



CHECKLIST FOR AN OCCUPANCY PERMIT BA9

The following checklist must be completed by the applicant and must accompany the Application for an Occupancy Permit BA9.

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

Prior to occupying a new commercial premise, the occupant must ensure a valid Occupancy Permit is in place. An Occupancy Permit is issued when a building is changing use, classification, or simply because the owner would like an Occupancy Permit for the building or part of the building.

An independent Building Surveyor must provide a Certificate of Building Compliance (BA18) or Certificate of Construction Compliance (BA17) 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
Application for Occupancy Permit- Form BA9 All owners must sign the Form BA9 (or purchaser's signature together with a signed copy of the Offer and Acceptance Contract).		
Certificate of Building Compliance BA18 or Certificate of Construction Compliance BA17. Must be provided by an Independent Building Surveyor and compliant with Section 19 of Building Act 2011.		
Electronic Copies of all documents on CD or USB, including: <ul style="list-style-type: none">• Application Form completed and signed• This checklist• Certificate of Construction Compliance BA17 or Certificate of Building Compliance BA 18• Any relevant documentation/Certificates <i>All files should be unlocked and without rights management to allow combining and digital stamping of files.</i>		
Application Fee Full fees must be paid upon receipt of application. Please refer to the Town's website for the Fee Calculator.		

<u>Building Fees Town of Mosman Park</u>		
Please select occupancy and unauthorised tab and enter the value of works to get the total building fees applicable		

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.

Name of applicant: _____

Email Address: _____

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

Site Address: _____

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

Signature: _____ **Date:** _____