

Building Information Sheet: Frequently Asked Questions

Below is a list of frequently asked questions received by the City's Building Services department:

1. Do I need a registered builder?

A registered builder is required where the estimated value of building work is over \$20,000.00 (Please note that the value of building work includes all goods, labour, services, fees, overheads and profit margins)

2. Where are the application forms for building or demolition permits?

The applications forms are available on the Building Commission website or by online lodgement.

3. How long will a building or demolition permit application take to approve?

Provided that all the required information is provided and all required approvals have been granted at the time of lodgement, the time to determine an application is:

- For a Certified application, 10 business days
- For an Uncertified application, 25 business days
- For a Demolition Permit application, 10 business days

If further information is required, your application will be placed on hold until a compliant response is received.

4. How can I lodge my application?

Lodgements can be made in the following ways:

- In person at the City's offices at 1317 Albany Highway, Cannington 6107
- By mail to Locked Bag 80 Welshpool WA 6986
- Through our online lodgement system, please note that in order to use our online lodgement system you must be registered. You can find more information on the online lodgement system and how to register by visiting the City's website.

Please note that any incomplete applications may be returned

5. What is the difference between a Certified and Uncertified application?

A certified application is where you engage a registered building surveyor to assess the application for compliance with the Building Code of Australia and issue a Certificate of Design Compliance (CDC) before the application for a building permit is submitted. The CDC will need to accompany the application for a building permit certified Form BA1.

An uncertified application is where your application is made directly to the City who will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance. An uncertified application must be made with a BA2 form.

Applications for single dwellings and associated structures such as patios, sheds, garages, carports, swimming pools, retaining walls, fences and the like can be either certified or uncertified applications.

Applications for all other building work must be through a certified application.

6. Do I need a building permit for a shade sail?

If a shade sail is proposed where the sail is attached only to existing structures such as a house or garage, then a building permit is not required.

If a shade sail is proposed and the placement of posts are required to affix the sail to, then a building permit is required.

7. Do I need a building permit for a fit out?

Please see the Building Commission's Industry Bulletin IB 023/2013 for a guide on Building Permits for fit outs.

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.

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