee of \$85.00.**

Plus - \$40.00 - Builders Registration Board Disputes Levy Fee (must be paid on all Building Applications)

COMMERCIAL - 0.2% x 10/11 of construction cost or contract value (GST inclusive). * **Minimum Fee of \$85.00.**

Plus - \$40.00 - Builders Registration Board Disputes Levy Fee (must be paid on all Building Applications)

Amended Plan Fees - \$100.00

BUILDING AND CONSTRUCTION INDUSTRY TRAINING LEVY FUND

(only applicable for Building works valued above \$20,000 (GST inclusive))*

Residential & Commercial - 0.2% of construction cost or contract value (GST inclusive). *

Codes Variation Fee - \$127.00 or 0.29% of construction cost exclusive of GST (whichever is greater)

* ***The Building Licence Application Fee and Building and Construction Training Levy are exempt from GST. The fee calculation must be based on the construction cost or contract value including GST using the above formulae.***

* ***If there is no contract then the construction cost (including GST) shall be the sum of all goods (including manufactured goods). Labour, services necessary, fees payable, overheads to be met and profit margin.***

Applications that fit in the following categories will be returned to the applicant:

- 1. Those incomplete and not accompanied by the appropriate fees.*
- 2. The land has not been released.*

Development Approval

A separate application is required for Planning Approval for the following proposed structures.

- Commercial and Industrial work
- Two or more grouped dwellings
- Buildings or alterations on all Rural and Special Rural properties
- Ancillary Accommodation
- Change of Use

A Development Application Fee Schedule is available on the City of Wanneroo Website.

A Codes Variation Approval is required for variations proposed for residential development that does not meet acceptable development criteria of the Residential Design Codes.

A Building Licence cannot be issued until Development Approval or a Codes Variation Approval is given.

Septic Tank Areas

All applications for dwellings within Septic Tanks areas required a Septic Tanks application before a licence may be issued for the dwelling. An information sheet is available on the City of Wanneroo Website relating to Septic Tanks requirements and fees.

Disclaimer: This information sheet is correct as at July 2009 and prone to alteration without notification.

For further information please contact Regulatory Services on 9405 5444.

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