

Building Information Sheet - Dwelling

What is a dwelling?

A dwelling, or commonly referred to as a house or residence, 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. A dwelling is a class 1a structure.

Do I need a Building Permit?

Yes, a Building Permit is always required for the construction of a dwelling. A building permit is also required for additions, structural alterations or a re-roof (changing material). You must obtain a building permit from the City of Armadale prior to commencing any building work. A building permit may not be required for the renovation, alteration or maintenance of a building or incidental structure providing the proposed works will not adversely affect occupant health and/or the structural soundness of the dwelling.

Please note the City's Health and/or Planning approval may be required for a dwelling, 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, if the build cost is \$20,000 or more, a builder's registration or Owner-Builder approval is required for the construction of a dwelling.

The nominated registered builder will also be required to obtain a home indemnity insurance (HII) certificate by an approved insurer for ancillary dwellings over the value of \$20,000. An owner builder is exempt from requiring home indemnity insurance.

For more detailed information on builder's registration or becoming an owner builder, please visit the WA Government website <https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder> and/or <https://www.wa.gov.au/organisation/service-delivery/owner-builder-approval>.

What is a certified application?

A certified building permit application must be accompanied by a Certificate of Design Compliance BA3 form (CDC) issued by a registered, independent building surveyor. A certified application can be submitted for all residential and commercial structure types.

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

What is an uncertified application?

An uncertified application is submitted to the City for assessment against relevant building standards by one of the City's registered building surveyors. A CDC will be issued by the City. An uncertified application can only be submitted for class 1a and class 10 structures.

The City has up to 25 business days to assess an uncertified 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>.

Building Application Checklist - Dwelling

A completed application form <ul style="list-style-type: none"> A 'BA1 - Application for Building Permit - Certified' or 'BA2 - Application for Building Permit - Uncertified' form. Application form to be completed in full and signed by the nominated builder and applicant Application forms available from 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 Design Compliance (certified application only) <ul style="list-style-type: none"> Issued by a registered building surveyor/practitioner 	
Home Indemnity Insurance certificate (if applicable)	
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 	
Site plan to scale (1:200) showing <ul style="list-style-type: none"> Location of the proposed building works Location of all existing structures on the property Measurement from the boundaries to the proposed structure Location of existing septic tanks and leach drains (if applicable) Re-roof only; location of proposed re-roof (if lot has multiple structures) 	
Construction details to scale (1:100) showing <ul style="list-style-type: none"> Detailed floor plan and elevations Cross-section details 	
Structural engineer's certification <ul style="list-style-type: none"> Re-roof only; roof tie down details (from tile to metal roofing) 	
Specifications	
Energy Efficiency Report	
Termite Treatment	
Bushfire Attack Level assessment (if applicable)	
Approval from the City's Health Department (if applicable)	
Approval from the City's Planning Department (if applicable)	