

## When is a Building Permit Required?

A building permit is required for all structures (residential, commercial or industrial) including, but not limited to:

- new works;
- alterations;
- additions;
- swimming pools;
- spas (below and above ground);
- safety barriers (fencing) for pools and spas;
- patios; and
- sheds.

Prior to any works commencing on site, a Building Permit must be issued.

To obtain a Building Permit, a Building Permit Application Form together with one set of all plans and specifications must be submitted to Building Services. [View an example site plan.](#)

There are two types of applications that can be submitted:

1. [Uncertified applications](#) - Residential buildings Class 1 and Outbuildings Class 10.
2. [Certified applications](#) - Commercial/Industrial buildings Classes 2 –9.

*Note: If the applicant chooses, they may submit applications for Residential/Outbuildings as a certified application, if they have had the proposed plans certified by an independent registered Building Surveyor.*

Where an owner would like to undertake any proposed works over the value of \$20,000, the owner needs to complete an Owner Builder Approval Application (OBAA) and submit it to the Building Commission Licensing Branch (BCLB) along with the appropriate application fee.

The Owner Builder Approval Application is to be submitted directly to the Building Commission.

## **Assessment Timeframes**

### **Uncertified applications**

- 25 business days for the City to assess your application; and
- 21 calendar days for the applicant to provide further information if requested by the City.

### **Certified applications**

- 10 business days for the City to assess your application; and
- 21 calendar days for the applicant to provide further information if requested by the City.

The Building Act allows for the Permit Authority to refuse an application if all required information is not provided within the 21 day period mentioned and the City can retain the application fee.

For additional information as to what to submit with your application, [view the handout](#).

Building Permit Applications can be lodged via the City of Kwinana's [Online Lodgement portal](#).

For instructions and handy tips please read the [Online Lodgement User Manual](#).