

## **New Dwellings & Alterations & Additions to Existing Dwellings**

Dwellings are buildings used as a place of residence typically in residential areas. They can include single or grouped dwellings on the one property. The size and zoning of the property determines how many houses you may have on each property. This information sheet explains the approval process and general requirements relating to dwellings and additions/alterations.

### **Is a Building Permit required for a dwelling or additions/alterations to a dwelling?**

Yes. A Building Permit approval is required for all dwellings and for additions and/or alterations to an existing dwelling.

### **Who submits the application?**

Either the property owner or the builder must submit the application. It is mandatory for the Builder and Applicant to sign the application form.

### **What plans and specifications do I need to submit with my application for a Building Permit?**

The attached list has been developed as a guide to assist you in preparing the documents for the submission of a Building Permit application.

### **Is my dwelling or additions/alterations to a dwelling required to comply with the 'Energy Efficiency' requirements of the NCC?**

Yes. The NCC requires that all new dwellings and additions/alterations to dwellings comply with the 'Energy Efficiency' provisions of the NCC relative to the particular Climate Zone that you live in. The City of Karratha is situated in Climate Zone 1.

### **How do I know what my property is zoned and the density?**

If you are unsure of the zoning and density of your property, please phone the City's Planning Services Team on 9186 8555.

### **Can I build a dwelling or an addition to a dwelling as an owner builder?**

Yes, however if the value of the work exceeds \$20,000 you will need to apply to the Building & Energy Division at the Department of Mines, Industry Regulation & Safety for an Owner Builders Licence prior to making application for Building approval. Alternately a registered builder will need to be engaged to obtain the Building Permit and carry out the works.

### **Do I need a separate Planning approval for a dwelling?**

Generally, a dwelling does not require a separate Planning Approval, unless one of the following applies:

- The design proposes to vary the Residential Design Codes (R Codes)
- The dwelling is second hand, and relocated from one property to another;
- It is a 'Caretaker's Dwelling on commercial or industrial land;
- There is more than one dwelling existing or proposed on the property;
- The property is located within an area with a Bushfire Attack Level rating of BAL-40 or BAL-FZ.

If a Planning Approval is required, please contact a Planning Officer from the City of Karratha for further information.

**What if I require a change to an existing or an additional crossover?**

You will need to seek approval from the City's Technical Services Team. Please refer to the City's Crossover Policy TE.06

**Additional Information**

For detailed advice about dwellings and additions, please call the City of Karratha Building Services on 9186 8555.

**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.*

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## **Information Required For A Building Permit Application**

### **New Dwellings And Additions**

#### **PLANS**

##### **General**

A complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

##### **Site plan (minimum scale 1:200)**

The site plan is to clearly indicate the following information

- All property boundaries, boundary dimensions and existing buildings;
- A permanent datum point, contours, spot levels;
- Position of Effluent Disposal system (Unsewered Areas only);
- The distance from the property boundaries to the proposed building;
- The proposed finished floor level to the residence and garage/carport;
- Height and extent of proposed earthworks;
- Existing Sewer and Stormwater drains and/or easements;
- Locations and heights of stabilised embankments e.g. retaining wall(s);
- North point;
- Verge and road features including traffic islands crossover, trees stormwater grates & services;

##### **Floor plan (scale 1:100)**

The floor plan is to clearly indicate the following information:

- All dimensions of the proposed building(s);
- Room names;
- Sunken areas;
- Location of windows and doors showing their sizes;
- Smoke detector location(s);
- Ridge, valley, eaves line and down pipe locations (if applicable).

##### **Elevations (scale 1:100)**

The elevations are to clearly indicate the following information:

- Existing ground and proposed finished floor and ground levels;
- Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding, awning;
- Compliance with Surface Water Drainage requirements of the Building Code of Australia
- Height of eaves line and ceiling;
- Width of eaves;
- Roof pitch;

- Types of materials used.

### **Cross sectional view (scale 1:100)**

- Finished ground level;
- Type of sub floor structure eg. concrete footing and slab or frame;
- Sunken areas;
- Height of Ceiling;
- Roof frame details.
- Proposed location and type of Insulation.

### **SPECIFICATIONS**

- Specifications must be submitted with your application, which includes all other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of NCC.

### **ENERGY EFFICIENCY**

- Including plans signed by the energy assessor confirming compliance and any compliance certificate.

### **TERMITE MANAGEMENT**

- Details of the proposed method of termite management.

### **INDEMNITY CERTIFICATE**

- An original copy of the Home Indemnity Insurance Certificate is required for registered builders carrying out work exceeding \$20,000. (Not required for owner/builders upon lodgment of plans).

### **STRUCTURAL ENGINEERS DETAILS**

- A full set of the engineering drawings for the proposed works as certified by a qualified structural engineer and detailing the design criteria and site classification to which the works have been engineered.

### **SITE REPORT**

- The Structural Engineer or Geotechnical Engineer is required to carry out site inspection / tests to determine the soil classification and determine the minimum earthworks and preparation required.

*Note: Generally only required for new dwellings*