



BA2 UNCERTIFIED BUILDING PERMIT APPLICATION CHECKLIST

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

NEW DWELLINGS, RENOVATIONS OR ADDITIONS (Class 1a)

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
PROVIDE ONE HARDCOPY & ONE ELECTRONIC COPY OF ALL DOCUMENTS (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 works > \$20 000 value & all earthworks)		
BA20 Form (Adversely Affecting Other Land) Fully Completed (if required)		
Proof of Builder's Registration or Copy of Owner Builder Permit (works > \$20000 in value)		
Copy of Planning Approval and approved plans (if required)		
Home Indemnity Insurance Certificate (Works over \$20 000 in Value)		
CTF Levy form completed (Can be filled out at the Shire or done online) (works > \$20000 in value)		
Bushfire Assessment (if applicable) Refer to the DFES website for bushfire prone areas		
Heritage Approval (if applicable)		
Septic Approval issued by the Shire (if applicable)		
Specification and any Addenda's		
Termite Treatment Details		
Energy Efficiency Report/Certification Note: Northam townsite is in Climate Zone 4		
Site Classification Report (Soil Classification – provided by a Structural Engineer)		
Plans		
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 details including setback dimensions 4. Proposed Finished Floor Level (FFL) and Finished Ground Level (FGL) 5. North point 6. Extent of earthworks 7. Proposed vehicular access and crossover 8. 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 room sizes 2. All Rooms labelled 3. Window and Door sizes, types and direction of opening 4. Roof Lines 		
ELECTRICAL PLAN showing:		
<ol style="list-style-type: none"> 1. Exhaust fans, Smoke Alarms and Lighting 		
ELEVATION DRAWINGS showing:		
<ol style="list-style-type: none"> 1. Natural ground level, Proposed finished floor level and ground level 2. Ceiling height, Roof Ridge height and Roof Pitch 3. Retaining wall heights and details 4. Wall and Roof Cladding details 5. Location of all doors and windows 		
STORMWATER PLAN - Must Comply with the Shire's Stormwater Management Information Sheet available on the website and is TO BE APPROVED BY THE SHIRE'S ENGINEERING SERVICES PRIOR TO ISSUE OF A BUILDING APPROVAL		
<ol style="list-style-type: none"> 1. Location and method of stormwater retention/disposal 		

