

# BUILDING APPROVAL PROCESS FOR COMMERCIAL PROPERTIES



DOCUMENT NO: BIS 014

## NEW BUILDINGS & TENANCY FIT-OUTS

If Required: Obtain Development Approval from the City's Planning Team, Apply for relevant approvals from the City's Environmental Health Team



Engage an independent Building Surveyor to provide certification on the proposed works plans. They will need to provide a Certificate of Design Compliance (CDC) for the proposed works. The CDC certifies that all aspects of the proposed works comply with the requirements of the National Construction Code & the associated Australian Standards.



Submit an Application for Building Permit – Certified (BA01) to the City of Karratha, this will require the submission of the CDC and all referenced plans and documents therein. Where the estimated value of works (not cost) exceeds \$20,000 a registered builder is required.



Upon completion of works your Building Surveyor will need to inspect the works & provide you with a Certificate of Construction Compliance (CCC), certifying that all works are in accordance with the approved plans.

*Note: Depending on the complexity of the works, inspections may be required during the build.*



Lodge an Application for Occupancy Permit (BA09) to the City, this will require the submission of the CCC, and any documents referenced therein. The premise is not permitted to open for business until such time as the Occupancy Permit is issued.

*Note: Where relevant, any outstanding conditions of the Development Approval or requirements to obtain Environmental Health Approval also need to be addressed prior to occupancy.*

## DISCLAIMER

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Karratha encourages you to seek professional advice before acting on any information contained within this document. Please contact the city of Karratha if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.