

Building Information Sheet - Conversion to a Habitable Space

What is a habitable space?

Under the **National Construction Code (NCC)**, a **habitable room** is a room used for normal domestic activities, including:

- Bedrooms
- Living rooms
- Dining rooms
- Kitchens

Non-habitable rooms include areas such as:

- Bathrooms
- Laundries
- Pantries or walk-in wardrobes

Most existing **sheds, patios and carports** do **not** meet the requirements for a habitable room. Significant building work is often required to achieve compliance with the **National Construction Code (NCC)**.

Additional Considerations

Converting a non-habitable space into a habitable room involves more than simply enclosing an existing structure. Your proposal must demonstrate compliance with the **National Construction Code (NCC)** and other applicable requirements.

Common considerations include:

- **Vehicle parking** – If converting a **garage or carport**, the property must still comply with the **Residential Design Codes** parking requirements by providing sufficient parking elsewhere on the lot.
- **Termite management** – A **compliant termite barrier** may be required beneath the concrete floor and around the building perimeter.
- **Moisture protection** – The room must be protected against **rising damp** and moisture entering through walls and the roof. Compliant wall construction, such as **double brick, brick veneer, timber or steel stud framing**, may be required.
- **Ceiling height** – A compliant ceiling must be installed with a **minimum ceiling height of 2.4m** above the finished floor level.
- **Ventilation** – Bathrooms, laundries and toilets must have **openable windows to the outside and/or compliant mechanical ventilation (exhaust fans)**.
- **Energy efficiency** – The conversion must comply with the **energy efficiency provisions of the NCC**. Supporting documentation demonstrating compliance will be required. It is recommended that you consult your **draftsperson or an energy assessor**.

Do I need a Building Permit?

Yes. A **Building Permit** is always required to convert a **non-habitable space into a habitable space**.

You must obtain a **Building Permit from the City of Armadale** before commencing any building work.

Please note that **Planning approval and/or Health approval may also 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.

For more information on how to apply:

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

Do I need to be a registered builder?

A **registered builder** or **Owner-Builder** approval is required if the **value of the building work is \$20,000 or more**.

For work valued at **more than \$20,000**, the **registered builder** must also obtain **Home Indemnity Insurance (HII)** from an approved insurer.

Owner-builders are exempt from the Home Indemnity Insurance requirement.

For more information:

- Builder registration: <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>
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What is a certified application?

A **certified building permit application** must include 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)
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What is an uncertified application?

An **uncertified application** is assessed by the City's registered building surveyor, who will issue the **Certificate of Design Compliance (CDC)**.

- Only applicable for **Class 1a and Class 10 structures**
 - Assessment time: **up to 25 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 2 years** from the date of issue.

If additional time is required, you may apply for an **extension of time**:

<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 **7 days of completing the prescribed building works**.

Submit here:

<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 - Conversion to a Habitable Space

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-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 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 structure and all other 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 • Detailed floor plan showing room dimensions, walls, doors, and windows • Details of materials and sizing • Cross-section details • Location of all smoke detectors • Footing and slab details showing waterproof barrier	
Structural engineer's certification	
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)	