

# Customer Checklist

## Relocated Secondhand Building & Additions



<b>Proposed Location:</b>				
<b>Description of Works:</b>				
<b>Application Form</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Building Permit Application Form Completed				
Proposal Adequately Explained				
Owner Details & Signature Completed				
Estimated Value of Proposed Works				\$
<b>Other Required Shire Approvals</b>				
Planning Approval Issued	Approval #		Date Issued:	
Bond for Planning Paid				
Health Approval Issued for Effluent Disposal System	Approval #		Date Issued:	
WaterCorp Approval attached (if applicable)				
<b>Plans &amp; Documentation</b>				
<i>PDF's of documentation is required to be submitted electronically by email to <a href="mailto:shire@esperance.wa.gov.au">shire@esperance.wa.gov.au</a> Please contact Building Services if files are too large to email, access to upload your documents can be set up for you.</i>				
Old Building Permit Approved Plans (if possible)				
Geotechnical /Site Classification Report				
Structural Engineers Report of the Secondhand Building and any Remedial Work Required				
Proposed Engineered Footings Detail				
Signed Wet Ink Engineering Documentation				
Has the Removal of Asbestos been Investigated (Generally Any Building Constructed Before 1989 Will Contain Asbestos) – Scope of Works to be Provided.				
Two (2) Sets Photographs Provided for Each Elevation				
Two (2) Sets Photographs Provided for Internal Areas				
Two (2) Copies of <u>Site Plan</u> to include: <ul style="list-style-type: none"> <li>• Proposed Building Site</li> <li>• Any Existing Buildings</li> <li>• Septic Tank &amp; Leach Drain Positions</li> <li>• Contours</li> <li>• North Arrow</li> <li>• Rainwater Tanks</li> </ul>				
Specifications Provided for Proposed Water Tanks (over 5,000L require a Building Permit)				

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Certificate Provided for Work Valued over \$20,000 - Requires either a Register Builder or an Owner/Builder Certificate				
BAL Report (Bushfire Attack Level) – Only Required if the Property is in a Bushfire Area				
What is the Bushfire Attack Level?				
Construction Details Showing Compliance with AS3959-2009 – Construction of Buildings in Bushfire Prone Areas				
All Plans to be Drawn & Printed to Scale				
Pages shall be Numbered & Authored				
Termite Protection to be Noted on Plans				
Downpipes and Stormwater Disposal Shown (Allow 1 cubic metre per 100m <sup>2</sup> of roof area)				
Clearly show that any Soak Wells and/or Leach Drains will not be within 1.8m of a Footing				
Clearly show that the Septic Tank will not be within 1.2m of a Footing				
Does any of the Work affect other Land?				
If Work Adversely Affects Other Land – Neighbours <b>must</b> view the Proposed Plans and complete a Form BA20				
<b>Complete Below ONLY if you are Proposing an Addition, Change of Use, or Remedial Works to the Relocated Building</b>				
<b>Additional Plans &amp; Documentation Required</b>				
<b>Architectural Plans:</b> <ul style="list-style-type: none"> <li>Floor Plan - Proposed</li> <li>Connection Details</li> <li>Bracing Plan</li> <li>Cross Section</li> <li>Energy Efficiency Report</li> </ul>				
<b>Specific Details Require</b>				
Footings/Slab Details				
Posts				
Timber Hazard Level				
Deck Details				
Lintel Sizes				
Rafters & Beam Sizes				
LVL/Glulam–Tables Provided Showing Selection				
Structure meets Requirements for BCA Timber Framing and AS1684				
<b>Connection Details</b>				
Wind Rating Calculation Provided				

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Roof Connection Fixings - Details are Required from the Roof Cladding <u>Right Through</u> to the Bottom Plate and <u>All</u> Connections in Between				
Bracing Detailed				
<b>New Roof And Wall Cladding</b>				
Roof Tiling				
Roof Metal Sheet				
Roof Cladding Acceptable Corrosion Protection				
Roof Pitch Noted				
Flashings Shown				
Wall Cladding Specified on Plans				
<b>Glazing</b>				
Window Schedule Provided				
Window Thickness & Safety Glass Specified				
<b>Fire Safety</b>				
<b>Smoke Alarms</b>				
Smoke Alarm Location Shown				
<b>Heating Appliance</b>				
Chimney/Flue Height Detailed				
Woodburner Installation Details Provided				
<b>Health And Amenity</b>				
<b>Wet Areas</b>				
Finishing details in Specifications or on Plans				
<b>Room Heights</b>				
Habitable Rooms comply with 2.4m				
Non Habitable Rooms comply with 2.1m				
<b>Facilities Required</b>				
Kitchen Sink and Food Preparation Area				
Bath or Shower				
Clothes Washing Facilities Tub & WM Space				
Closet Pan & Basin				
Sanitary Compartment Doors-Lift-Off-Hinges				
<b>Light</b>				
10% Natural Light Provided				
Any Borrowed Light Calculations Provided				
<b>Ventilation</b>				
5% Ventilation Provided				
Sanitary Compartment, Bathroom, & Laundry have either Opening Window or Exhaust Fan				

