

Plan Category: Normal

Courtesy

Minor

BP Nr:

I, the undersigned hereby apply, in terms of Section 4(2) of Act 103 of 1977 for approval to undertake building work, as depicted on the plan(s) submitted herewith, on the under mentioned site.

APPLICATION DESCRIPTION

Section A

Owner: Date: d d m m y y y y

Company Registration Nr (if applicable):

Erf Nr/Portion(s) & Farm Nr:
 Address:
 Postal Code:

Zoning:

Postal Address:
 Postal Code:

Cell Nr: Vat Nr:

Telephone: (H) (W)

E-Mail:

To completed for all buildings other than residential buildi (Tick of whichever applicable)

I, the undersigned, declare this building to be **None Smoke Free** **Smoke Free** in terms of Act 12 of 1999 read together with Government Notice R975 of 29 September 2000.
 Are any electricity or telephone poles affected? Yes No
 Is original building older than 60 years? Yes No
 Are any trees affected by the work? Yes No

I the, registered owner, hereby declare that I have personally checked the Title Deeds or any other documents relevant to the property concerned and declare the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto and in the event of such contraventions will bear the sole responsibility to rectify or foresaid contraventions.

I hereby undertake to complete the building work in accordance with the approved building plans including all endorsements and attachments and I am fully aware of the fact that Certificate of Occupancy must be obtained from the Municipality prior to OCCUPANCY of the premises.

I nominate: to be my lawful representative and to act on behalf in the submission of this application in terms Section 4 (2) of Act 103 of 1977 and to do all things lawfully required by the Local Authority to ensure this application complies with the provision of the National Building Regulations and Building Standards Act Nr 103 of 1977 and any other applicable law.

Correspondence Address:
 Postal Code:

I would like receive approved building plans via r/post collect approved building plans at the Building Control Office

Owner Signature: ID Nr:

Section B

Description of building work:

Area of new building work: Estimated in Cost INT ALTS R
 Area of Carport: Swimming Pool Area
 Nature of minor work: Wall height
 Wall length: Wall height

- Note:**
- 1) The application will only be valid on full payment of scrutiny fees.
 - 2) All building plans for the development of vacant sites to be accompanied by a copy of the APPROVED & REGISTERED PROPERTY DIAGRAM
 - 3) Corporate application to be accompanied by a corporate authorisation resolution.
 - 4) SANS 10400-A FORMS 1 & 2 fully completed and signed must accompany the application and deemed to form part of this application

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. Four (4) sets of plans must be submitted. Three (3) sets must be coloured and one (1) in black and white. All plans must be on sheets in A0, A1, A2 and A3- size.
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 fee paid. If any faults are found, the plans will be returned to the owner for corrections.**
4. **NO INSPECTIONS WILL BE CARRIED OUT PRIOR TO APPROVAL OF THE BUILDING PLANS.**
5. **NO BUILDING MAY BE COMMENCED BEFORE PLANS HAVE BEEN APPROVED. (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 number of accounts 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. SACAP Certificate of Competency must accompany all building plans.
14. Complete builders deposit form with the applicable banking details, as well as the electronic refund form.
15. 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
16. Any building not being a dwelling house must indicate the classification of occupancy in terms of the National Building Regulations.
17. 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**, 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

<u>OFFICE USE ONLY</u>		
	<u>CHECK LIST</u>	
1	4 SETS BUILDING PLANS	
2	SANS FORM 1	
3	SANS FORM 2	
4	LAND SURVEY DIAGRAM	
5	TITLE DEED	
6	STRUCTURAL DRAWINGS	
7	FIRE PLAN	
8	SACAP REGISTRATION CERTIFICATE	
9	TOWNPLANNING CLEARANCE	
10	FINANCE CLEARANCE	
11	AESTHETICS/ HERITAGE CLEARANCE	

<u>COMMENTS/ NOTES</u>

CHECKED BY
DATE