

## Building Permit Application Checklist – Pergola or Shade Sail

Information Required	
<input type="checkbox"/>	Development Approval (if applicable) - Yes <input type="checkbox"/> - ID No. _____ - No <input type="checkbox"/> <b>Every development approval is different, so please take the time to review every planning condition, particularly those that require to be addressed prior to submitting a Building Permit application.</b>
<input type="checkbox"/>	A completed BA1 (certified) or BA2 (uncertified) application form <ul style="list-style-type: none"> <li>• Include all owner's details, construction materials and costings</li> <li>• Signed by Builder</li> <li>• Applicant's contact details</li> <li>• These application forms are available from the Building and Energy's website <a href="http://www.commerce.wa.gov.au/building-and-energy/building-approval-forms">www.commerce.wa.gov.au/building-and-energy/building-approval-forms</a></li> </ul>
<input type="checkbox"/>	Certificate of Design Compliance ( <b>certified application only</b> ) <ul style="list-style-type: none"> <li>• Must be issued by a registered Building Surveying Practitioner</li> <li>• Include all documentation as referenced on the Certificate of Design Compliance</li> </ul>
<input type="checkbox"/>	Site plan drawn to scale (1:200) showing <ul style="list-style-type: none"> <li>• Location and dimensions of the proposed pergola or shade sail</li> <li>• Location of all existing structures on the property</li> <li>• Measurement from the boundaries to the proposed pergola or shade sail</li> </ul>
<input type="checkbox"/>	Construction details drawn to scale (1:100) showing <ul style="list-style-type: none"> <li>• Detailed floor plan and elevations</li> <li>• Cross-section details</li> </ul>
<input type="checkbox"/>	Structural Engineer's details showing footing details (signed drawings)
<input type="checkbox"/>	Construction Training Fund (CTF) Levy <ul style="list-style-type: none"> <li>• <b>Required for works with a value greater than \$20,000</b></li> <li>• Must be completed in full and signed</li> <li>• OR receipt for proof of payment paid directly to CTF</li> <li>• <a href="http://www.wa.gov.au/service/education-andtraining/vocational-education/pay-your-construction-training-fund-levy">www.wa.gov.au/service/education-andtraining/vocational-education/pay-your-construction-training-fund-levy</a></li> </ul>

**Please note that if all the above information is not provided in full, your application may be returned.**

All forms require all owners' to be named and the name and signature of nominated Builder. Company owned properties require authorised signatory proof.

By providing all the information, you enable the City's Building Services Department to process your application in a timely and efficient manner.

The City has up to 10 business days for a Certified application or 25 business days for an Uncertified application from the date of receipt of payment to assess the application and issue a Building Permit.

Further information may be available on the City's website [www.southperth.wa.gov.au](http://www.southperth.wa.gov.au) or the Building and Energy's website [www.commerce.wa.gov.au/building-and-energy](http://www.commerce.wa.gov.au/building-and-energy) or contact Building Services on 9474 0777.