

How Do I Obtain a Building Permit?

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To obtain a building permit you must either submit an Uncertified application (BA2) or a Certified application (BA1).

What is the difference between certified and uncertified applications?

A Certified application (BA1) requires a Certificate of Design Compliance (BA3) to be included with the application. This means you must engage the services of a registered Private Building Surveying Contractor who will assess the application and ensure that it meets the requirements of the National Construction Code (NCC) prior to providing you with a completed Certificate of Design Compliance (BA3). Timeframe for issue of permit is 10 business days.

An Uncertified application (BA2) does not require a Certificate of Design Compliance (BA3) to be included with the application. This means the City's Building Surveyors will assess the application to ensure that it meets the requirements of the National Construction Code (NCC) and will issue the completed Certificate of Design Compliance BA3 with the building permit. Timeframe for issue of permit is 25 business days.

All Commercial Building permits are to be Certified Application (BA1).

What do I need to submit?

A Certified application (BA1)

- A completed BA1 form – application for Building Permit, Certified
- A completed BA3 form – Certificate of Design Compliance
- 1 x Copy of all drawings and documents that have been specified in the Certificate of Design Compliance (BA3).

An Uncertified application (BA2)

- A completed BA2 form – application for Building Permit, Uncertified
- 1 x copy of a site plan which must be drawn at a minimum scale of 1:200, showing contour survey/spot levels, all existing structures, setbacks from boundaries and any other structures (including septic systems where applicable) and a north point.
- 1 x copy of floor plans, elevations and sections which must be drawn to a minimum scale of 1:100 and show all dimensions.
- 1 x copy of construction details showing all materials and their respective sizes



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- 1 x copy of structural engineers details which must be designed and certified by a Practising Structural Engineer.

When in doubt on what needs to be included, the City recommends that a qualified Draftsperson or Builder be engaged to assist in preparing drawings for submission to an acceptable quality.

What is the Application Fee?

Please refer to the schedule of fee information sheet to ascertain the applicable fees.

Please note that all fees must be paid on submission of an application.

Where do I lodge My Application?

You can use our online portal, Rock Port, to lodge your application. First time users will need to create a new account for the online lodgement of a building application. Existing users can log in with their existing Rock Port account, in person at our administration building, Civic Boulevard, Rockingham, or via post to City of Rockingham, PO Box 2142, Rockingham DC WA 6967

How long is a Building Permit Valid?

Unless specified, the Building Permit (BA4) has a timeframe of 2 years after the date on which it is granted.

Do I have to notify the City of Completion?

The person nominated as the responsible party (The Builder) on the Building Permit (BA4) must submit a Notice of Completion form (BA7) within 7 Days of completing the prescribed works.

Where can I find the relevant forms and further information?

All forms mentioned in this document are available on:

<http://rockingham.wa.gov.au/Services/Building-and-renovating-services/Building-permits-and-applications>

For further information, please contact the City's Building Services on 9528 0333.

Disclaimer:

This information sheet is provided as general information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Rockingham encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Rockingham if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.