



BA2 UNCERTIFIED BUILDING PERMIT APPLICATION CHECKLIST

395 Fitzgerald Street
PO Box 613
NORTHAM WA 6401
P: (08) 9622 6100
F: (08) 9622 1910
E: records@northam.wa.gov.au
W: www.northam.wa.gov.au

SHIRE OF NORTHAM ★ Climate Zone 4 ★ Region A1 ★ Earthquake Zone

SHEDS/CARPORTS/PATIO/RETAINING WALL (CLASS 10a or 10b)

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
ONE (1) HARDCOPY or ELECTRONIC COPY OF THE FOLLOWING (via email, CD, USB or dropbox):		
Please tick applicable box		
BA2 Form (Application Form) Fully Completed and Signed		REQD
Infrastructure Permit Application Form (applicable to all permits valued over \$20 000)		
BA20 Form (Adversely Affecting Other Land) Fully Completed (if required)		
Proof of Builder's Registration or Copy of Owner Builder Permit (works over \$20000 in Value)		
Copy of Planning Approval and approved plans (if required)		
Home Indemnity Insurance Certificate (Works over \$20 000 in Value where applicable)		
CTF Levy form completed (Can be filled out at the Shire or done online) (Works over \$20000)		
Bushfire Assessment (if applicable)		
Heritage Approval (if applicable)		
Septic Approval issued by the Shire (if applicable)		
Termite Treatment Details if Applicable		
Specification and any Addenda's		
Site Classification Report (Soil Classification)		
Plans (All plans are required to be supplied)		
SITE PLAN to scale (minimum scale 1:500) showing:		
<ol style="list-style-type: none"> 1. Boundaries and position of the block, Street Names and Contours 2. Location of proposed development with boundary clearances (setbacks) clearly marked 3. Location of existing structures incl. retaining walls and septic tanks & leach drains 4. Proposed Finished Floor Level (FFL) and Finished Ground Level (FGL) 5. North point 6. Extent of earthworks 7. Location of easements and any services 		
FLOOR PLANS to scale (minimum scale 1:100) showing:		
<ol style="list-style-type: none"> 1. All Dimensions including any room sizes 2. Window and Door Sizes incl. type 3. Roof Lines 		
ELEVATION DRAWINGS showing:		
<ol style="list-style-type: none"> 1. Natural ground level 2. Proposed finished floor and ground level 3. Ceiling height, Roof Ridge height and Roof Pitch 4. Retaining wall heights and details if applicable 5. Wall and Roof Cladding details 6. Location of all doors and windows 		
STORMWATER PLAN		
<ol style="list-style-type: none"> 1. Location and method of stormwater retention/disposal 		
DETAILED CROSS SECTION showing:		
<ol style="list-style-type: none"> 1. Footing, Wall, Ceiling, Eaves and Roof Details 		
PLANS TO BE INK SIGNED BY A PRACTISING STRUCTURAL ENGINEER:		
<ol style="list-style-type: none"> 1. Footing/Slab Layout and details 2. Wall Framing Details including any Bracing, Lintels and Tie Down details 3. Roof Framing Details including any Bracing and Tie Down details 		



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4. Retaining Wall Details if applicable
5. Statement Of Compliance To Australian Standard 1170.2 Or AS4055 For Wind Actions
6. Statement of Compliance for all other relevant Australian Standards

FEES to be Paid:

CTF levy (for Work over \$20 000 in Value)	
Value of construction (inc. GST) \$	x 0.2% = \$
Building Services Levy Fee (all applications)	
Under \$45,000 - \$61.65	
Over \$ 45,000 Value of construction (inc. GST) \$	x 0.137% = \$
Uncertified Building Application Fee	
Value of construction (inc. GST) \$	x 0.32% = \$ (minimum fee \$ 97.70)
Infrastructure Bond for potential rectification of the Shire's infrastructure (\$1000 if value of works over \$20 000)	
Infrastructure Permit Application Fee - \$183.00 (if value of works is over \$20 000)	
TOTAL	

I (enter name) _____ being the applicant for this permit, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed: _____ Date: _____

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card Signature.....

Amount \$..... Expiry Date...../..... CCV.....

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ALL FEES MUST BE PAID IN FULL BEFORE A BUILDING APPLICATION WILL BE ACCEPTED

OFFICE USE ONLY

Receiving officer name:

Signed: _____ Date: _____

NOTES:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. To ensure that your building application complies with required development approval and the Shires planning strategies please contact the Shire of Northam's Planning Department and arrange a suitable time for an Officer to check your proposed works.
3. It is the Applicant's responsibility to ensure that a building permit has been issued before commencement of building works. Building without a required permit may incur a fine of up to \$50 000 for a first offence.
4. Fees may be subject to change.