



Building Services Information Sheet 1

ADDITIONS/ALTERATIONS TO DWELLING

1. FORMS

- Building Licence Application Form
- BCITF levy triplicate form (If value of construction exceeds \$20,000)
- Application to Construct or Install an Apparatus for Treatment of Sewage (No sewer available)

2. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)
Value of Construction (GST Incl.) \$ _____ x $\frac{10}{11}$ x 0.35% = \$ _____ (Min. fee **\$85.00**)
- Builders' Registration Board levy **\$40.00**
- Building Construction Industry Training Fund Levy (BCITF levy)
Value of Construction (GST Incl.) \$ _____ x 0.2% = \$ _____
- Verge inspection fee of **\$110.00**, payable in Dalyellup, Residential and Special Rural zones
- Application to Construct or Install an Apparatus for Treatment of Sewage Fee – **\$216.00**

3. ADDITIONAL APPROVALS

- Owner Builder approval from Builders' Registration Board (If construction value exceeds \$20,000) where applicable. Application fee of **\$125.00**, paid to BRB (not Shire of Capel)
- Water Corporation approval (Plans stamped)
- Department of Environment approval where applicable (properties affected by wetlands, flooding)

4. DRAWINGS

General notes: The Shire recommends that you engage the services of a design professional to prepare the drawings. **Two (2)** complete sets of drawings and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the property address and owner details

Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a licensed surveyor, depending on site and existing information))
- Position of effluent disposal system (In areas where no sewer available)
- Clearly indicate the distance from the existing buildings and property boundaries to the proposed building
- Show the proposed finished floor level of the new building
- Height and extent of proposed earthworks

- Existing sewer and storm water drains and/or easements
- Locations and heights of any stabilized embankments and retaining wall/s
- North point
- Indicate all structures and/or buildings on adjoining lots within 3m of the property boundaries

Floor Plan (scale 1:100)

- All dimensions of the proposed building(s)
- Room names
- Location of windows and doors showing their sizes
- Smoke detector location(s)
- Ridge, valley, eaves line and downpipe locations

Elevations (scale 1:100)

- Existing ground level and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening)
- Height of ceiling
- Roof pitch
- Types of materials used

Cross Sectional View (scale 1:100)

- Finished ground level
- Details of substructure eg. concrete footing and slab or frame
- Sunken areas
- Height of ceilings
- Roof frame details

5. SPECIFICATIONS

General note: Two (2) complete written specifications must be submitted with your application.

- Additional information required to show that the proposal will comply with the provisions of the Building Code of Australia (Standard specifications are available from organisations including the Housing Industry Association and Master Builders' Association)

6. ENERGY EFFICIENCY DETAILS – CLIMATE ZONE 5

- Energy and water efficiency check sheet completed with relevant plans and glazing calculations

7. HOME INDEMNITY INSURANCE (If contract value exceeds \$20,000)

General note: Home Indemnity Insurance Certificate **not** required at time of application for Owner Builders.

- Original copy of Home Indemnity Insurance Certificate from approved insurer

8. TERMITE MANAGEMENT

- Details of termite management system (chemical, reticulation, physical barrier OR all structural components termite resistant eg. concrete slab, double brick walls, steel truss roof)

9. STRUCTURAL DETAILS

General note: Two (2) sets of the following details must always be designed and certified by a Practising Structural Engineer, unless you can show that the proposal complies with the Deemed to Satisfy provisions of the Building Code of Australia and relevant Australian Standards.

Site report

- Site classification (soil type) in accordance with the Building Code of Australia

- ❑ Recommendations for earthworks, foundations and drainage
- Footing and slab detail/substructure**
- ❑ Concrete specifications
- ❑ Footing and slab dimensions
- ❑ Reinforcement details and waterproof membrane size and location
- ❑ Floor stump and framing details
- Structural steel (beams, lintels, columns) and roof framing**
- ❑ Steel member dimensions and locations
- ❑ Method of protection against corrosion
- ❑ Timber beam (including LVL/Glulam) sizes, roof member sizes
- ❑ Truss roof details where applicable (steel or timber)
- Retaining walls**
- ❑ Drawings and specification of materials to be used
- Two storey construction**
- ❑ All structural elements designed and certified by a structural engineer

PLEASE NOTE: This document is intended as a **guide only** to assist you in preparing an application. It does not need to be submitted with the application.

NOTE: THE PARTICULARS OF THIS BROCHURE ARE SUPPLIED FOR INFORMATION ONLY. VERIFICATION OF THE INFORMATION CONTAINED HEREIN IS RECOMMENDED.