

Customer Checklist

New Dwellings & Additions



Address of Works:				
Description of Works:				
*Please complete this form fully to ensure that you have provided all of the necessary documentation. It is advisable that you hand this checklist in with your application for a Building Permit.				
Application Form	Yes	No	N/A	Comments / Referenced Page
Application Form Completed <i>Proposal adequately explained, owner / builder / applicant details all completed and signed, exact value of works shown etc.</i>				
Other Shire Approvals (As Required)	Yes	No	N/A	Comments / Referenced Page
Planning Approval #				Date Issued:
Effluent Disposal Approval #				Date Issued:
WaterCorp Approval Attached <i>Required if building within vicinity of mains water or sewer</i>				
Plans & Documentation				
<i>PDF's of documentation is required to be submitted electronically by email to shire@esperance.wa.gov.au Please contact Building Services if files are too large to email, access to upload your documents can be set up for you.</i>				
Plans & Documentation	Yes	No	N/A	Comments / Referenced Page
Completed BCITF Form <i>Required when value exceeds \$20,000.00</i>				
Registered Builder / Licenced Owner-Builder <i>Required when value exceeds \$20,000.00</i>				
Home Indemnity Insurance <i>Required for residential works by Registered Builders</i>				
Geotechnical Report				
Engineered Footings / Slab Details				
Site Plan Including: <ul style="list-style-type: none"> Proposed Building Site; Any Existing Buildings; Septic Tank / Leach Drain Positions; Contours / Spot Levels; Finished Floor Level (FFL) & Natural Ground Level (NGL); North Arrow; and Rainwater Tanks 				
Signed Wet Ink Structural Engineering Plans				
Bushfire Attack Level 'BAL' Report <i>Only Required if the Property is in a Bushfire Area, see: www.dfes.wa.gov.au/bushfireproneareas</i>				
Construction Details Showing Compliance with AS3959-2009—Construction of Buildings in Bushfire Prone Areas (refer BAL Level) <i>Only Required if the Property is in a Bushfire Area, see: http://www.commerce.wa.gov.au/building-commission/building-designated-bush-fire-prone-areas</i>				
All Plans Professionally Drawn, Numbered, Printed to Scale and Showing Author				
Termite Protection Details <i>In accordance with the latest Australian Standard</i>				
Downpipe Positions Shown				

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Stormwater Disposal Shown <i>Approximately one (1) cubic metre per 100m² of roof area</i>				
Soak Wells / Leach Drains Shown <i>Must be clearly shown that these will not be within 1.8m of a footing or boundary</i>				
Septic Tank Shown <i>Must be clearly shown that these will not be within 1.2m of a footing or boundary</i>				
Specifications & Engineering Certification Provided for Proposed Rainwater Tanks <i>Tanks over 5,000L require a Building Permit</i>				
Does Your Proposal Affect Other Land? <i>If work adversely affects or encroaches on other land, neighbouring landowners <u>must</u> view the proposed plans, sign them, and complete a BA20 Form</i>				
Plans & Documentation Required	Yes	No	N/A	Comments / Referenced Page
Professionally Drawn Architectural Plans: <ul style="list-style-type: none"> • Floor Plan - Existing; • Floor Plan - Proposed; • Elevations (showing natural contours, earthworks and / or cut and fill); and • Cross Section 				
Specific Details Required	Yes	No	N/A	Comments / Referenced Page
Wind Rating Calculation Provided				
Footings / Slab Details				
Posts & Footings				
Timber Hazard Level				
Termite Protection Details <i>In accordance with the latest Australian Standard</i>				
Termite Protection on Boundary Detailed				
Deck Layout Details				
Lintels Detailed				
Rafters & Beam Details				
LVL / Glulam - Tables Provided Showing Selection				
Roof & Wall Bracing Detailed				
Truss Specifications / Layout				
Roof Batten / Purlin Details				
All Details Demonstrate Compliance With AS1684 Residential Timber-Framed Construction				
Engineer Certification <i>Required for all steel framing</i>				
Connection Details	Yes	No	N/A	Comments / Referenced Page
Critical Connection Details <i>Details are required from the roof cladding <u>right through</u> to the bottom plate and <u>all</u> connections in between</i>				
Corrosion Resistance for Fixings Provided <i>Required if within 1km of ocean</i>				

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New Roof And Wall Cladding	Yes	No	N/A	Comments / Referenced Page
Roof Tiles / Metal Sheeting				
Roof Cladding Corrosion Protection <i>Required if within 1km of ocean</i>				
Roof Pitch Shown				
Flashings Detailed				
Internal Gutters (Detailed with Calculations)				
Wall Cladding Specified on Plans				
Glazing	Yes	No	N/A	Comments / Referenced Page
Window Schedule Provided				
Window Thickness & Safety Glass Specified				
Fire Safety	Yes	No	N/A	Comments / Referenced Page
Smoke Alarms				
Smoke Alarm Location(s) Shown				
Heating Appliance				
Chimney / Flue Height Detailed				
Woodburner Installation Details Provided				
Fire Separation				
Specifications for Fire Rated Materials				
Details Shown on Plans				
Health And Amenity	Yes	No	N/A	Comments / Referenced Page
Wet Areas				
Finishing Details of Wet Areas				
Floor Wastes Shown				
Room Heights				
Habitable Rooms Comply <i>A minimum ceiling height of 2.4m applies if habitable</i>				
Non Habitable Rooms Comply <i>A minimum ceiling height of 2.1m applies if non habitable</i>				
Facilities Required				
Kitchen Sink & Food Preparation Area				
Bath or Shower				
Clothes Washing Tub & Washing Machine Space				
Closet Pan & Basin				
Sanitary Compartment Doors Have Lift-Off-Hinges				
Light				
10% Natural Light Provided				
Any Borrowed Light Calculations Provided				

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Ventilation				
5% Ventilation Provided				
Sanitary Compartment, Bathroom & Laundry Have Opening Window and / or Exhaust Fan				
Sanitary Compartments Do Not Open to Kitchen Area & are Exhausted to Outside Air				
Rangehood Directly Ducted to Outside Air				
Safe Movement And Access	Yes	No	N/A	Comments / Referenced Page
Stair Construction				
Risers & Goings Detailed				
Balustrades and Handrails				
Balustrades Detailed				
Glass Balustrades Engineer Certification				
Handrails Detailed				
Energy Efficiency	Yes	No	N/A	Comments / Referenced Page
Energy Assessment Report Provided				
Demolition	Yes	No	N/A	Comments / Referenced Page
Will any Demolition be Undertaken?				
Any Asbestos Materials?				
Asbestos Licenced Holder Number #				
Additional Items/Comments				
The Building Code can be accessed and downloaded free of charge by visiting www.abcb.gov.au				