

# Re-Roofing Checklist

Please complete this checklist fully to ensure that you have provided all the necessary documentation.

It is advisable that you provide this checklist with your application for a Building Permit.

Documentation is required to be submitted as PDF via email to [building@esperance.wa.gov.au](mailto:building@esperance.wa.gov.au)

Reviewed: January 2025

Re-Roofing Checklist

CHECK 0002

## Application and Important Considerations

Address of Works			
Description of Works			
Planning Approval Number		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Value of Works	Works valued over \$20,000 require a Registered Builder or Owner Builder approval	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Application Form Fully Completed	Application for building permit BA1 or BA2	Yes <input type="checkbox"/>	
Home Indemnity Insurance	Required for residential works by Registered Builders over \$20,000	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Show Positions of Water Tanks and/or Soak Wells	Stormwater management must be detailed	Yes <input type="checkbox"/>	
Comments			

## Plans and Documentation

Architectural/Engineering Plans	Professionally drawn architectural and or engineering plans or drawn to an architectural standard numbered, authored, and drawn to scale		
Site Plan or Aerial Image	Building to be re-roofed	Yes <input type="checkbox"/>	
	Position of any new or existing water tanks	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Position of any new or existing soak wells	Yes <input type="checkbox"/>	
Comments			



Stormwater			
Gutters and Downpipes	Downpipe positions shown	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stormwater Details Shown	Ensure soak well is a minimum of 1.8m from leach drain, footing, or boundary, and 1.2m from septic tank <b>Note: Stormwater Disposal – allow 1m3 per 100m2 of roof area</b>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Rainwater Tanks			
Specifications and Engineering Certification Provided for Proposed Rainwater Tanks	Tanks over 5,000L require a Building Permit	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Adequate Distance from Boundary	BA20 form provided if position affects other land	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Specific Details Required			
Wind Rating Required	Recommended minimum N3 or calculation required	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Engineer Certification	All plans to be original PDF with signature or certification letter attached	Yes <input type="checkbox"/>	
Comments			

Connection Details			
Critical Connection Details	Details are required from the roof cladding right through to the bottom plate and all connections in between	Yes <input type="checkbox"/>	
Corrosion Resistance of Fixings	Required if within 1km of the ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			



### New Roof Cladding

Roof Sheeting	Type and profile detailed	Yes <input type="checkbox"/>	
Roof Cladding Corrosion Protection	Required if within 1km of the ocean, ensure the correct product is chosen	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof Pitch Specified		Yes <input type="checkbox"/>	
Roof Insulation	Is any new roof insulation proposed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			

### Ventilation

Exhausts	Any of the following must be discharged directly via a shaft or duct to outdoor air - kitchen range hood, sanitary compartment, or laundry	Yes <input type="checkbox"/>	
Comments			

### Removal of Existing Roof Material

Asbestos	Is asbestos present? - usually in dwellings constructed prior to 1989	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Asbestos Licence Holder number provided	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

### Links to Helpful Information

The Building Code can be accessed and downloaded free of charge by visiting [National Construction Code | NCC \(abcb.gov.au\)](https://www.ncc.gov.au)

