



GENERAL CHECKLIST FOR APPLICATIONS FOR BUILDING WORK – CERTIFIED APPLICATIONS

A certified application (BA1) is where a BA3 Certificate of Design Compliance (CDC) has been signed and issued by an Independent Registered Building Surveyor Contractor (within the private sector).

1. Submission of the application.

There are 2 options available for submitting the application with the City of Fremantle:

- Online Customer Portal.

You may submit your application online by using the City of Fremantle Customer Portal - [Home Page - myPortal \(fremantle.wa.gov.au\)](https://www.fremantle.wa.gov.au)

This portal will allow you to submit your application online, make payment online and track its status. If you are a first-time user of the portal you will need to register to create an account.

- Submitting the application at the City of Fremantle administration office. To include one set of plans on a USB/CD or if hard copy to a scale at A3 or similar. **Please note USB's with password protection will not be accepted.**

2. Application form (BA1 – Application for Building Permit - Certified)

If submitting a hard copy, application forms and guides are available from the website of the Building and Energy at the DMIRS - [Building and Energy | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au)

3. Planning Approval -

- a) Is Planning Approval required to be obtained for the works applied for as part of this application? If unsure, please contact the City's Planning department.
- b) If planning approval has been obtained, have all the applicable conditions been complied with?

4. CTF Levy – payable when value of works is above \$20,000. The levy is required to be paid direct to CTF to their online portal and a copy of the CTF receipt of payment is to be submitted with this application. [Construction Industry Levy - Construction Industry Training Levy WA | CTF.](https://www.ctf.wa.gov.au)

5. Fees Payable – For additional City fees please refer to the fee schedule on the website - [Information for building application fees | City of Fremantle](#)

6. Certificate of Design Compliance (BA3) – certified by a registered Building Surveyor contractor. All the plans and documents listed on the CDC must be submitted with the application.

Note – the Building Surveyor must be registered under the Building Services (Registration) Act 2011. [Find a registered building surveyor | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](#)

7. Home Indemnity Insurance Certificate (required for most residential work)

- Registered Builders – all residential building permit applications, with a value of construction that exceeds \$20,000 must be covered by Home Indemnity Insurance.
- Owner Builders – Not required to obtain Home Indemnity Insurance.

Home Indemnity Insurance is not required for 'associated work' such as building only a pergola, fence or swimming pool.

Owner Builder Certification (if applicable) – if the value of the works are \$20,000 or more and you are not a registered Building Contractor or engaging a registered building contractor it will be necessary to apply to the Building Commission for an owner builder certificate – application forms are available from the building commission website <https://www.commerce.wa.gov.au/building-commission>

Applications submitted without all of the above applicable items will not be accepted and will be returned.

The Building Act 2011 requires that all applicable approvals, including planning approval, are obtained prior to lodgement of a building permit application.

This list is not a complete list of all requirements but is a general guide of the minimum information required.