

# Shire of Esperance Customer Checklist Applying for a Building Permit



**This is the standard documentation that you will need to submit with a Building Permit Application. Other documentation may be required depending on the nature of your proposal.**

## DESCRIPTION OF PROPOSED WORKS

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Alterations	<input type="checkbox"/> Patio/Carport	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Additions	<input type="checkbox"/> Residential Shed	<input type="checkbox"/> Fence (Masonry)	<input type="checkbox"/> Water Tank (over 5000Lt)	<input type="checkbox"/> Industrial Shed
<input type="checkbox"/> Other _____				

Will the estimated value of your proposal exceed \$20,000 Yes  No  Unsure

*A Registered Builder / Owner Builder Approval is required for most Building works valued over \$20,000. Some exemption apply, check the DMIRS website for details: <https://www.commerce.wa.gov.au/publications/do-i-need-be-registered-builder>*

Is your proposal part of a Commercial Business? (Agricultural / Industrial / Commercial Storage / Fit-out etc) Yes  No  Unsure

*As a permit Authority, the Shire of Esperance is unable to issue a Certificate of Design Compliance for Class 2-9 structures. Your documentation will need to be assessed by a Private Building Surveyor who will issue you with a Certificate of Design Compliance*

Does your proposal potentially affect your neighbour's property/land? (Access to property / building close to the boundary) Yes  No  Unsure

*If work adversely affects or encroaches on other land, neighbouring landowners must view the proposed plans, sign them, and complete a BA20 Form.*

## OTHER SHIRE APPROVALS WHICH MAY BE REQUIRED

Planning (Development) Approval	Unsure <input type="checkbox"/>	Application Pending <input type="checkbox"/>	Issued <input type="checkbox"/>
Effluent Disposal System Approval	Unsure <input type="checkbox"/>	Application Pending <input type="checkbox"/>	Issued <input type="checkbox"/>
Crossover Permit (please contact Asset Management)	Unsure <input type="checkbox"/>	Application Pending <input type="checkbox"/>	Issued <input type="checkbox"/>

## MINIMUM DOCUMENTATION REQUIRED

**Electronic / PDF documentation is required to be submitted via email to [building@esperance.wa.gov.au](mailto:building@esperance.wa.gov.au). Printed copies are NOT required. Please contact Building Services on 9071 0629 if you require assistance**

Yes      The applicable Application Form (**please note this Checklist is not an Application Form**)

Yes     N/A      Certificate of Design Compliance (*for Commercial / Certified Applications*)

Yes      Architectural Plans - Professionally drawn, numbered, to scale and showing Author

Yes      Structural Engineering Plans – plans must be authored & signed by a Registered Structural Engineer.

Yes      Site Plan – showing where the proposed structure will be located on the property

## OTHER DOCUMENTATION THAT MAY BE REQUIRED

- Completed BCTIF Form      • Required when value exceeds \$20,000.00
- Registered Builder / Licensed Owner-Builder details      • Required when value exceeds \$20,000.00
- Home Indemnity Insurance      • Required for residential works by Registered Builders
- Bushfire Attack Level (BAL) Report      • Required if property is in a Bushfire Area. See [www.dfes.wa.gov.au/bushfireproneareas](http://www.dfes.wa.gov.au/bushfireproneareas)
- Construction Details Showing Compliance with AS3959-2018      • For construction of structures in a Bushfire Prone Area
- Site Investigation / Geotechnical Report
- Energy Efficiency Assessment Report
- Termite Protection Details
- WaterCorp Approval      • may be required if you are building near mains water or sewer

## DEMOLITION

Will any Demolition be undertaken? Yes  No  If yes, is there any Asbestos material to be removed? Yes  No

*If yes, a Licensed Asbestos removalist is required for any asbestos removal over 10m<sup>2</sup>*