

# BUILDING INFORMATION SHEET: BUILDINGS WITH A 7B AND 8 CLASSIFICATION

## DEFINITION

A building with a classification of 7b and 8 are defined by the National Construction Code (NCC) as follows:

Class 7b – Used for storage, or display of goods or produce for sale by wholesale.

Class 8 – A laboratory, or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.

## BACKGROUND

Prior to the Building Act 2011, approval was in the form of the Certificate of Classification. These approvals are still valid. Where an owner requires a copy of the Certificate of Classification, a building archival search can be carried out. Please see the link below:

<https://www.canning.wa.gov.au/CanningWebsite/media/Files/Residents/Planning-and-Building/Application-forms-and-fees/Application-Form-Archival-Search-for-Building-Records.pdf>

If no records are found the only option is for the owner to obtain a new Occupancy Permit to demonstrate the existing building complies with the relevant building standards.

## FREQUENTLY ASKED QUESTIONS

### When do I need an Occupancy Permit?

- Occupying a completed building or a new part of an existing building.
- Occupying an incomplete building or part of a building on a temporary basis.
- Occupying a building or part of a building which has undergone a permanent change of use or classification.
- Modification of occupancy permit for additional use of building on temporary basis.
- Authorising and occupying an unauthorised building or part of a building.
- Authorising a building with existing authorisation with a new or replacement occupancy permit.
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### What do I need to do to apply for an Occupancy Permit?

As well as the BA9 application form, applications must be accompanied by a BA17 - Certificate of Construction Compliance (CCC) for new buildings and additions, or a BA18 - Certificate of Building Compliance (CBC) for existing buildings. The certificate must be completed by an independent building surveyor and all documents.

### How long will it take to get my Occupancy Permit once I apply?

The statutory time frame is a maximum of 10 working days however The City offers a fast track process for an additional fee. The Occupancy Permit will be issued (via email) within 10 days after the day of lodgement assuming the fees are paid and all the required information is provided. Please note that a fastrack approval will take two days subject to all the required information and fees being paid.

### Is a Building Permit required to carry out alterations to the property?

Please refer to the link below:

[https://www.commerce.wa.gov.au/sites/default/files/atoms/files/ib\\_023\\_fitouts\\_permits\\_2013.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/ib_023_fitouts_permits_2013.pdf)

### Is Planning Approval required (Development Approval)?

The majority of building work on a commercial property requires development approval. Please discuss with The City's Planning Department if you are unsure if development approval is required.

### Who submits the application?

Either the property owner or the Builder/Agent can submit the application. The Builder and all owners must always sign the application for a Building permit.

### How long will my application take to process?

- Certified Applications – The City must process a certified application within 10 working days of it being lodged.

### What plans and specifications do I need to submit with a certified application for a building permit?

Along with a completed Application form for Building Permit – Certified (Form BA1) you will need to supply:

- A Certificate of Design Compliance (CDC) that has been signed by an appropriately registered Building Surveyor
- Copies of all the approved plans and any other documents referenced in the CDC
- Any other approvals required.

### What are the fees for a permit application?

For application fees please refer to the "building fees schedule" link below or on The City's website.

<https://www.canning.wa.gov.au/CanningWebsite/media/Files/Residents/Planning-and-Building/Application-forms-and-fees/Building-Fees-Schedule.pdf>

#### Disclaimer

*This information sheet is provided as generalised 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 Canning encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Canning if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.*