



Town of Narrogin

GUIDELINES FOR APPLYING FOR A BUILDING PERMIT

PYLON SIGNS & OTHER STRUCTURAL SIGNAGE

The Town of Narrogin requires that a Building Permit 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 2012 (BCA).

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

APPLICATION REQUIREMENTS

The Town of Narrogin requires all applications for new pylon signs and large structural signs to include the following information

1. Completed 'Application for Planning Consent'
2. Town of Narrogin Application for Building Permit Envelope - **ALL** relevant sections of the form must be completed including; the signature of all owner's, Builder and Applicant
3. Pro Forma Statement on Work Affecting other Land – **OR** a 'Notice and Request for Consent to work Affecting other Land – Encroachment or Adversely Affecting' (BA20)
4. Completed and signed 'Application for Building Permit – Uncertified' (BA2)
5. **Minimum Requirements for Building Plans**
(Two (2) copies of building plans are to be provided, **ALL PLANS TO BE IN INK**)
 - a) A site plan (to scale not less than 1:200) showing
 - Street names, lot number and north point clearly marked
 - The size and shape of the site
 - The dimensioned position of proposed new structure and of any existing buildings on the site
 - b) Drawings (to scale not less than 1:100) including
 - Floor plan, showing all dimensions

- Elevations
- One section, transverse or longitudinal (discretion applied)
- Connection details of all structural members and anchorage to footings showing materials to be used and their respective sizes, spans and spacing's
Note: where spans exceed 6.0 meters, plans are to be verified as in accordance with manufacturer's specifications **or** certified and signed in ink by a Structural Engineer
- Footing details - certified by a practising structural Engineer in relation to site soil classification and relevant wind loading
- 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