

Definition

Commercial buildings have various uses, including factories, warehouses, shops, schools and sporting venues. The Building Code of Australia classes these types of buildings as Classes 2 – 9, depending on the proposed use.

Frequently asked questions

Do I need a Building Permit ?

The Building Act 2011 states that a Building Permit is required for all new commercial buildings. Renovation, repair and improvement to a commercial building also requires a Building Permit if the proposed work affects how the building complies with each applicable standard or alters the structural integrity of the building.

How long does it take to get a Building Permit?

The Building Act 2011 sets time frames in which the Shire has to assess and determine an application for a Building Permit. The Shire of Capel has up to 10 business days from the date of lodgement to assess a certified application and issue a Building Permit. It is important that you are aware of the allowed time frames prior to lodging your application and that your application documentation is complete.

Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. Should further information be required in order to assess the Building Application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless mutual consent has been granted for an extended period.

Certified Building Applications:

A Certified Building Application must be submitted for Class 2 to 9 structures. Prior to lodging a Certified Building Application with the Shire of Capel, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

How long until my permit expires?

A Building Permit is valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time up to a further 6 months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated Builder on the Building Permit must submit a Notice of Completion BA7 form to the Shire within 7 days of completing the prescribed building works.

Building Application Checklist – BA1 Certified Application

Approvals and Forms	Further Information	Attached	
		Yes	N/A
Development Approval	Development approval may be required prior to lodgement of a building application. Planning Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Planning Department to ascertain if development approval will be required for your application.	<input type="checkbox"/>	<input type="checkbox"/>
Health Approval	Health approval may be required prior to lodgement of a building application. Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Health Department to ascertain if there are any health requirements for your application.	<input type="checkbox"/>	<input type="checkbox"/>
BA1 Form	These application forms are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
Fees	Refer to the Shire's 'Building Services Fees and Charges' information sheet at www.capel.wa.gov.au – also available at the front counter at the Shire's Administration Office.	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	One Copy of all documents required	Yes	N/A
BA3 Certificate	BA3 – Certificate of Design Compliance (CDC)	<input type="checkbox"/>	<input type="checkbox"/>
Plans & Specifications	A copy of all plans & specifications specified in the CDC	<input type="checkbox"/>	<input type="checkbox"/>
Technical Certificate	A copy of each technical certificate relied on by the building surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Encroachments/work affecting other land	All consents or court order must be obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land or if the building work may adversely affect land beyond the boundaries of the works land	<input type="checkbox"/>	<input type="checkbox"/>

Further Information

If your application is incomplete, it may be rejected or refused. The Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist should be completed for all applications.

Disclaimer

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Building Services be sought prior to lodgement of a Building Application. The Shire of Capel disclaims any liability for any damages sustained by a person acting on the basis of this information.

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