

Development and Building in the City of Joondalup

When is a building permit required?

A building permit is required for the majority of building works in Western Australia. There are exceptions for some minor structures. If you are unsure whether you will require a building permit, please contact the City for assistance.

Building Code of Australia (BCA)

The method and materials used in construction must meet with the minimum requirements of the *Building Code of Australia* (BCA). Your builder or designer must design your development to comply with these requirements. If you have any questions regarding the BCA, the City's Building Surveyors may be able to assist you with your enquiry.

When is planning approval required?

It is important for an applicant to identify whether or not a proposal complies with all of the relevant planning requirements; for example, the requirements of the *Residential Design Codes* and any applicable planning policies or structure plan prior to submitting your building permit application. Building permits cannot be issued where planning approval is required and has not been granted.

Planning approval is not normally required for a single house that complies with the City's *District Planning Scheme 2* and the *Residential Design Codes*. In certain parts of the City other development standards may apply, for example some areas are subject to agreed structure plans, and some types of development are subject to local planning policies.

Your designer or builder will be able to advise whether or not your proposal meets the relevant requirements.

Building Permit application requirements

Please ensure your application is complete to avoid delays. It is essential that the plans submitted comply with the BCA. The City can provide you with information sheets which may assist you in preparing an application.

The application for a building permit requires the following:

- Two copies of a site plan drawn to a scale of not less than 1:200. The Site plan needs to include contours at 500mm intervals, be fully dimensioned and indicate the proposed setbacks from boundaries.
- The finished floor level of the dwelling and garage or carport must be indicated with a datum point taken from the kerb at the centre of the driveway crossover.

- If the site rises or drops extensively from the road level, the finished garage/carport floor levels must comply with the City's driveway gradient requirements.
- Two copies of working drawings drawn to a scale of not less than 1:100 including elevations, cross section of building and floor plans.
- Two copies of engineer's details signed by the design engineer. These may include, amongst other things, footing and slab information, structural columns and beams information, retaining walls information, site classification reports and specially design features.
- Two copies of specifications with a completed addendum indicating the types of materials to be used.
- The location of hardwired smoke alarms.
- Termite treatment details.
- A completed building permit application form BA1 or BA2.
- The application form must indicate the estimated construction value at current market rates and the name and registration number of the builder. The original signature of the builder must be on the completed application form.
- Building work which requires a building permit can only be carried out by a registered building contractor or an approved owner-builder where the value of the building work exceeds \$20,000. The Building Services Board registers builders and grants owner-builder approvals under the *Building Services (Registration) Act 2011*. The Building Commission administers the approvals and process.
- All fees are payable upon lodgement of the building application.

If additional information is required the City will contact you promptly following the lodgement of your application.

Fees

Please refer to the *Building Services Schedule of Fees* and *Planning Services Schedule of Fees* available via one of the City's Customer Service Centres or the City's website.

Further information

For further information, please contact the City's Building Services on **9400 4961** or Planning Services on **9400 4460**.

Alternatively, information is provided via the City's Customer Service Centres or the City's website at **joondalup.wa.gov.au**

You may visit the City of Joondalup Libraries – Joondalup to view a copy of the BCA.

Information regarding the R-Codes may be viewed via the Department of Planning website at **planning.wa.gov.au** or purchased from the State Law Publisher – Western Australia at **slp.wa.gov.au**

An *Owner Builder Approval - Application Guidelines* form may be downloaded from the Building Commission website at **buildingcommission.wa.gov.au**