CERTIFIED BUILDING – BA1
Application Checklist

This checklist includes all of the information required to deem the application 'complete' and enable Applications to be processed in a timely manner.
Please submit application along with this checklist to: city@busselton.wa.gov.au

Required Information	Checklist
Application Form • Completed Certified BA1 application form • All sections of the form must be completed. • All property owner/s must be named on the form and signatures where applicable • The Applicant and Builder need to sign the relevant sections **Certificate of Design Compliance (CDC)** – BA3 *Documents that may be required:* • Home indemnity Insurance (HII) • Architectural Drawings • Structural Engineering Details and Drawings • Energy Efficiency Compliance Certificate (7 star) • Bushfire Attack Level Report (BAL) *if required* • Termite Management Solution • Onsite Stormwater Management Plan • Specifications	☐
BCITF Levy Payment Receipt • This is required for all works with an estimated cost of construction above **$100,000** • Can be paid online at BCITF Levy - Construction Training Fund (ctf.wa.gov.au) receipt is required with application when submitting	☐
Owner Builders: Owner Builder Approval (from Building commission) if works exceed $20,000 or $50,000 for Class 10a buildings (*sheds, garages, carports*)	☐
Planning Approval: Approval No. DA___ / _____ *(if applicable)*	☐
Health Approval: Approval No. HA___ / _____ *(if applicable)* *Apparatus for the treatment of sewerage is assessed by Environmental Health Services and approved prior to issuing the building permit.*	☐

Once an application has been received the applicant will receive an invoice. Please refer to the Online Building Fee Calculator for fees and charges.

Enquiries: may be directed to Building Services staff on 9781 1732, via email at city@busselton.wa.gov.au or in person at the City Administration Building during office hours Monday - Friday.

All Communications to:

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