

Occupancy Permit

What is an Occupancy Permit?

An Occupancy Permit must be obtained before a Class 2 to 9 building can be occupied.

Do I need an Occupancy Permit?

An Occupancy Permit is required in the following circumstances as per the *Building Act 2011, section 46, 47, 48, 49, 50, 51, 52* and *Building Regulations 2012, regulation 4*:

- Occupying a new completed building (section 46)
- Occupying an incomplete building or part of a building on a temporary basis (section 47)
- Modifying the current occupancy permit for additional use of a building on a temporary basis (section 48)
- Occupying a building or part of a building that has undergone a permanent change of use or classification (section 49)
- Strata or subdivision of a lot (section 50)
- Occupying an unauthorised building or an unauthorised part of a building (section 51)
- A replacement Occupancy Permit for a building with existing authorisation (section 52)

Strata

If you wish to lodge a strata plan for registration or subdivide a lot in a strata scheme under the *Strata Titles Act 1985*, a separate Occupancy Permit Strata is required.

Change of Classification or Use Occupancy Permits

Proposing to change a building's classification or use requires a separate Occupancy Permit in addition to an Occupancy Permit to occupy the building.

Change of Use

This is where a building is proposed to be used in a different way from the use authorised by the current Occupancy Permit, but the classification remains unchanged.

Change of Classification

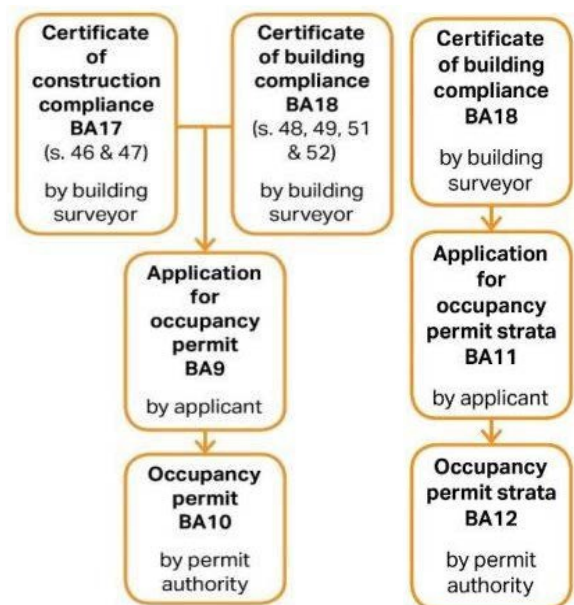
This is where it is proposed to change the existing Building Code of Australia (BCA) classification of a building to a different classification, see reverse for classification descriptions.

A change of classification requires the building to comply with the current building standards relevant for the new proposed classification. This may require building work to be carried out to meet the requirements for the new classification and the submission of a Building Application.

It is recommended that a person wishing to change a building's classification seek advice from a registered Building Surveyor; contact the City's Building Services on 9394 5000 for a list of registered Building Surveyors or refer to the Building Commission's website.

<http://www.commerce.wa.gov.au/building-commission/find-registered-building-surveyor>

Occupancy Permit Process



Occupancy Permit *(continued)*

Building Classifications

Building Class	Building Type
Class 1a	Single dwelling
Class 1b	Short term accommodation
Class 2	A building containing two or more sole occupancy units each being a separate dwelling
Class 3 or 4	A residential building (other than Class 1 or Class 2) located within a commercial building
Class 5	Office building including a dentist, veterinary clinic or physiotherapy rooms
Class 6	A shop or other building where goods or services are retailed directly to the public
Class 7a	Carpark building
Class 7b	A building where goods are wholesaled, such as a warehouse
Class 8	A building where a process takes place, such as a factory or workshop
Class 9a	A health-care building, such as a hospital or clinic
Class 9b	An assembly building, such as a church, childcare centre, sports hall or school
Class 9c	An aged care building
Class 10a	Non-habitable buildings such as a garage, carport or shed

Occupancy Permit Application Checklist

Minimum Information Required	Yes/No
A completed BA9 or BA11 (Strata) Occupancy Permit application form <ul style="list-style-type: none"> • Include all owner's details, construction materials and costings • Signed by all owners • Applicant's contact details • Statement signed by applicant • These application forms are available from the City's website www.armadale.wa.gov.au or from the front counter at the City's Administration Office 	
Certificate of Construction Compliance or Certificate of Building 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 Construction Compliance or Certificate of Building 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 Office 	

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**.