

Internal Alterations – Residential Buildings

Document No: BS-0018

Introduction

Owners of residential buildings choose, from time to time, to change the internal layout of the building by adding and/or removing walls and openings. These changes can affect the safety or health and amenity provisions of the National Construction Code (NCC).

This information sheet explains the approval process and general requirements relating to internal alterations to buildings of all types.

Definitions

An **Internal Alteration** is the alteration of any wall, floor or ceiling within a building by removing, adding or altering its size, shape or location.

Information and Advice

The Building Act 2011 and the Building Regulations 2012 require that a Building Permit be taken out for any building works, prior to commencing any work on site. The National Construction Code (NCC), the Residential Design Codes and the Town Planning Scheme set out the minimum requirements applicable to the construction of internal works.

Is a Building Permit required to carry out internal alterations to a building?

Yes. A Building Permit approval is required for all internal structural alterations. If the works being undertaken do not affect existing structural elements or walls designed for internal pressure and the works are to be undertaken in accordance with the application building standards as required in the NCC, then no building permit is required. For example the re-fit of an existing bathroom would not require a building permit provided that the waterproofing, plumbing work and the like is undertaken in accordance with the building standards referred in the NCC.

Who submits the application?

Either the property owner or the builder must submit the application. The owner and builder must always sign the Building Permit application.

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

A checklist has been developed as a guide to assist you in preparing the documents for the submission of a Building Permit application. The level of detail will vary, dependent upon the scope and extent of the alterations.

Do I need a Structural Engineers design for the internal alterations?

If you are removing internal walls or creating new openings in internal or external walls, you will need to have the drawings checked and certified by a professional Structural Engineer. The engineer needs to state on the drawings that the building has been designed to withstand Region D, Terrain Category 2, Importance level 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 0.12.

Do I need a separate Planning approval for internal alterations?

Generally, internal alterations do not require a separate Planning Approval, unless it involves a change of use in a non-residential building.

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

Fees

Refer to the Development & Regulatory Services Fees and Charges Information Sheet for further information.

Additional Information

For detailed advice about internal alterations, please call the City of Karratha Building Services on 9186 8555.

Forms / Links

Building Permit Application Form –BA1 (Certified) or BA2 (Uncertified)– Available here –

[Application Forms](#)

Requirement Checklist

Notes

- A Building Permit is required before commencing internal alterations;
- All information detailed on the checklist is to be completed and submitted with the Building Permit application;

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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