

City of Wanneroo
23 Dundobar Road, Wanneroo WA 6065
Locked Bag 1, Wanneroo WA 6946

T 9405 5000
E enquiries@wanneroo.wa.gov.au
wanneroo.wa.gov.au

What is a Commercial Building?

The Building Code of Australia (BCA) is a national code, produced and maintained by the Australian Building Codes Board (ABCB) that classifies different building types by their use. If you are proposing to build a structure that is not classified as any of the below options, it will most likely be a Class 2-9 building;

- Single Dwelling
- Small scale boarding/guest house
- A non-habitable building or structure

For further information on BCA classes, please refer to the [Department of Commerce website](#).

Do I need approval?

All Class 2-9 buildings require prior Development Approval and a Building Permit. Applications for a commercial Building Permit are required to be lodged as a Certified (BA1) application. A Certified Application has had its assessment completed by a private Building Surveyor and has been issued with a Certificate of Design Compliance. Certified Applications must be submitted complete with all prior approvals issued (including Development Approvals). The City will then issue a Building Permit for the proposed structure.

What do I need to submit?

Certified Applications

- ☐ Development Approval (please refer to the City's [Submitting a Development Application](#) webpage for information on how to obtain this approval)
- ☐ Completed [BA1 application form](#)
- ☐ Relevant fees (refer to page 2)
- ☐ Completed Certificate of Design Compliance and one copy of all documents referenced in the certificate
- ☐ Street and Verge Bond Permit Application (refer the below paragraph)
- ☐ BA20 Form - Notice and request for consent for encroachment or adversely affect (if required)
- ☐ Septic tank approval (if required)

Street and Verge Bond Permits

If you apply for a building permit, you will also be required submit an application for the City's Street and Verge Bond Permit. This application includes a non-refundable administration fee and a bond depending on the value of works.

Value of Works:

Up to \$20,000:

- Non-refundable administration fee of \$120.00
- No bond required.

\$20,000 or more:

- Non-refundable administration fee of \$120.00
- \$2,000 refundable bond

For more information on these applications (including fees and a link to apply online), please refer to the [Street and Verge Bond](#) page on the City's website.

Fees

To determine your application fees, please refer to please refer to our [Building Fee Schedule](#) or [Building Application Fee Calculator](#) on the City's website.

Occupancy Permits

Before occupying a Class 2-9 building, it is a requirement under Part 4 of the Building Act 2011, to obtain an Occupancy Permit. Occupation of a building without an Occupancy Permit may incur penalties under the Act and Building Regulations. Please refer to the City's [Occupancy Permits Information Sheet](#) for further information.

For further information, please contact the City's Building Services on 9405 5000

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.
2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of July 2020 and prone to alteration without notification.



Did you know?

Save time and apply online! This application is available for lodgement via the City's website www.wanneroo.wa.gov.au