



## Uncertified Building Application Checklist (1A)

### New dwelling, Extensions & Renovations

Lot \_\_\_\_\_ House No \_\_\_\_\_ Street \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

*Note : Planning Approval may be required for the proposed works prior to the submission of a Building Permit Application. Please contact our Planning department to discuss these options prior to lodgement.*

*Please tick all relevant boxes to acknowledge submission of documentation*

#### Lodgement Method

Office use only

- Email lodgement Via mail@coolgardie.wa.gov.au
- By Post via PO BOX 138, Kambalda WA 6442 - **1x Hard Copy of all documents submitted**
- In person Kambalda Recreation Centre 7 Irish Mulga Drive Kambalda or Coolgardie Recreation Centre 69 Sylvester Street Coolgardie 6429 **1x Hard Copy of all documents submitted**



All applications via email & post must contain completed checklist with all relevant documents (listed in pdf format for email correspondence). Any application that is submitted incomplete will require further correspondence and may delay the approval process. Printing fees may apply to some applications.

#### Information Required

##### *Application Form*

Complete, signed and dated. Email Address must be listed for Applicant, Owner(s) and Builder for issuing of permit via electronic communication. *(if not supplied and hard copy is required fees may apply)*

- Completed BA2 Application form



##### *If works estimated at over \$20,000*

- Building Commission Owner Builder Approval Letter
- Registered Builder Registration Number provided on application form.
- Home Indemnity Insurance
- BCITF Training Fund Levy Paid, applicant must provide receipt if paid online



##### *Site Plans (x1)*

Plans must be set at scale of 1:200, showing:

- North Point.
- Full extent of lot boundaries/ site.
- Clearly identify between all existing and proposed buildings, structures, retaining walls and features
- Fully dimension buildings, structures and setback distances to lot boundaries. *(Note: A fire separation/ setback from a lot boundary for an unprotected walls is 900mm otherwise a fire resistant wall with a 60/60/60 Fire Resistant Level must be provided).*



- Contours/ Levels including existing & proposed finished floor levels etc.
- Proposed stormwater dispersal
- Existing vehicular access/ proposed access including crossover, kerbs, footpaths, trees, etc.
- Location of sewer connection point or position of effluent disposal system.



*Detailed Plans (x1)*

Plans must be set at scale of 1:100, showing:

- Fully detailed Footings design drawings of the substructure – certified/ signed by structural engineer.



- General arrangement floor plans existing & proposed as required, fully dimensioned clearly showing doors, windows, room names, kitchens, WCs, bathrooms, shower rooms, laundry fittings etc.
- Detail structural drawings of the superstructure/ Wall/roof frame/ tie downs and wall bracings details certified/ signed by structural engineer.
- Full elevation drawings.
- Detailed cross section fully dimensioned showing height of ceilings, spans, roof pitch etc.
- Mechanical & Electrical layout Plans clearly showing smoke detectors, lights, switches, sockets and mechanical extract ventilation etc.
- Details of stair access, showing stair construction, fully dimensioned goings & rises, hand rails & balustrades etc.
- Details of Roof & wall cladding colour and insulation to be provided.



*Specification/Material*

- Clearly identify Specification/ Types of materials used etc.
- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with specifications, complies with the provisions of the current Building Code of Australia (BCA) and Australian Standards. (See bullet point list below as a guide)



- Glazed Assemblies to be in accordance with AS2047-2014.
- Glass installed in accordance with AS1288-2006.
- Timber framing (Including roof tie-down) to be in accordance with AS 1684.
- Roof sheeting & Wall Cladding to be installed in accordance with AS 1562.1 and the manufacturer's specification.
- Roof insulation to be installed in accordance with BCA, Volume 2, clause 3.12.1.1
- Stormwater drainage (Including gutters and downpipes) to be installed in accordance with AS 3500.3- 2015.
- Existing exhaust fans to be flumed to outside air.
- Smoke alarms installed in accordance with AS 3786-2014.
- Waterproof Wet Areas comply with AS 3740-2010.
- Pliable building membranes and underlay to AS/NZS 4200.2-1994
- Waterproofing membranes for external above ground use to AS 4654.1 & 2-2012.
- Facilities for Class 1 Dwellings to be provided in accordance with BCA, Volume 2, Part 3.8.3
- Doors to sanitary compartments to be readily removable from the outside of the compartment and / or in accordance with BCA, Volume 2, clause 3.8.3.3.

