

Building Information Sheet - Occupancy Permit

What is an occupancy permit?

An **Occupancy Permit** is an approval issued by the local government that allows a **commercial building (Class 2–9)** to be occupied.

In Western Australia, an Occupancy Permit is **not required for Class 1 and Class 10 buildings**

Do I need an Occupancy Permit?

Yes. An **Occupancy Permit is always required for commercial buildings.**

Under the **Building Act 2011** and **Building Regulations 2012**, an Occupancy Permit is required for:

Section 46	Occupying a new completed building
Section 47	Temporary occupation of an incomplete building (or part of a building)
Section 48	Temporary modification of an existing Occupancy Permit for additional use
Section 49	Occupation following a permanent change of use or classification
Section 51	Occupation of an unauthorised building or part of a building
Section 52	Replacement Occupancy Permit for an already authorised building

For application requirements and more information, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

Strata applications

If the Occupancy Permit is required for use under the **Strata Titles Act 1985**, please include the **strata Plan number** on your application form.

Change of Use

A **change of use** occurs when a building is used in a different way than what is currently authorised, while the **building classification remains the same**.

Change of Classification

A **change of classification** occurs when a building's **Building Code of Australia (BCA) classification is changed** (e.g. from one class to another).

This may require:

- Compliance upgrades to meet current building standards
- Building works to satisfy the new classification requirements
- A **Building Permit application**, if works are required

A **separate Occupancy Permit** is also required.

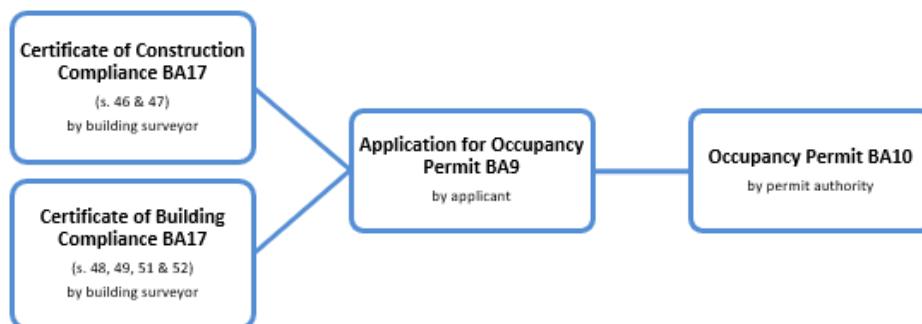
It is recommended that applicants seek advice from a **registered building surveyor** before applying.

Commercial building classifications

Refer to the Building Code of Australia (BCA) for a full description of each classification. The BCA is available for free at <https://ncc.abcb.gov.au/>

Class 2	A building containing two or more sole occupancy units each being a separate dwelling
Class 3	A residential building providing long-term or transient accommodation for a number of unrelated persons (including a dwelling used for some forms of specialist disability accommodation (SDA))
Class 4	A dwelling in a Class 5, 6, 7, 8 or 9 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

Occupancy Permit Process



Important Information

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

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

Building Application Checklist - Occupancy Permit

Application Form Requirements • A completed BA9 Occupancy Permit form The application form must be: • Completed in full, and • Signed by both the nominated builder and the applicant Application forms are available from Department of Local Government, Industry Regulation and Safety's (LGIRS) website: https://www.wa.gov.au/organisation/department-of-local-government-industry-regulation-and-safety	
Certificate of Construction Compliance (CCC) or Certificate of Building Compliance (CBC) • Issued by a registered building surveyor practitioner • Include all documentation as referenced on the CCC or CBC	
Payment of fees • 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 • Required for building works under <i>section 51</i> with a value greater than \$100,000 • 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	