

## SHIRE OF DOWERIN

### BUILDING APPLICATION CHECKLIST for Class 1A Housing

Requirements for a Complete Application for a new house or extensions to an existing house.

**Providing the information below constitutes a complete building permit application to enable lodgement with the Permit Authority for assessment and processing**

1.	The form BA2 "Application for a Building permit – Uncertified" has been completed and <b>signed by ALL owners</b>	Y	N
2.	A Pro-Forma Statement about Planning has to be completed - Planning Application - A Pro-Forma Statement about Adverse Effect on Other Land OR provide a BA20 form for neighbours consent to the effect OR a Court Order	Y	N
3.	Provide an Energy Assessment and lighting calculations from a qualified Assessor. <a href="http://members.absa.net.au/imispublic/findassessor.aspx">http://members.absa.net.au/imispublic/findassessor.aspx</a>	Y	
4.	Building Contractor to provide copy of Home Indemnity Insurance if construction is more than \$20,000 in value Does this apply ?	Y	N
5.	Payment of the Building Permit Fee is attached or provided Cash or Card Staff can calculate when making your submission	Y	
6.	Payment of the Building Services Levy is attached or provided Cash or Card Staff can calculate when making you submission		Y
7.	Payment or evidence of payment of the Building Construction Levy is provided Applies if construction is more than \$20,000 in value	Y	N
8.	If applicable, provide a Septic Tank Application together with the payment	Y	N
9.	Provide a Structural Sufficiency Certificate signed by a practising structural engineer.	Y	

#### Minimum Requirements for Building plans and Specifications (2 copies are to be provided)

A) Drawings (To scale not less than 1:100 i.e. 1cm = 1m) showing-

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|---|--|--|
| (i) A Plan of every storey                  | (ii) Elevations of external side and front   | (iii) External & Internal measurements   |
| (iv) Show Ground Level                      | (v) Show finished floor level  | (vi) Depth of foundation (i.e. sand pad) |
| (vii) Size of footing & indicate mesh sizes | (viii) Construction of walls, floor and roofs.   | (ix) Show window sizes                   |
| (ix) Show all room sizes and names.         | (x) Specifications describing materials being used and where not indicated in the drawings, the sizes thereof. |  |

B) A Site Plan (To a scale of not less than 1:500) showing-

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|---|---|
| (i) Street Names, lot or location number and title reference to the site with the north point clearly marked. | (ii) Size and shape of the lot or location          |
| (iii) The position of the proposed building and show any other existing buildings                             | (iv) Clearances or distance from other buildings    |
| (v) The position of any main sewer lines or septic tanks & leach drains                                       | (vi) What is the fall of the site – direction also. |
| (vii) Location & height of any retaining walls – Planning approval required if over 500mm height.             |   |

### BUILDING APPLICATION CHECKLIST for a Class 10 building – Shed, Garage, Patio, Carport

All of the above except: No. 3, 4 & 8 **Engineers Structural Certification required on all building constructions.**

Swimming pools, retaining walls over 500mm high, fences and antennae dishes with a diameter greater than 3.0m all require a Building Permit Application.