

Building Information Sheet - Commercial

What is a commercial building?

Commercial buildings are used for a variety of purposes, including:

- Warehouses
- Shops
- Schools
- Sporting venues

Commercial structures are classified as **Class 2 to Class 9 buildings**, depending on their intended use.

Do I need a building permit?

Yes. A **Building Permit is required for all new commercial buildings**.

A Building Permit is also required for alterations, renovations, repairs or improvements where the proposed works:

- Affect compliance with applicable building standards; or
- Alter the structural integrity of the building.

The Building Code of Australia (BCA), together with the City's Town Planning Scheme and adopted policies, contains specific requirements relating to the design, construction and location of commercial buildings.

Requirements vary depending on:

- Building classification
- Number of storeys
- Building location
- Building layout and size

It is recommended that advice regarding the design of your proposed commercial building be obtained from a registered Building Surveyor.

Department of Fire and Emergency Services (DFES)

All **Class 2 to 9 buildings exceeding 500 m²** 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

Planning and Health Approvals

Approval from the City's Planning and/or Health Departments may be required before a Building Permit can be issued.

For further information, contact the City on **9394 5000** or email info@armadale.wa.gov.au.

Do I need to be a registered builder?

Yes. A registered builder is required for the construction of commercial buildings where a Building Permit is required.

Further information on builder registration is available at:

<https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder>

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**.

- Applications for **Class 2 to 9 buildings must be submitted as certified applications**
 - Assessment time: **up to 10 business days** (unless further information is required)
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How long is my permit valid for?

A Building Permit issued by the City of Armadale is valid for **two years from the date of issue**.

If additional time is required to complete the works, an application for an extension of time may be submitted.

For further information, visit: <https://my.armadale.wa.gov.au/service/apply-for-building-approval>

What happens when I have completed my building works?

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

To submit a Notice of Completion, visit:

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

Occupancy Permits

An **Occupancy Permit may be required before the building can be occupied** where the works involve:

- Construction of a new building; or
- A change in the building classification.

Please refer to the **Building Services Information Sheet - Occupancy Permits** available on the City's website: <https://my.armadale.wa.gov.au/service/planning-and-building/building-services/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 - Commercial Building Application

Application Form Requirements A completed BA1 - Application for Building Permit (Certified) is required 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	
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 drawn to scale (1:200) showing • 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 • Detailed floor plan and elevations • Cross-section details	
Structural engineer's certification	
Specifications	
Approval from the City's Planning Department (if applicable)	
Approval from the City's Health Department (if applicable)	