

RESIDENTIAL & SWIMMING POOLS/SPAS

Information Sheet 2

A building permit is required prior to the construction of all residential and commercial buildings and any extension or alteration to an existing building, and the commencement of any structural works or laying out of a site. This checklist is designed to assist you in ensuring all information is provided at the time of your application. Applications can only be assessed if all required information is received at the time of submission. Incomplete applications may be declined or returned.

ALL applications must be lodged [online](#) via our website.

Checklist	
Development approval (if applicable). Refer to Planning to review the planning conditions, particularly those that require to be addressed prior to submitting a Building Permit application.	☐
Health application for the installation of an effluent disposal system for non-sewered areas (if applicable)	☐
Certified Application for a Building Permit (BA1) or Uncertified Application for a Building Permit (BA2) completed. Refer to Building Application Types on page 2 for more information.	☐
Relevant Building Fees & Charges paid	☐
Site Plan - layout example New Dwellings/Additions or Outbuildings, Patios & Front Fences	☐
Certificate of Design Compliance (CDC) for all Certified Building Applications (BA1)	☐
Floor Plan	☐
Elevations	☐
Cross Section	☐
Specifications specific to type of construction	☐
Engineer's details, site inspection report & soil classification (undertaken by certified engineer)	☐
Energy efficiency certification and water efficiency rating (if applicable)	☐
Home indemnity insurance or owner builder authority from the Building Commission (if applicable)	☐
Termite treatment details (if applicable)	☐
Bushfire Attack Level (BAL) assessment if in Bushfire Prone Area	☐

Site Plan			
Minimum scale of 1:200. Plans depict but not limited to:			
Lot boundaries	☐	Position of any easements, (if applicable)	☐
Site dimensions	☐	Contours & finished floor levels	☐
Proposed building & all existing structures	☐	Vehicle crossover	☐
Building or swimming pool/spa set back dimensions from lot boundaries	☐	Proposed retaining walls - top & bottom wall height from natural ground level	☐
Depicted location of pool/spa safety barrier	☐	Location of effluent disposal system e.g. septic tanks & leach drains if applicable.	☐
Street name/s	☐		
North point	☐	Stormwater disposal system	☐
Site Plan for Group and Multiple Dwelling Units Development			
Detailed stormwater disposal system	☐	Car parking bays	☐
Rubbish & recycling bin collection area	☐	Landscape plans <i>contact Environmental Services for plants species endemic to the City</i>	☐

Floor Plan			
Minimum scale of 1:50 or 1:100. <i>Habitable buildings only.</i> Plans depict but not limited to:			
Intended use of room/space	☐	Roof line & drainage	☐
Wall/window/door dimensions	☐	Smoke alarms for habitable buildings	☐

Elevations

This publication has been prepared by the City of Kalamunda as a service to its residents. The material contained in this document is intended to help you to understand the rules and regulations. It does not purport to, nor is it intended to, constitute legal advice. It is provided in good faith as a public service. However, the City does not guarantee the accuracy of any of the information provided or of any statements made and it is the responsibility of readers to make their own enquiries as to the accuracy, currency and appropriateness of any information or advice provided. The City expressly disclaims liability, whether in negligence or otherwise, for any act or omission resulting from reliance on this document or for any consequence of such act or omission.

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Minimum scale of 1:50 or 1:100. Plans depict external appearance and include:			
Window/door dimensions	☐	Eave height	☐
Roof pitch	☐	Natural ground level	☐
Ceiling height	☐	Finished floor level	☐
Swimming pool / spa shape	☐		

Sectional Elevations			
Minimum scale of 1:50 or 1:100. Plans depict but not limited to:			
Footings/slab details	☐	Eave height	☐
Wall structure details	☐	Roof structural details	☐
Ceiling height	☐	Structural Engineers Certification on plans	☐
Swimming Pool/Spa – structural details	☐		

Building Application Types

Certified Application (BA1) - A certified application is accompanied by a [Certificate of Design Compliance - BA3](#) (CDC) signed by a registered building surveyor that confirms the building will comply with the building standards and any other standard prescribed by the Building Regulations. The City of Kalamunda has 10 business days to determine a certified application. A CDC can be obtained from a registered building surveyor. A [list of registered building surveyors](#) can be found on the building commission website.

Uncertified Application (BA2) - An uncertified application is one in which the certification of building standards has not been done prior to the lodging of a permit application. The building standards assessment and certification of the proposed building or incidental structure is completed after the application is submitted. The City will issue certification and provide a CDC. The City has 25 business days to decide on an uncertified application. Uncertified applications may only be submitted for Class 1a and Class 10 buildings and incidental structures.

Advisory Note: Bushfire Attack Level Assessment

To determine if you are within a Bushfire Prone Area (BPA), an interactive [Map of Bushfire Prone Areas](#) can be found on the Department of Fire and Emergency Services (DFES) website.

If your property is identified as being in a Bushfire Prone Area (BPA) you will need to engage a Level 1 Bushfire Attack Level Assessor to undertake a BAL assessment for your property and provide a BAL Report. Your proposed building works will then be required to be designed in accordance with that BAL assessment and Australian Standard AS3959-2009.

If your BAL is determined as BAL-40 or BAL -FZ (flame zone), this will trigger a need to commission a Level 2 or 3 BAL Assessor to provide a Fire Management Plan (FMP), for your property and you will also need to submit a Planning Application that includes the FMP for determination.

Exemptions include swimming pools, spas, retaining walls, fences and detached Class 10A roof structure

For further information please refer to [Bushfire Prone Information Sheet](#) on our website.

Swimming Pools

Refer to [Building Permits for Private Pools & Safety Barriers](#) for further information.

Note: This document is a guide only for most Building Permit Applications. Additional and specific information may be requested upon assessment of your application.