

# OCCUPANCY PERMIT – BA9

## Application Checklist

*A Breath of Fresh Air*

Please submit application along with this checklist to: [shire@harvey.wa.gov.au](mailto:shire@harvey.wa.gov.au)

Required Information	Checklist
<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Completed <a href="#">BA9 - Application for Occupancy Permit</a> application form</li> <li>All sections of the form must be completed.</li> <li>All property owner/s must be named on the form and signed</li> <li>The Applicant needs to sign the relevant sections</li> </ul> <p><b>Certificate of Construction Compliance (CCC) – <a href="#">BA17</a></b></p> <ul style="list-style-type: none"> <li>Required for New Buildings (s.46 &amp; s.47)</li> <li>Completed by a Registered Building Surveyor.</li> </ul> <p>Or</p> <p><b>Certificate of Building Compliance (CBC) – <a href="#">BA18</a></b></p> <ul style="list-style-type: none"> <li>Required for existing Buildings (s.48, S.49, s.51 and s.52)</li> <li>Completed by a Registered Building Surveyor.</li> </ul>	
<p><b>Supporting Plans and Documentations</b> (Must be listed on the BA17/BA18 and reference the correct plan/sheet/revision numbers)</p> <ul style="list-style-type: none"> <li>Plan (<i>ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures</i>);</li> <li>Specifications</li> <li>Structural Engineers Drawings</li> <li>Technical documents and</li> <li>Structural Engineers Drawings.</li> </ul>	
<p><b>BA7 – Notice of Completion</b> (not applicable for Section 51 – Unauthorised Works)</p> <ul style="list-style-type: none"> <li>List and include copies of all completed tests and inspections</li> <li>Ensure all sections have been completed and signed by the Builder</li> </ul>	
<p><b>BCITF Levy payment receipt: (Unauthorised Works)</b></p> <ul style="list-style-type: none"> <li>This is required for all works with an estimated cost of construction above <b>\$100,000</b></li> <li>Can be paid online at <a href="http://ctf.wa.gov.au">BCITF Levy - Construction Training Fund (ctf.wa.gov.au)</a> please provide receipt with application when submitting</li> </ul>	
<p><b>Building Fees &amp; Charges:</b></p> <ul style="list-style-type: none"> <li>Please refer to: <a href="#">Shire of Harvey - Building Schedule of Fees and Charges</a></li> </ul>	

Once a complete application has been received the applicant will receive a payment request.

**Enquiries:** Building Services (08) 9729 0380 or email at [shire@harvey.wa.gov.au](mailto:shire@harvey.wa.gov.au)

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