



## GENERAL CHECKLIST FOR OCCUPANCY PERMITS – CLASS 2-9

### 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 \(fremantle.wa.gov.au\)](http://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 (BA9 – Application for Occupancy Permit)

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 \(commerce.wa.gov.au\)](http://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 (for s.51)** - payable when value of works is above \$20,000. A CTF levy form is to be submitted with your application. If paying online a CTF receipt of payment is to be submitted. [Construction Industry Levy - Construction Industry Training Levy WA | CTF.](#)

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

**Please note a Building Services Levy (BSL) is payable for applications applied for under s.47, s.49 & s.52.**

**6. Certificate of Construction Compliance (BA17) – when applying under sections 46 & 47** - certified by a registered Building Surveyor contractor (in the private sector). All the documents listed on this certificate must be submitted with the application.

**Or -**

**Certificate of Building Compliance (BA18) – when applying under sections 48, 49, 51 & 52** - certified by a registered Building Surveyor contractor (in the private sector). All the documents listed on this certificate 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 \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/industry-regulation-and-safety/building-services/registered-building-surveyors)

**Note:**

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