

# Building Information Sheet - Occupancy Permit

## What is an occupancy permit?

An occupancy permit is an approval issued by the local government authority to allow occupancy of commercial structures (class 2 to 9). In Western Australia, an occupancy permit is not required for class 1 and 10 structures.

## Do I need an occupancy permit?

Yes, a Occupancy Permit is always required for commercial structures. As per the *Building Act 2011*, sections 46, 47, 48, 49, 51, 52 and in accordance with the *Building Regulations 2012*, an Occupancy Permit is required for the following instances:

- Occupying a new completed building (section 46)
- Occupying an incomplete building or part of a building on a temporary basis (section 47)
- Modifying the current occupancy permit for additional use of a building on a temporary basis (section 48)
- Occupying a building or part of a building that has undergone permanent change of use or classification (section 49)
- Occupying an unauthorised building or an unauthorised part of a building (section 51)
- A replacement Occupancy Permit for a building with existing authorisation (section 52)

If you intend to use the occupancy permit in an application under the *Strata Titles Act 1985*, please provide the Strata Plan number on the application form.

For more detailed information on how to apply, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

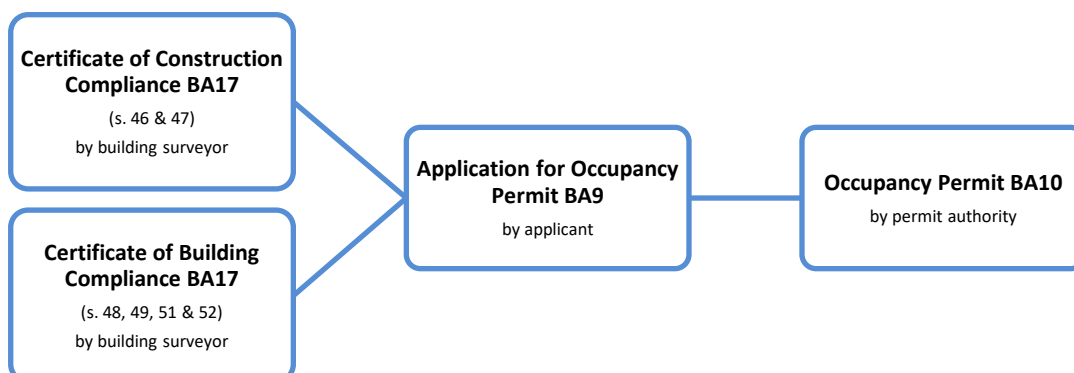
## Change of use and change of classification occupancy permits

Proposing changes to a building's classification or use, requires a separate Occupancy Permit in addition to the Occupancy Permit to occupy the building.

The change of use is where a building is proposed to be used in a different way from the use authorised by the current Occupancy Permit, but the classification remains the same.

The change of classification occupancy permit is where it is proposed to change the existing Building Code of Australia (BCA) classification of a building to a different classification, see reverse for classification descriptions. A change of classification requires the building to comply with the current building standards relevant to the new proposed classification. This may require building work to be carried out to meet the requirements for the new classification and the submission of a building permit application. It is recommended that a person wishing to change a building's classification seek advice from a registered Building Surveyor.

## Occupancy permit process



## Commercial building classifications

Refer to the Building Code of Australia (BCA) for a full description of each classification. The BCA is available for free at <https://ncc.abcb.gov.au/>

<b>Class 2</b>	A building containing two or more sole occupancy units each being a separate dwelling
<b>Class 3</b>	A residential building providing long-term or transient accommodation for a number of unrelated persons (including a dwelling used for some forms of specialist disability accommodation (SDA))
<b>Class 4</b>	A dwelling in a Class 5, 6, 7, 8 or 9 building
<b>Class 5</b>	Office building including a dentist, veterinary clinic or physiotherapy rooms
<b>Class 6</b>	A shop or other building where goods or services are retailed directly to the public
<b>Class 7a</b>	Carpark building
<b>Class 7b</b>	A building where goods are wholesaled, such as a warehouse
<b>Class 8</b>	A building where a process takes place, such as a factory or workshop
<b>Class 9a</b>	A health-care building, such as a hospital or clinic
<b>Class 9b</b>	An assembly building, such as a church, childcare centre, sports hall or school
<b>Class 9c</b>	An aged care building

## Building Application Checklist - Occupancy Permit

<b>A completed application form</b> <ul style="list-style-type: none"> <li>A 'BA9 - Application for Occupancy Permit' form.</li> <li>Application form to be completed in full and signed by all property owners and the applicant</li> <li>Application forms are available from the Department of Local Government, Industry Regulation and Safety's (LGIRS) website <a href="https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety">https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety</a></li> </ul>	
<b>Certificate of Construction Compliance (CCC) or Certificate of Building Compliance (CBC)</b> <ul style="list-style-type: none"> <li>Issued by a registered building surveyor/practitioner</li> <li>Include all documentation as referenced on the CCC or CBC</li> </ul>	
<b>Payment of fees</b> <ul style="list-style-type: none"> <li>Refer to the City's 'Building Services Information Sheet - Fees &amp; Charges' on the City's website <a href="https://my.armadale.wa.gov.au/service/apply-for-building-approval">https://my.armadale.wa.gov.au/service/apply-for-building-approval</a>.</li> </ul>	
<b>Construction Training Fund (CTF) Levy receipt</b> <ul style="list-style-type: none"> <li>Required for building works under <i>section 51</i> with a value greater than \$20,000</li> <li>If the CTF levy is applicable, please visit <a href="https://ctf.wa.gov.au/levy">https://ctf.wa.gov.au/levy</a> to make payment</li> <li>Please provide a copy of your CTF levy payment receipt with your building application submission</li> </ul>	

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For further information contact **Building Services** on **9394 5000**.