

REQUESTS FOR COPIES OF BUILDING PLANS

The City of Wanneroo as a service will where possible provide copies of approved residential Building Plans upon request.

*Plans prior to **1971 are not available***

WHAT THIS SERVICE PROVIDES?

As most of the City's Building Plans are held in microfiche format we can where available readily provide copies of the following information:

- Plans - Site Plan, Floor Plan, and Elevations
- Footing Details
- Building Licence Application
- Building Licence
- Septic Tank Details

WHO CAN REQUEST COPIES OF BUILDING PLANS?

Only the property owner is entitled to view or request copies of the City's Building Plans.

The owner includes:

- the person shown in the City's records as being the owner
- a person who is authorised in writing by the owner
- a prospective owner

The City will require proof of identity, authority and/or a copy of the signed Offer and Acceptance.

FEE FOR RESIDENTIAL

There is a fee of \$62.00 (including GST) (per licence) for complete set.
\$17.00 for 1 copy of site plan only.
A fee of \$23.00 (including GST) applies for copies of Septic Tank approvals.

FEES FOR COMMERCIAL

The initial fee is \$104.00 (including GST).
For subsequent page copies there is an additional fee of \$10.00 each (including GST).

*Whilst every effort shall be made to obtain copies of plans, if the plans are not available the cost of the request fee will **not be refunded**.*

HOW TO REQUEST A COPY OF PLANS

The attached form is to be completed and may be either posted to the City at the above address or delivered to the City's Customer Service Centre.

Requests take 3-4 days to be process.

DISCLAIMER

This information sheet is correct as at July 2010 and prone to alteration without notification.

