Development Approvals

Building Permit Certified (BA1)

CITY OF PERTH

A certified Building Permit application must be accompanied by a Certificate of Design Compliance signed by a registered building surveyor when submitting an application to the permit authority (local government). Applications for Building Permit – Certified must be used for commercial buildings (2 - 9 classes), however applicants can choose to have classes 1, 10a 10b assessed as a certified application. The permit authority (normally the local government) will issue the permit within 10 business days. If an application is accepted as lodged and additional information is required, a 21 day letter will be sent to the applicant requesting that the information be provided within the 21 calendar days so the City can meet the statutory 10 day processing period. If the prescribed time elapses without a permit being issued or the application being rejected, the application is deemed refused, unless there is a written agreement with the City to continue processing.

Application Requirements

To help ensure that a detailed assessment is made in a timely manner, applicants should ensure that the application form and fees, all plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly might not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal, and location.

The following will be required for all applications for certified applications:

Building Permit Checklist

A completed "Application for Building Permit – Certified BA1 checklist" to be signed and submitted by the applicant.

BA1 Building Permit Certified application form

A completed BA1 Building Permit Certified application form must be submitted. The completed form:

- Must include all points listed in the City's Submission Checklist.
- Current owners detailed can be obtained from landgate.wa.gov.au

Legal Authorisation

When Signing on behalf of the Company who is Land Owner:

- Letter, on the company letterhead, stating the Name and Position of the signatory person;
- BA1 to Include the Name & Position of the signatory person; or
- ASIC Company Statement/Extract only when the signatory person's Name has been included on the BA1

When Signing on behalf of a Company (Land Owner) as Attorney or Property Management:

- Letter, on the Land Owner's letterhead, stating the company/ person authorised to sign on their behalf as Attorney/ Property Manager; or
- A copy of the Power of Attorney or Property Management Agreement between the Land Owner & 3rd Party.
- BA1 must state the Land Owner's Name Care of the Attorney/Property Manager. Naming just the Attorney/ Property Manager will not be accepted; and
- BA1 must state the Name & Position of the signatory person when the stated Attorney/ Property Manager is a company.

When Signing on behalf of an Individual (Land Owner) as Attorney or Property Management:

- A copy of the Power of Attorney or Property Management Agreement between the Land Owner & 3rd Party.
- BA1 must state the Land Owner's Name Care of the Attorney/Property Manager. Naming just the Attorney/ Property Manager will not be accepted; and
- BA1 must state the Name & Position of the signatory person when the stated Attorney/ Property Manager is a company.

When Signing on behalf of a Strata Property (or Large Number of Owners of 1 address):

- A copy of the Power of Attorney or Property Management Agreement between the Land Owners & 3rd Party;
- A copy of the Strata Meeting Minutes authorising the signatory person on behalf of all Land Owner's.
- BA1 must state Owners of Strata Plan (include the strata plan number) Care of the Signatory Person/Property Manager stated in the Meeting Minutes; andBA1 must state the Name & Position of the signatory person when the stated Attorney/Property Manager is a company.

Planning approval/clearance from the relevant planning authority

Certificate of Design Compliance

A certificate of design compliance for the building or incidental structure that is the subject of the application that is signed by a building surveyor and complies with section 19 of the Building Act 2011.

Plans/Drawings

Copies of all documentation referenced on the Certificate of Design Compliance including design certification, specifications, architectural plans, services plans, signed structural plans and fire engineering reports, (as applicable).

Building Permit Fee

Application fee

- Classes 2 – 9, 0.09% of the estimated value of building works but not less than $121.00.
- Classes 1 & 10, 0.19% of the estimated value of building works but not less than $121.00.

Building Service Levy

The levy is 0.137% of the value of the work but not less than $61.65.

BCITF

Where the value of construction is more than $100,000 the rate of the levy is 0.2% of the total contract price.

Fees for Building Applications, BCITF Levy and Building Service Levy are not subjected to GST. However, please note that GST must be included in the estimated value of work.

Effective 1 July 2026, the City of Perth will cease the collection of the Building Construction Industry Training Fund Levy (BCITF). All payments will be required to be made directly to the Construction Training Fund through its designated payment portal.

Receipt of Payment is required to be submitted on lodgement of application.

Additional Information if applicable

Neighbour's consent for encroachments or works affecting other land (BA20/BA20A). Refer to the Building Commission website.

City of Perth Health clearance has been obtained for matters under the Health Act, Public Building Regulations, Food Safety Standards and other Health legislation.

