

Building Information Sheet - Commercial

What is a commercial building?

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

Do I need a building permit?

Yes, 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.

The Building Code of Australia (BCA), together with the City's Town Planning Scheme and adopted policies, has specific 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. Advice regarding the design of your proposed commercial building should be sought from your registered Building Surveyor.

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

Please note the City's Health and/or Planning approval may be required for commercial structures, before a building permit can be issued. For further information please contact the City on 9394 5000 or via email at info@armadale.wa.gov.au

For more detailed information on how to apply, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Do I need to be a registered builder?

Yes, a builder's registration is required for the construction of commercial structures where a permit is required.

For more detailed information on builder's registration, please visit <https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder>

What is a certified application?

A certified building application must be submitted for Class 2 to 9 structures. A certified building application must be accompanied by a Certificate of Design Compliance BA3 form (CDC) issued by a registered, independent building surveyor.

The City has up to 10 business days to assess a certified application, unless further information is required.

How long is my permit valid for?

A building permit issued by the City of Armadale 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 make an application for an extension of time. To apply for an extension of time, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

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. To submit a Notice of Completion, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

If the building work is for a new building or a change in the classification of the building, you may need an Occupancy Permit prior to occupying the building. Please refer to our separate 'Building Services Information Sheet - Occupancy Permits' on the City's website <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Building Application Checklist - Commercial Building Application

A completed application form <ul style="list-style-type: none"> A 'BA1 - Application for Building Permit - Certified' form. Application form to be completed in full and signed by all property owners, the nominated builder and the applicant Application forms are available from the Department of Local Government, Industry Regulation and Safety's (LGIRS) website https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety 	
Certificate of Construction Compliance (CCC) or Certificate of Building Compliance (CBC) <ul style="list-style-type: none"> Issued by a registered building surveyor practitioner Include all documentation as referenced on the CCC or CBC 	
Payment of fees <ul style="list-style-type: none"> Refer to the City's 'Building Services Information Sheet - Fees & Charges' on the City's website https://my.armadale.wa.gov.au/service/apply-for-building-approval. 	
Construction Training Fund (CTF) Levy receipt <ul style="list-style-type: none"> Required for building works with a value greater than \$20,000 If the CTF levy is applicable, please visit https://ctf.wa.gov.au/levy to make payment Please provide a copy of your CTF levy payment receipt with your building application submission 	
Approval from the City's Planning Department (if applicable)	
Approval from the City's Health Department (if applicable)	

Information generally required by your building surveyor	
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 Measurements from the boundaries to the proposed structure Location of septic 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 engineers certification	
Specifications	

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**.