This Checklist is to assist applicants to prepare a complete certified building permit application. Please note further information and/or modifications may still be requested by the Shire’s Building Surveyor.

Applications can be lodged via:

* Email at [building@ashburton.wa.gov.au](mailto:building@ashburton.wa.gov.au); or
* In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENTATION** | | **PROVIDED** | | |
| **YES** | **NO** | **N/A** |
| 1 | *Development Approval provided by the Shire (if applicable)*  ***DA\_\_\_-\_\_\_\_*** |  |  |  |
| 2 | BA1 – Application for Certified Building Permit   * Ensure all sections been completed and signed by the relevant person/s |  |  |  |
| 3 | BA3 – Certificate of Design Compliance (CDC)   * Completed by a registered building surveyor (a registered builder can be found on the DEMIRS website - [Find a registered builder | DEMIRS (commerce.wa.gov.au)](https://www.commerce.wa.gov.au/building-and-energy/find-registered-builder)) |  |  |  |
| 4 | Supporting Plans and Documents (Must be listed on the BA3 – CDC and reference the correct plan/sheet/revision numbers)   * Plan (ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures); * Specifications; * Technical documents and * Structural Engineers Drawings |  |  |  |
| 5 | Construction Training Fund Levy (CTF) form   * Only required if the Estimated Value of Works exceeds $20,000 * Visit [ctf.wa.gov.au](https://ctf.wa.gov.au/) to pay online or contact the Shire for an Electronic copy of the form |  |  |  |
| 6 | For Residential Works exceeding $20,000 –  Home Indemnity Insurance (for Class 1a) or;  Owner/Builder Approval must be provided, if a registered builder is not going to be used |  |  |  |
| 7 | *BA20 – Notice and Request for consent to encroach or adversely affect (if applicable)*   * *Evidence that all consents or court orders have been obtained and/or statement on application form has been filled out and signed* |  |  |  |