*Structural Engineer Details*

- Site classification for soil reactivity - certified/ signed by structural engineer.



- Plans, details and specifications for footings, walls, retaining walls and structure, must be certified by a practicing Structural Engineer and must include original signed copy from engineer.
- Structural Engineers Certification/ Report on transportable building structure (if applicable)

*Termite Management*

- Termite Management Plan/ treatment details in accordance with AS 3660.1-2014

*Energy Efficiency*

- Energy Efficiency Report, including all approved/ stamped drawings.

*Bush Fire Prone Area*

- Building not in a bush fire area.
- Bushfire attack level (BAL) assessment.
- Designed in accordance with AS 3959 Construction of Building in Bushfire Prone Area.

*Planning*

- Planning Approval (if applicable)
- Heritage approval (if applicable)

*Easements and Restrictive Covenants*

- It is recommended that **YOU** check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting you building application

**Meeting this checklist does not guarantee Building Approval, and is intended as guide only in our application.**

**Declaration by Applicant**

I have read, and understood the checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that further information may be required in regards to my application and failure to provide all information required by the building department will result in a delay with the processing of my application until the required documentation is provided in full.

- I acknowledge that all correspondence including the approved building permit with attached approved plans will be issued to me through my nominated email address and will advise the owner and Builder (if not applicant) that they will receive a copy of the approved Building permit via electronic communication.

**OR**

- I do not wish to receive correspondence or my Approved Building Permit via electronic communication and accept the fees and charges applied by the City of Kalgoorlie Boulder to send all correspondence and Building permit via post. I acknowledge that this process may mean a delay in the processing time of my application.

**Applicant Name** \_\_\_\_\_

**Applicants Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

*Officer Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_ *A* \_\_\_\_\_

COMMENTS:

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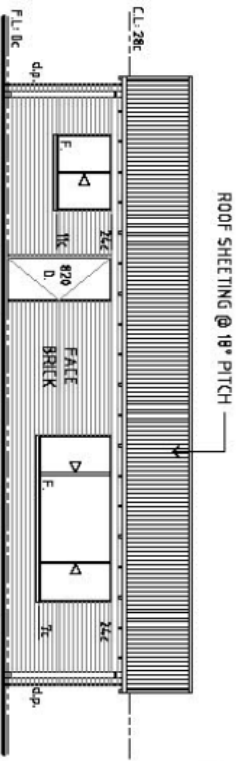
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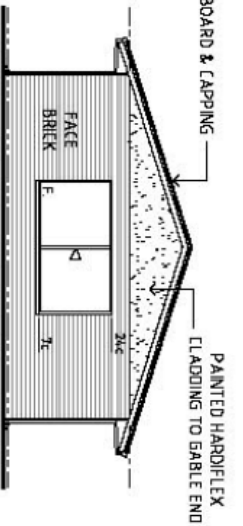
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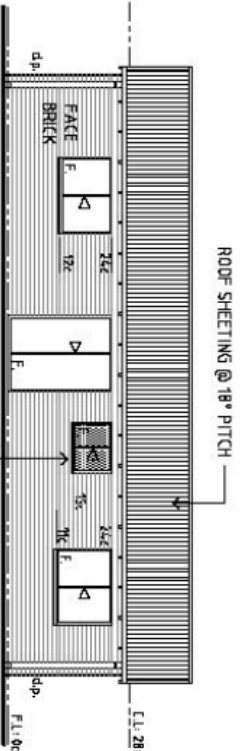
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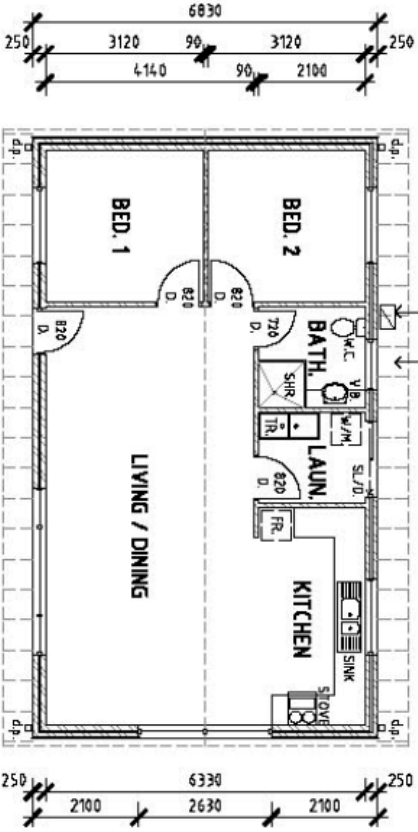
**SOUTH ELEVATION**  
1 : 100



