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APPLY FOR A BUILDING PERMIT

APPLY FOR A CERTIFIED BUILDING PERMIT

All of the following information will be required to be submitted with a Certified Building Permit application;

- Completed Form BA1;
- Certificate of Design Compliance (CDC);
- Any document referenced on the CDC;
- Site plan indicating setbacks to all lot boundaries and a finished floor level, if applicable;
- Floor plan;
- Elevations;
- Evidence that all planning conditions have been met, if applicable;
- Completed Application Submission Checklist (Certified)

APPLY FOR AN UNCERTIFIED BUILDING PERMIT

All of the following information will be required to be submitted with an Uncertified Building Permit application;

- Completed Form BA2;
- Site plan indicating setbacks to all lot boundaries and a finished floor level, if applicable;
- Floor plan;
- Elevations;
- Site classification report (this is required for Class 1 new buildings and additions only);
- Structural engineering documents;
- Energy efficiency documents, if applicable;
- Evidence that all planning conditions have been met, if applicable;
- Completed Application Submission Checklist (Uncertified)

NOTICE OF COMPLETION

A Notice of Completion (Form BA7) must be provided to the City by the person named as the builder on the Building Permit within seven days of the completion of the Building Permit works.

NOTICE OF CESSATION

A Notice of Cessation (Form BA8) must be provided to the City within seven days of the day that the person named as the builder on a Building Permit stops being responsible for the building works.

A new responsible person must then be appointed for the remainder of the building works by submitting a Form BA19 to the City.