Development Approvals

Building Permit Uncertified (BA2)

CITY OF PERTH

A Building Permit uncertified application is for class 1 and 10 buildings only. A City of Perth registered Building Surveyor will sign the certificate of design compliance (included in the Building Permit approval process) and issue the permit within 25 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 met the statutory 25 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 will 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 uncertified applications:

BA2 Building Permit Uncertified application form

A completed BA2 Building Permit Uncertified must be submitted. The completed form:

- Must name, and be signed by, the person who proposes to be named as the builder on the building permit. For all classes except 10A works exceeding $20,000 the builder must be registered pursuant to the Builders (Registration) Act 2011 or be an approved owner-builder (supporting documentation of owner-builder status must be provided).
- Class 10A works exceeding $50,000 the builder must be registered.

Building Permit Checklist

A completed “Application for Building Permit

- Uncertified BA1 checklist” must be signed and submitted by the applicant.

Building Permit Fee

Application fee

Classes 1 & 10, 0.32% of the estimated value of building work 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.

Plans/ Drawings

Plans must include a Site Plan, a Floor Plan, Elevations and Structural details.

Additional Information if applicable

Evidence of Home Indemnity Insurance is required prior to the issue of any single and low rise multiple dwelling building permit valued in excess of $20,000 in accordance with the provisions of the *Home Building Contractors Act*.

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 complete in full.

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 BA2 - Building Permit Uncertified 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 BA2 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 BA2 form) This Figure Must Include GST.		
d) Correct Landowners Name, Details and Signature (Section 3, Page 3 of The BA2 Form, No Signature Required for Class 1 & 10 Applications):		
e) Registered Building "Contractor" (Section 4, Page 3 of the BA2 form to be completed for Works Exceeding $20,000 for all classes except 10A and must include current Registration Number & Signature). Class 10A exceeding 50,000 Refer to: Find a registered builder | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)		
f) Section 6, Page 5 of the BA2 Form (must be completed and signed by the applicant).		

Requirements BA2 - Building Permit Uncertified Application Form (make certain the below points are met).	**Yes**	**N/A**
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).		
Have all relevant Pre-Permit conditions (if any) been met?		