Important notes

* Applications submitted without all of the applicable items listed below, will not be accepted and will be returned.
* The *Building Act 2011* requires that all applicable approvals, including planning approval, are obtained prior to lodgement of a building permit application.
* This list is not a complete list of all requirements but is a general guide of the minimum information required.

Class definitions

Class 10a

Residential outbuilding, shed, patio, carport, garage, pergola or timber deck (>0.5m high or in Bushfire Prone area). Note: shade cloth covered and open frame pergolas and shade sails less than 20m2 in floor area and less than 2.4m high generally don’t require a building permit.

Class 10b

Swimming Pool/Spa (>300mm depth), Retaining Wall (>500mm high), Masonry Fence (>750mm high), Other Fencing, Screening (>1.8m high), Water Storage Tanks (>5000L capacity), Signs, Masts, Soakwells, Solar Panels (Fitted to Class 2-9 buildings). Note: 10b structures don’t require a registered builder.

Information required (mandatory)

**Building approval forms**

Form BA1 Certified Building Application and Form BA3 Certificate of Design Compliance (issued by a private Registered Building Surveyor Contractor).

Note, all the plans and documents listed on the Certificate of Design Compliance must be submitted with the application.

[Access forms BA1 and BA3](https://www.commerce.wa.gov.au/building-commission/building-approval-forms-0) (available on the Department of Mines, Industry Regulation and Safety website).

**Drawings, site plan, specification, engineering details and relevant reports**

Two detailed hard copies (not electronic) are required for:

* 1:200 scale site plan
* 1:20 scale sectional drawings
* 1:100 scale elevations
* Specifications
* Engineering details.

**Water Corporation approval**

When building in an area serviced by Water Corporation, approval is required prior to construction. Find out about [Lodging a building application with Water Corporation](https://www.watercorporation.com.au/Developing-and-building/Building/Lodging-a-building-application).

Additional information required if applicable

**Builder’s registration details or Owner Builder’s Licence**

Required if estimated construction value is over $20,000 for class 10a structures only. Class 10b structures don’t require a registered builder. Exemptions can apply for rural locations.

[Access form 75 Owner Builder Application](https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application) (available on the Department of Mines, Industry Regulation and Safety website).

**BA20 Form – Work affecting other land**

Required if the proposed works show encroachment on adjoining land, or works that will adversely affect an adjoining property. Neighbours’ consent is required prior to issue of the Building Permit.

[Access BA20 form: Notice and request for consent to encroach or adversely affect](https://www.commerce.wa.gov.au/publications/ba20-notice-and-request-consent-encroach-or-adversely-affect) (available on the Department of Mines, Industry Regulation and Safety website).

**BA20A Form – Work affecting other land – access only**

Required if the proposed works involve removing a fence/working on boundary requiring access to neighbour’s land etc. the Builder/Owner is to obtain neighbours consent prior to works commencing.

[Access BA20A form – Notice and request for consent (response notice): Protection structures, party walls, removal of fences, access to land](https://www.commerce.wa.gov.au/publications/ba20a-notice-and-request-consent-response-notice-protection-structures-party-walls) (available on the Department of Mines, Industry Regulation and Safety website).

**BCITF levy form or payment receipt**

BCITF = 0.20% of Estimated Construction Value (EVC) - applicable if ECV including GST exceeds $20,000. [Find out more about the BCITF levy](https://ctf.wa.gov.au/industry/bcitf-levy/).

**Planning approval**

Also referred to as a DA or development application, planning approval is required for grouped dwellings (in excess of three), codes variations (reduced boundary setbacks or over size etc), and/or if the District Planning Scheme (DPS) requires, such as buildings in a landscape protection area etc.

For more information refer to the [R Codes - State Planning Policy](https://www.dplh.wa.gov.au/rcodes) and the Shire of Harvey’s Outbuildings Policy (see below).