



## PRESENTATION OF PLAN:

1. If a building is older than 60 years written consent must be obtained from SAHARA (South African Heritage Resource Agency) before the submission of building plans.
2. Three (3) sets of plans must be submitted. Three (2) sets must be coloured and one (1) may be in black and white. All plans must be on sheets in A sizes A3, A2, A1 or A0.
3. **BUILDING PLAN APPROVAL: A minimum period of 30 working days(application less than 500m2) and 60 days(all applications larger than 500m2)**  
is required by the building department for the approval of building plans after they have been received and the scrutiny fee paid. Plans will be returned to the applicant if any amendments are found.
4. **NO INSPECTIONS WILL BE CARRIED OUT PRIOR TO APPROVAL OF THE BUILDING PLANS OR PROVISIONAL APPROVAL.**
5. **NO BUILDING MAY BE COMMENCED BEFORE PLANS HAVE BEEN APPROVED (National Building Regulation and Building Standards ACT 103 OF 1977, SECTION 4)**
6. The application form must be completed in full, and must be signed by the owner and author of plans.
7. Receipt copy of building plans fees rendered must be presented to Building Control before plans can be distributed.
8. All copies of plans must be signed by the owner.
9. All information of the Draftsman / Architect / Architectural Technologist must appear on the plan and application form, i.e. Initials, Surname, Address and Telephone number etc.
10. Copies of all Surveyors' diagrams must accompany the building plans in duplicate.
11. Proof of the Deed of Transfer (Registered at Deeds Office) must accompany the building plans, for each erf.
12. Copies of Council Resolutions and Conditions must accompany building plans, in duplicate.
13. Low Cost Housing owner(s) to supply HSS document from Housing Department, proof of ownership, if no Title Deed is available.
14. Any building not being a dwelling house, shall be accompanied by a fire plan which shall clearly show any fire protection provided in terms of the National Building Regulations.
15. **Indicate all Occupancies/Building Classifications in terms of the National Building Regulations.**
16. The emergency routes on a fire plan must be coloured with a green colour and the movement direction to a safety area must be indicated with arrows.
18. **WHERE IN TERMS OF THESE REGULATIONS A RATIONAL DESIGN FOR:**
  - (a) Precautionary measures necessary to ensure the stability of any excavation and of any adjoining property, building, service or street;
  - (b) The structural system of the building;
  - (c) Any artificial ventilation system;
  - (d) Any drainage installation;
  - (e) Any storm water disposal system;
  - (f) **Any fire protection system, is to be submitted to the local authority;**
  - (g) The owner of any building shall, except where not so required by the local authority, appoint and any person who is a professional engineer or other Approved Registered Person to undertake responsibility for each such design and also for inspection during construction of such precautionary measures, structural system, artificial ventilation system, drainage installation, storm water disposal system, fire protection system, or water supply system, as the case may be.
19. **Municipal account must be settled and up to date before plan fees can be paid and plans start with circulation process.**
20. **Obtain recommendation for approval from Home Owners Association/Aesthetic Committee prior to formal submission (if applicable).**

## CHECK LIST

### 1. PRELIMINARY SCRUTINY

a)	AESTHETICS/HERITAGE CLEARANCE	
b)	FINANCE CLEARANCE	
c)	TOWNPLANNING CLEARANCE	

### 2. OFFICIAL BUILDING PLAN SUBMISSION

a)	TITLE DEED		n)	STRUCTURAL DRAWINGS (if applicable)	
b)	LAND SURVEY DIAGRAM		o)	FIRE PLAN (if applicable)	
c)	HSS DOCUMENT (if applicable)		p)	SANS FORM 3 (if applicable)	
d)	POWER OF ATTORNEY TO SUBMIT PLANS ON BEHALF OF REGISTERED OWNER		q)	SANS FORM 4 (if applicable)	
e)	COPIES OF COUNCIL RESOLUTIONS AND CONDITIONS (if applicable)				
f)	BUILDING CONTROL - APPLICATION FORM FOR BUILDING PLAN APPROVAL				
g)	3 SETS BUILDING PLANS				
h)	SANS FORM 1				
i)	SANS FORM 2 (if applicable)				
j)	SACAP REGISTRATION CERTIFICATE				
k)	SACAP - ARCHITECTURAL COMPLIANCE CERTIFICATE				
l)	REGULATION XA CERTIFICATE OF COMPETENCY (if applicable)				
m)	SWIMMING POOL AND SWIMMING BATHS APPLICATION FORM (if applicable)				
<b>REGULATION XA REQUIREMENTS AS PER SANS 10400 (PLANS &amp; CALCULATIONS):</b>					
i	FENESTRATION				
ii	ELECTRICAL LAY-OUT				
iii	ENERGY CONSUMPTION AND DEMAND				
iv	DOOR and WINDOWS SCHEDULE				
v	WATER RETICULATION				