

Commercial Buildings

Commercial buildings have various uses, including factories, warehouses, shops, schools and sporting venues. The Building Code of Australia classes these types of buildings as Classes 2 – 9, depending on the proposed use.

What can I build?

The Building Code of Australia (BCA), together with the Shire of Capel's Town Planning Scheme and adopted policies, has specific minimum requirements relating to the construction and location of commercial buildings. The class of building, number of storeys, location, layout and size of the building determine these requirements.

The Building Code of Australia is complex; advice regarding the design of your proposed building should be sought from your Architect or registered Building Surveyor.

All Class 2 to 9 buildings over 500m² are required to be vetted by the Department of Fire and Emergency Services (DFES). Visit the DFES website for further information: <https://www.dfes.wa.gov.au/regulationandcompliance/buildingplanassessment/Pages/default.aspx>

Do I need a Building Permit?

The *Building Act 2011* states that a Building Permit is required for all new commercial buildings. Renovation, repair and improvement to a commercial building also requires a Building Permit if the proposed work affects how the building complies with each applicable standard or alters the structural integrity of the building.

Certified Building Applications

A Certified Building Application must be submitted for Class 2 to 9 structures.

Prior to lodging a Certified Building Application with the Shire of Capel, either the Shire of Capel or a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the Shire of Capel has to assess and determine an application for a Building Permit. The Shire of Capel has up to 10 business days from the date of lodgement to assess a certified application and issue a Building Permit.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete at the time of submission.

Should further information be required by the Shire of Capel in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

How long until my permit expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the Shire of Capel within seven days of completing the prescribed building works.

Building Application Checklist – Commercial Building

BA1 – Certified Application

		Attached	
Approvals & Forms	Further Information	Yes	N/A
Planning Approval	Prior to lodging a certified building permit application, a development approval (DA) must be granted, <i>if applicable</i> .		
Health Approval	Prior to lodging a certified building permit application, <i>if</i> a new septic /effluent system is required, a septic application must be previously approved by the Shire's Health Department.		
Certified Application Form	BA1 applications will be assessed within 10 working days after lodgment.		
Fees	Refer to Fee Schedule. http://capel.wa.gov.au/plan-build/building-services/forms-fees/		
Required Documents	One copy of all documents required	Yes	N/A
Certificate of Design Compliance	BA3 Certificate of Design Compliance (CDC).		
Plans & Specifications	A copy of all plans & specifications listed in the CDC.		
Technical Certificate	A copy of each technical certificate relied on by the building surveyor.		
DFES Approval	<i>If required.</i>		

Please ensure all required documents are submitted - incomplete applications will delay the issue of a Building Permit

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