

Building Information Sheet - Pergola or Shade Sail

What are pergolas and shade sails?

A pergola is an open sided structure and has an open weave permeable roof, for example shade cloth or lattice. A shade sail also has an open weave permeable roof that is only tensioned between several anchor points. Pergolas and shade sails are used to create outdoor shade. They are both class 10a structures.

Do I need a Building Permit?

Yes, a Building Permit is required for the construction of a pergola or shade sail. However, if the pergola or shade sail is less than 20m² in floor area, freestanding and is no taller than 2.4m it does not require a permit.

All pergolas and shade sail that are attached to other structures require a permit regardless of size and height. You must obtain a building permit from the City of Armadale prior to commencing any building work.

The setback requirements for a pergola and shade sail are outlined as per the Local Planning Policies and Residential Design Codes. Care should be taken to ensure that the cover to a pergola or shade sail is designed and located to avoid water runoff into neighbouring properties.

Please note Planning approval may be required for a pergola or shade sail, 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 pergola or shade sail.

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 classified structures.

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 - Pergola and Shade Sail

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 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 Design Compliance (certified application only) <ul style="list-style-type: none"> Issued by a registered building surveyor practitioner 	
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 pergola or shade sail Location of all existing structures on the property Measurement from the boundaries to the proposed structure Location of septic tanks and leach drains (if applicable) Show landscaping and all impervious surfaces within the street setback area 	
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	
Approval from the City's Planning Department (if applicable)	

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**.