**EAST ELEVATION**  
1 : 100

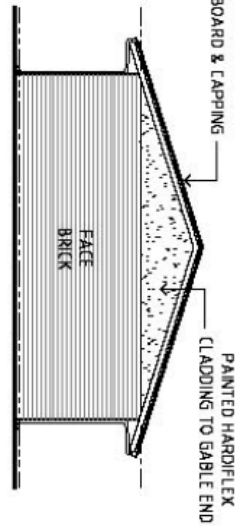


**NORTH ELEVATION**  
1 : 100

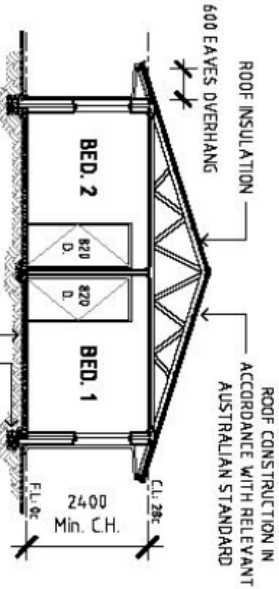


**FLOOR PLAN** 1 : 100

PROJECT: PROPOSED RESIDENCE FOR .....  
 AT: LOT No. ....

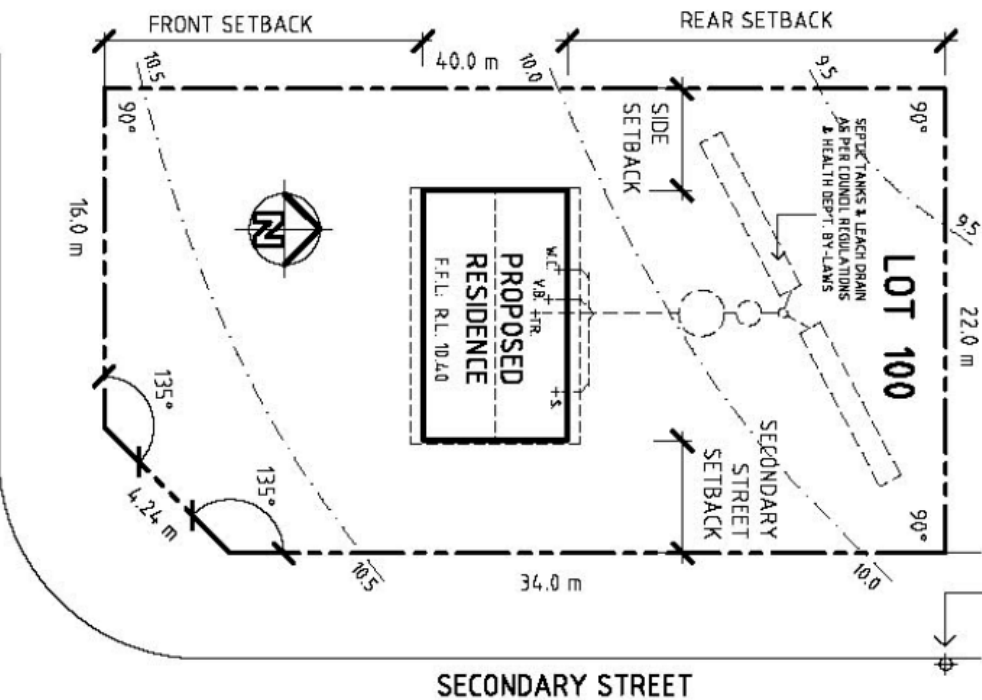


**WEST ELEVATION**  
1 : 100



**SECTION** 1 : 100

**NOTE: EXAMPLE COPY ONLY**



**SITE PLAN** 1 : 200

REF: NAIL IN ROAD  
 DATUM 10.00