

Building Information Sheet - Dwelling

What is a dwelling?

A dwelling, commonly referred to as a house or residence, is a building, or part of a building, that is used, designed, adapted or intended for permanent human habitation.

A dwelling may be occupied by:

- A single person, or
- A single family, or
- No more than six unrelated persons

A dwelling is classified as a **Class 1a building**.

Do I need a Building Permit?

Yes. A **Building Permit is required** for:

- Construction of a new dwelling
- Additions or structural alterations
- Re-roofing where the material is changed

A Building Permit must be obtained from the **City of Armadale** before any building work begins.

A permit may not be required for minor renovations, alterations or maintenance works, provided the work:

- Does not affect the structural integrity of the building, and
- Does not negatively impact occupant health or safety

Please note:

- **Planning and/or Health approval** may be required before a Building Permit can be issued.

For more information or assistance, contact:

- **Phone:** 9394 5000
- **Email:** info@armadale.wa.gov.au

To apply or learn more, visit: <https://my.armadale.wa.gov.au/service/apply-for-building-approval>

Do I need to be a registered builder?

Yes. For building work valued at **\$20,000 or more**, you must use:

- A **registered builder**, or
- Obtain **Owner-Builder approval**

Additional requirements:

- The nominated registered builder must obtain **Home Indemnity Insurance (HII)** for residential building work over \$20,000
- Owner-builders are exempt from the HII requirement

For more information:

- Registered builder requirements:
<https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder>
- Owner-builder approval:
<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)** issued by a **registered independent building surveyor**.

- Can be submitted for **all residential and commercial structure types**
- Assessment time: **up to 10 business days** (unless further information is required)

What is an uncertified application?

An **uncertified application** is assessed by the **City's registered building surveyor**, who issues the **Certificate of Design Compliance**.

- Only applicable for **Class 1a and Class 10 structures**
- Assessment time: **up to 25 business days** (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 it is granted**.

If additional time is required to complete the building work, an application for an extension of time can be submitted.

To apply for an extension, visit: <https://my.armadale.wa.gov.au/service/apply-for-building-approval>

What happens when I have completed my building works?

The nominated builder listed on the Building Permit must submit a **Notice of Completion (BA7 Form)** to the City within **seven days** of completing the prescribed building work.

To submit a Notice of Completion, visit:

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

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 - Dwelling

Application Form Requirements A completed application form is required, being either: • BA1 - Application for Building Permit (Certified), or • BA2 - Application for Building Permit (Uncertified) The application form must be: • Completed in full, and • Signed by both the nominated builder and the applicant Application forms are available from the Department of Local Government, Industry Regulation and Safety (LGIRS) website: https://www.wa.gov.au/organisation/departments/departments-of-local-government-industry-regulation-and-safety	
Certificate of Design Compliance (certified application only) • Issued by a registered building surveyor/practitioner • Include all documentation as referenced on the Certificate of Design Compliance	
Home Indemnity Insurance certificate (if applicable)	
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 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	
Site plan to scale (1:200) showing • 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 • Detailed floor plan and elevations • Cross-section details	
Structural engineer's certification	
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)	