



GUIDELINES FOR APPLYING FOR A BUILDING LICENCE

PYLON SIGNS, OTHER STRUCTURAL SIGNAGE

The Town of Narrogin requires that a Building Licence be issued prior to the erection of a pylon sign.

The specifications, positioning and materials for proposed structures must be designed and certified by a practising structural Engineer and comply with the requirements of the Building Code of Australia 2007 (BCA).

NOTE: THE INSTALLATION OF ANY PYLON SIGN OR OTHER LARGE STRUCTURAL SIGNAGE REQUIRES PLANNING APPROVAL, PRIOR TO OBTAINING A BUILDING LICENCE.

APPLICATION REQUIREMENTS -

The Town of Narrogin requires all applications for new pylon signs and large structural signs to include two sets of plans. All plans to be in ink and include the following information -

- Town of Narrogin Building Licence Application form. ALL relevant sections of the form must be completed. Incomplete application forms will not be accepted. **All plans to be in ink.**
- Site Plan at a minimum scale of 1:200.
- Two Copies of Working Drawings of the building drawn to a scale of not less than 1:100, which should include –
 - a) Elevations
 - b) At least one sectional drawing (discretion applied)
- Connection details of all structural members and anchorage to footings, including footing dimensions.
- Footing details - certified by a practising structural Engineer in relation to site soil classification and relevant wind loading.

- Construction details showing materials to be used and their respective sizes, spans and spacings. These details should also be certified by a practising structural Engineer in relation to site-specific wind loading and terrain category.
- Where it is proposed to locate a pylon sign on Council property (such as road verge) a copy of current public liability insurance certificates and a statement indemnifying Council from any future responsibility for the sign must accompany the application.

BUILDING APPLICATION FEE STRUCTURE -

- Building Fee – **0.3182% of construction cost or contract value (GST inclusive)**
(Minimum fee = \$40)
- Builders Registration Board (BRB) Levy –
\$37 must be paid on all applications
- Building and Construction Industry Training Levy Fund (BCITF) –
0.2% of construction cost or contract value (GST inclusive)
(If value of works exceeds \$20000)