



CHECKLIST FOR A CERTIFIED COMMERCIAL BUILDING PERMIT BA1 (CLASS 2 – 9)

The following checklist is must be completed by the applicant and must accompany the Application for a Class 2-9, Certified Commercial Building Permit BA1.

Applications will not be accepted without the lodgement of this checklist.

An independent Building Surveyor must provide a Certificate of Design Compliance (BA3) for the building work. Please refer to the WA Building Commission website www.buildingcommission.wa.gov.au for further information.

Application Requirements	Applicant to Check	Office Use
Building Permit Application Form – Certified Form BA1 All owners must have signed a copy of the Form BA1 (or purchaser's signature together with a signed copy of the Offer and Acceptance Contract). All Builders and owner –builders must sign Section 4 of BA1.		
Construction Training Fund Form (if applicable) BCITF Levy is required to be paid for all works \$20,000.00 and over. Forms are required to be completed by the Project Manager/Builder. You must include a BCITF Levy Form or a receipt from online payment. As each form is uniquely numbered they are not able to be downloaded. Forms are available from the Town or the Building Construction Fund. Alternatively, you can pay at http://www.bcitf.org		
Certificate of Design Compliance BA3 Provided by an Independent Building Surveyor and compliant with Section 19 of Building Act 2011.		
Works Affecting Other Land (if applicable) Notice and request to work affecting other land Form BA20		
Electronic Copies of each plan, including: <ul style="list-style-type: none">• A complete set of clean documents (no other Town of Mosman Park stamps on documents), must be submitted with your application.• Plans to be provided to scale. Please note if larger than A3, a reduced set of A3 plans are required to be submitted.• And 1 copy of any document/s listed by the building surveyor on the BA3 must be lodged with the Building Permit Application..		

Copy Of Electronic Application & Plans

One (1) electronic copy of ALL items listed on this checklist is required
To be submitted in PDF format and meet the following requirements:

- unlocked, no security or passwords
- to scale
- optimised for minimum file size (Max 10MB) – Email if less than 10MB or email drop box links to admin@mosmanpark.wa.gov.au

Each type of form, certificate, drawing or details should be as a separate PDF (CAD files are not acceptable) numbered in this order:

- Application Form completed and signed
- This checklist
- CTF Form or receipt
- Home Indemnity insurance
- Any Building Commission approved forms or certificates
- Energy efficiency reports
- BAL report
- Termite treatment certificate
- Specifications
- Structural engineering certificate and drawings
- Technical documentations such as electrical, hydraulic, fire and mechanical services.
- Full architectural plans

All files should be unlocked and without rights management to allow combining and digital stamping of files.

Application Fee

Full fees must be paid at receipt of application. Please refer to the Town's website for the Fee Calculator.

[Building Fees | Town of Mosman Park](#)

Please select uncertified building permit and enter the value of works under the tab Building and Planning application to get the total building fees applicable.

Planning Approval Requirements

If you are applying for residential development relating to a single house, does your application meet the 'Deemed to Comply' provisions of the Residential Design Codes (R-Codes), Town Planning Scheme No. 3 and all of the Local Planning Policies of the Town of Mosman Park?

— **Yes** → Please indicate "Planning Not Applicable" to the right.

— **No** → Do you have a planning approval?

— **Yes** → Approval Number _____

<p>Have you satisfied the conditions on the planning approval such as receiving approval for a construction management plan, landscaping plan or similar?</p> <p>— Yes → Approval Number _____</p> <p>— No → Please ensure all requirements have been met before lodging this application.</p> <p>— No → Please discuss this with the Town prior to lodgement in order to reduce delays to your application. Your application may need planning approval prior to submitting for a Building Permit.</p> <p>Should this proposal not meet the ‘Deemed to Comply’ provisions of the R-Codes, Town Planning Scheme No. 3 and all of the Local Planning Policies of the Town of Mosman Park, then a planning approval will be required. At the request of the applicant, a preliminary planning assessment can be undertaken by the Town to identify the variations to the ‘Deemed to Comply’ provisions of the R-Codes, Town Planning Scheme No. 3 and Local Planning Policies. The cost of this assessment is per the Town’s Schedule of Fees and Charges. The preliminary assessment does not grant an approval.</p> <p>Should the applicant choose not to amend the Building Application, in order to bring the application into compliance with the R-Codes, Town Planning Scheme No. 3 and Locals Planning Policies, then a planning approval will be required.</p>		
<p>Infrastructure Protection Bond:</p> <p>An Infrastructure Protection Bond Application seeks approval for access to the Town’s verge during construction periods for the following works:</p> <ul style="list-style-type: none"> Any building works over \$50,000 (certified or uncertified); All swimming pool application (certified or uncertified), and; All demolition permit applications <p>Please Note: The Town’s Infrastructure Protection Bond (IPB) has replaced the Verge Construction Permit process.</p> <ul style="list-style-type: none"> Commercial building works and multiple dwellings POA Bank Guarantee (Determined by Technical Services department). <p>Building Fees Town of Mosman Park</p>		

Please note that this does not provide the site with a Permit to Store Materials on the Verge during construction.		
Storing of Building Materials on Verge? Will the Verge be utilised to store Building Materials? Yes <input type="checkbox"/> No <input type="checkbox"/> If you are answering Yes to the above, please complete an Application for Storage of Building Materials on Verge. Please refer to 'Council Verge' under Technical Services section on the Town's website.		

NOTE

This document is intended as a guide only to assist in your application. Contact the Town's Building Services for further assistance.

The Town of Mosman Park will not accept an incomplete application. Should additional information or clarification be requested, this must be provided within 21 calendar days. Failure to provide any requested information/material within this timeframe may result in the application being refused and the application fee paid at the time of the application may not be refunded.

A Notice of Completion (BA7) is required on completion of all building work that requires a Building Permit. The Notice must be lodged with the Town of Mosman Park within 7 days of completing building work.

Name of applicant: _____

Email Address: _____

Contact Phone: _____ **Mobile Phone:** _____

Site Address: _____

I certify that the information provide above is accurate. I have assessed the plans and provided the required information for the Building Application for the site above.

Signature: _____ **Date:** _____