Please note: Notification of Completion

A BA7 Notice of Completion form must be submitted to the City by the builder at the completion of the building work.

Need more help?

If you have further questions, please contact the Development Approvals team on (08) 9461 3361 or building@cityofperth.wa.gov.au

perth.wa.gov.au

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Land Owner's Written Legal Authorisation Form

This form is to be used in place of supplying a letter, power of attorney, property management agreement, etc. to assist with meeting the Land Owner's written legal authorisation requirement under the Building Act 2011 for all building applications submitted to the City of Perth (class 1 and 10 applications do not require the Land Owner's signature or written legal authorisation).

I _____ (Full Name)

am _____ (Position/Title)

of _____ (Company Name)

as (please select only 1 of the following options):

- ☐ Land Owner
- ☐ Property Manager for
- ☐ Attorney for
- ☐ Strata Manager for

For (Land Owners Name/Strata Plan Number):

_____

_____

at _____ (Property Address)

am duly authorised to sign application forms, pursuant to the Building Act 2011, for and on behalf of the Land Owner stated above.

Full name: _____ Position: _____

Email: _____ Date: _____

Signature: _____

****NOTE: All relevant application forms MUST be signed by the person signing above.**

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Application Submission Checklist (includes E-Lodgement Applications)

Instructions:

Please note that the checklist below is not a requirement in accordance with the *Building Act 2011*. However, this checklist is intended to bring awareness to Section 18 Subsection (2) of the *Building Act 2011*, which states that the permit authority may refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.

Requirements BA1 - Building Permit Certified Application Form (Make certain the below points are met).	**Yes**	**N/A**
a) Current BA1 Form: available from Building approval forms | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)		
b) Correct Land Address (Section 1, Page 1 of The BA1 Form to be Completed Including Lot Number, Street Number, Street Name, Suburb and Postcode).		
c) Estimated Value of Works (Section 2, Page 2 of the BA1 form) This Figure Must Include GST.		
d) Correct Landowners Name, Details and Signature (Section 3, Page 3 of The BA1 Form, No Signature Required for Class 1 & 10 Applications):		
Appropriate Legal Authorisation for Convenience Complete The City's 'Land Owner's Written Legal Authorsation Form' Attached to the Information Sheet Found at: Building Permits Licenses and Approvals | City of Perth This is Compulsory for any Person(s) Signing on Behalf of a Company or Another Individual for all Class 2-9 Applications.		
e) Registered Building "Contractor" (Section 4, Page 3 of the BA1 form to be completed for Works Exceeding $20,000 for all classes except 10A and must include current Registration Number & Signature).Class 10A works exceeding $50,000 Refer to: Find a registered builder | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)		

Requirements BA1 - Building Permit Certified Application Form (Make certain the below points are met).	**Yes**	**N/A**
f) Section 6, Page 5 of the BA1 Form (must be completed and signed by the applicant).		
Digital PDF Copy of all Plans & Documents (either supplied with a hard copy application or up-loaded online as part of your e-lodgement application) It is suggested having individual folders/documents for each of the below: • Architecturalplans • Mechanical Plans • Specifications • Structural Plans • Electrical Plans • Technical Documents • Hydraulic Plans • Fire Services Plans • Documents Associated To Clearing Planning Conditions The City is aware that all of the above do not apply to all applications. This is a guideline only. Providing an electronic copy is not a statutory requirement under the Building Act 2011, if you do not provide one, it will not hold up your application.		
BCITF Levy Form or Receipt - For Works Exceeding $100,000 (BCITF form must be made out to the Registered Builder).		
Payment of the Associated Application Fees (refer to Building Act fees | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au) for the most up-to-date fees applicable).		
BA3 - Certificate of Design Compliance (issued by a Registered Building Surveyor)		
Have all relevant Pre-Permit conditions (if any) been met?		

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Land Owner's Written Legal Authorisation Form

I _____ (Full Name)

am _____ (Position/Title)

of _____ (Company Name)

I _____ (Property Address)

as (please select only 1 of the following options):

- ☐ Land Owner → (As stated above)
- ☐ Property Manager for
- ☐ Attorney for
- ☐ Strata Manager for

→ _____ (Land Owners Name/Strata Plan Number)

for _____ (Property Address)

am duly authorised to sign application forms, for and on behalf of the Land Owner stated above.

Full name: _____ Position: _____

Email: _____

Signature: _____ Date: _____

****NOTE: All relevant application forms MUST be signed by the person signing above.**