

Commercial Building

What is a Commercial building?

Commercial buildings have various uses, including factories, warehouses, shops, schools and sporting venues. The Building Code of Australia classes these types of buildings as Classes 2 – 9, depending on the proposed use.

What can I build?

The Building Code of Australia (BCA), together with the City's Town Planning Scheme and adopted policies, has specific minimum requirements relating to the construction and location of commercial buildings. The class of building, number of storeys, location, layout and size of the building determine these requirements.

The Building Code of Australia is complex; advice regarding the design of your proposed building should be sought from your Architect or registered Building Surveyor.

All Class 2 to 9 buildings over 500m² are required to be vetted by the Department of Fire and Emergency Services (DFES). Visit the DFES website for further information: www.dfes.wa.gov.au

Do I need a Building Permit?

The *Building Act 2011* states that a Building Permit is required for all new commercial buildings. Renovation, repair and improvement to a commercial building also requires a Building Permit if the proposed work affects how the building complies with each applicable standard or alters the structural integrity of the building.

Certified Building Applications

A Certified Building Application must be submitted for Class 2 to 9 structures.

Prior to lodging a Certified Building Application to the City, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The City has up to 10 business days from the date of lodgment to assess a certified application and issue a Building Permit.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

How long until my permit expires?

A Building Permit is valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

Building Application Checklist – Commercial Building

Minimum Information Required	Yes/No
A completed BA1 (certified) application form <ul style="list-style-type: none"> • Include all owner's details, construction materials and costings • Signed by all owners • Signed by Builder, including Builder's Registration number or owner-builder approval number where the value of works is greater than \$20,000 • Applicant's contact details • The application form is available from the City's website www.armadale.wa.gov.au or from the front counter at the City's Administration Office 	
Certificate of Design Compliance <ul style="list-style-type: none"> • Must be issued by a registered Building Surveying Practitioner • Include all documentation as referenced on the Certificate of Design Compliance 	
Payment of Fees <ul style="list-style-type: none"> • Refer to the City's 'Building Services Fees and Charges' information sheet at www.armadale.wa.gov.au – also available from the front counter at the City's Administration Offices 	
Building Construction Industry Training Fund (BCITF) levy payment form <ul style="list-style-type: none"> • Required for building works with a value greater than \$20,000 • Must be completed in full and signed • Refer to the City's 'Building Services Fees and Charges' information sheet at www.armadale.wa.gov.au – also available from the front counter at the City's Administration Office 	
Site plan drawn to scale (1:200) showing <ul style="list-style-type: none"> • Location of the new structure • Location of all existing structures on the property • Measurement from the boundaries to the proposed structure • Location of septic tanks and leach drains (if applicable) 	
Construction details drawn to scale (1:100) showing <ul style="list-style-type: none"> • Detailed floor plan and elevations • Cross-section details 	
Structural Engineer's certification	
Specifications	
DFES Approval	
Planning Approval	

This information sheet is intended as a guide only. The City disclaims any liability for any damages sustained by a person acting on the basis of this information.

For further information contact **Building Services** on **9394 5000**.