

# Dwelling

## What is a dwelling?

A dwelling is a building or portion of a building being used, adapted, designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family or no more than six persons who do not comprise a single family.

## 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 dwellings.

The BCA is complex and advice regarding the design of your proposed dwelling should be sought from your Architect or registered Building Surveyor.

## Do I need a Building Permit?

The *Building Act 2011* states that any new dwelling, additions and structural alterations to a dwelling require a Building Permit.

A Building Permit may not be required for the renovation, alteration, improvement repair or maintenance of a building or incidental structure, providing the building work will not adversely affect the structural soundness of the building or incidental structure.

## 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 applicable timeframe depends on whether the building application is Uncertified or Certified.

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 mutual consent has been granted for a further 21 days.

## Uncertified Building Applications

An Uncertified Building Application can be submitted for Class 1 structures, such as a dwelling.

The City has up to 25 business days from the date of lodgement to assess the application and issue a Building Permit. The required Certificate of Design Compliance will be issued by the City as part of the application process.

## Certified Building Applications

A Certified Building Application can be submitted for all Class of 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.

The City has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

## How long until my permit expires?

A Building Permit is generally 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 – Dwelling

Minimum Information Required	Yes/No
A completed BA1 (certified) or BA2 (uncertified) application form <ul style="list-style-type: none"> <li>• Include all owner's details, construction materials and costings</li> <li>• Signed by Builder, including Builder's Registration number or owner-builder approval number where the value of works is greater than \$20,000</li> <li>• Applicant's contact details</li> <li>• These application forms are available from the City's website <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> or from the front counter at the City's Administration Office</li> </ul>	
Certificate of Design Compliance (certified application only) <ul style="list-style-type: none"> <li>• Must be issued by a registered Building Surveying Practitioner</li> <li>• Include all documentation as referenced on the Certificate of Design Compliance</li> </ul>	
Home Indemnity Insurance certificate from approved insurer <ul style="list-style-type: none"> <li>• Required for residential works with a construction valued greater than \$20,000</li> <li>• Not required for owner-builder</li> </ul>	
Payment of Fees <ul style="list-style-type: none"> <li>• Refer to the City's 'Building Services Fees and Charges' information sheet at <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> – also available from the front counter at the City's Administration Office</li> </ul>	
Building Construction Industry Training Fund (BCITF) levy payment form <ul style="list-style-type: none"> <li>• Required for building works with a value greater than \$20,000</li> <li>• Must be completed in full and signed</li> <li>• Refer to the City's 'Building Services Fees and Charges' information sheet at <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> – also available from the front counter at the City's Administration Office</li> </ul>	
Site plan drawn to scale (1:200) showing <ul style="list-style-type: none"> <li>• Location of the proposed dwelling/additions</li> <li>• Location of all existing structures on the property</li> <li>• Measurement from the boundaries to the proposed dwelling/additions</li> <li>• Location of septic tanks and leach drains (if applicable)</li> </ul>	
Construction details drawn to scale (1:100) showing <ul style="list-style-type: none"> <li>• Detailed floor plan and elevations</li> <li>• Cross-section details</li> </ul>	
Structural Engineer's certification	
Specifications	
Energy Efficiency Report	
Termite Treatment	
Bushfire Attack Level assessment (if applicable)	

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**.