

Building Information Sheet

Retrospective Building Approval Process

The Building Act 2011 requires all building work to have building approval. Any building that does not have building approval is deemed an unauthorised structure.

The Building Act 2011 identifies a process that retrospective building approval may be granted for as-constructed building(s) or incidental structure(s). Such an approval will either be a BUILDING APPROVAL CERTIFICATE OR OCCUPANCY PERMIT issued by the local permit authority, i.e. local council.

An Occupancy Permit may be issued for a commercial or industrial building, but is not required for a residential building.

Prior to lodging any application you may be required to have skilled professionals undertake site inspection(s) of the completed building and have them issue compliance reports that the building was constructed to be compliant with the applicable building standards at the time of construction, and that the building has been maintained in a manner to remain compliant with those standards.

When lodging an Application for Occupancy Permit OR Building Approval Certificate the following is indicative of matters that may be required for the building that approval is being sought:

- Completed application form, with applicable fees paid
- Site plan of the lot
- Elevation views/cross section views of the building for which approval being sought
- Certificate of Building Compliance for completed work from an Independent Building Surveyor
- Applicable Engineer inspection and compliance report on the completed building
- Energy Efficiency report
- Electrical compliance
- Plumbing compliance
- Copies of Other approvals: Planning, Health, Engineering (council), Heritage

Failure to resolve the unauthorised structures with the local permit authority may lead to prosecutions and substantial financial penalties, as well as legal directions to remove unauthorised structures at the property owners cost.

Any queries regarding this process please contact the City's Building Services on 94390208 or email building@kwinana.wa.gov.au