Submit an Online Building Permit Application v1.0

Summary

Objective
To enable external stakeholders to apply for Building Permits electronically.

Background
External Stakeholders are able to apply for building permits via hard copies or electronically without having to rely on emails.

Owner   Faye Zurnamer

Expert   Faye Zurnamer

Procedure

1.0 Navigate to the Online Services Page on the City of Greater Geraldton Website

📄 Online Services Page
http://www.cgg.wa.gov.au/pay-online/online-services/onlineservices.aspx

a Enter your username and password and click on Log in.

> **NOTE** **What if I don't have a user name or Password?**
> Follow the below process - Register for Online Building Permit Applications
> 📄 **PROCESS** Register for Online Building Permit Applications

2.0 Add a New Building Permit Application

a Click on 'Submit New Building Application' and select the relevant building type you wish to apply for. eg. Retaining wall / Garage etc

b Complete the pre-determined questions

c Click Next at the bottom right hand side of the page if the questions span more than one page.

> **NOTE** **If you wish to exit without submitting your application you can do so by selecting 'Cancel' at the bottom left hand side of the page.**

> **NOTE** **All fees are automatically calculated according to the answers you provide.**

d Click 'Submit' once you have completed all the pre-determined questions.

e A Pop-up message will appear prompting you to add all documents to your application as well as fees that are to be paid.

f An email will be sent to you with the details of your application

3.0 Add a Document Set to Building Permit Application

a A new window will appear where you are able to add all relevant documents for your application

> **NOTE** **Please note the title at the top of the page**
> "Add Building Documents - Building Type (170XXX) "
> The Number indicated is your Permit Application Number.

b A SIGNED application document must be uploaded for the City to be able to accept your application

📄 Application Documents
https://www.cgg.wa.gov.au/build/building/application-forms-and-guides.aspx

📄 Information Sheets
https://www.cgg.wa.gov.au/build/building/information-sheets.aspx

c Click 'Browse' to search for your relevant document to upload

> **NOTE** **You can only add one document at a time.**

d Give your document a name in the Description text box

e Click 'Add Document' and repeat for all documentation

> **NOTE** **What Document Types are accepted?**
> You will only be able to upload documents in the following format;
> PDF, JPG and TXT
> You will NOT be able to upload folders or Zip Files

The City of Greater Geraldton suggests that you combined documents into "Document Sets" as below;

ENGINEERING DOCUMENTS - this set will include documents such as: Footing Designs, Site Classifications, Soil reports etc.

ARCHITECTURAL DOCUMENTS - this set will include documents such as: Drawings (to scale) showing, a floor plans, site plans, elevations, sections, floor levels, ect.

SPECIFICATION DOCUMENTS - the set will include documents such as: brick work construction specifications, agendas etc.

REQUIRED APPROVAL DOCUMENTS - this set will include documents such as: Indemnity Insurance, Town Planning approvals, Neighbours consent forms etc.

4.0 Making an Online Payment for Building Permit Application

a   Once you have added all relevant Documents click on 'Pay Now' at the bottom left hand corner of the screen

b   A new screen will show the details of your application - Click 'Next' to proceed to payment.

c   You will be redirected to the Commonwealth Bank pay point page.

d   Select your credit type and enter details where required.

e   Click pay

f   A new window will appear requesting where you would like your Payment receipt to be emailed to - enter preferred email address

g   Your application has successfully been submitted and paid for

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0.0 KEYWORDS

NOTE **Note to Process editor**

"Communications Officer – Digital" has to be informed if the process is changed to update the pdf on the website. And that the PDF can be created from the website by clicking on the print icon in the Promapp process, unselect "Business Analysis" and change Columns to 1 and click on Print.

PDF is required for accessibility and also for mobile devices.