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Submit an online request by selecting one of the options below. Online requests should only be used for matters that are not urgent or life-threatening. For requests that are urgent or dangerous, please contact the City as soon as possible on (08) 9528 6333.

- General enquiry / request
- Graffiti removal
- Report a road problem
- Street lighting maintenance request
- Tree removal or pruning request
- Request building plans
- SmartWatch - holiday watch request
- LitterBusters report

Submit

Property relating to the plans which are to be copied *

Search for the property the call is in relation to.

Advanced search

Once you are logged into Rock Port, select the 'Submit a request' tile.

This will take you to the next page, where you can select 'Request building plans'.

Within the bar 'search address'. Search for the property in which you are requesting building plans for.

Fees for Payment

Instructions and General Information

Following is a list of fees that will be applied to this application. You may choose to defer your payment of some of these fees by selecting the 'Pay Later' checkbox next to each fee.

Fee Type	Cost Excl. GST	GST	Cost Inc. GST
Building Plans - Request (RP)			
Building Plans - Residential - Full Set	\$60.00	\$0.00	\$60.00
			Fees Total (Inc. GST) \$60.00

Continue *Select 'Continue' to be able to proceed to the payment options*

Contact Details

Residential address Postal address if different from residential

Ensure your address shows here

Work

Home phone

Mobile

Email

Fax

WHAT IS THE PREFERRED METHOD OF RECEIVING CORRESPONDENCE?

Email Not Required SMS Telephone *Select your preferred method of correspondence*

Owner Name / Company Name (if different to customer)

Upload authorisation to obtain plans and/or owner's signature *

Browse for an attachment to link to this call.

Add 0 Attachments Selected *Select 'Add' to provide authorisation*

Submit

Ensure correct address shows here **

Residential Plans (Full) - Includes Site Plan, Floor Plan and Elevations - \$60 (Required) Yes No

Residential Plans (Partial) - Site Plan - \$25 (Required) Yes No

Residential Plans (Partial) - Floor Plan - \$25 (Required) Yes No

Residential Plans (Partial) - Elevations - \$25 (Required) Yes No

Other - Copy of Permit - \$25 (Required) Yes No

Other - Copy of Technical Report - \$60 (Required) Yes No

Other - Copy of Swimming Pool Barrier Inspection Report - \$25 (Required) Yes No

Commercial Plans (Full) - Includes Site Plan, Floor Plan and Elevations - \$100 (Required) Yes No

Authorisation (Required)

Delivery Method (Required)

Select 'continue' if the correct fees are showing. This will bring you to the payment options to be able to complete your request for building plans.

Complete the applicants contact details section. Select your preferred method of correspondence using the options provided. Select 'add' to provide your/the owners authorisation for this request.

Ensure that the correct address is marked at the top. Ensure that every option has been selected with either 'yes' or 'no'. This determines the correct fee. Then use the drop down box to select 'Authorisation' and your preferred 'Delivery method'