

SOP: SUBMISSION OF BUILDING PLANS INCLUDING CATERGORY 1 HOUSING

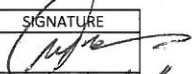
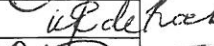
1. If a building is older than 60 years written consent must be obtained from SAHARA (South African Heritage Resource Agency) before the submission of building plans.
2. Four (4) sets of plans must be submitted. Three (3) sets must be coloured and one (1) in black and white. All plans must be on sheets of A0, A1, A2, A3 and A4 - 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.
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 and architect.
9. All information of the Draftsman / Architect / Architectural Technologist etc. 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, if applicable.
13. SACAP Certificate of Competency must accompany all building plans/Regulation XA Certificate of Competency.
14. Complete builders deposit form.
- 14.1 ACB Electronic Refund form to be completed on refund of builders deposit.
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 if applicable.
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 bcal 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.

CHECK LIST

1. PRELIMINARY SCRUTINY	
a)	AESTHETICS/HERITAGE CLEARANCE
b)	FINANCE CLEARANCE
c)	TOWNPLANNING CLEARANCE
2. OFFICIAL BUILDING PLAN SUBMISSION	
a)	TITLE DEED
b)	LAND SURVEY DIAGRAM
c)	COPIES OF COUNCIL RESOLUTIONS AND CONDITIONS(if applicable)
d)	BUILDING CONTROL - PLAN APPROVAL APPLICATION FORM
e)	4 SETS BUILDING PLANS
f)	SANS FORM 1
g)	SANS FORM 2(if applicable)
h)	SANS FORM 3(if applicable)
i)	SANS FORM 4(if applicable)
j)	SACAP REGISTRATION CERTIFICATE
k)	SACAP - ARCHITECTURAL COMPLIANCE CERTIFICATE
l)	REGULATION XA CERTIFICATE OF COMPETENCY
m)	BUILDERS DEPOSIT FORM(if applicable)
n)	STRUCTURAL DRAWINGS(if applicable)
o)	FIRE PLAN(if applicable)
p)	REGULATION XA REQUIREMENTS AS PER SANS 10400(PLANS&CALCULATIONS):
i	FENESTRATION (BCO DISCRETION)
ii	ELECTRICAL LAY-OUT (BCO DISCRETION)
iii	ENERGY CONSUMPTION AND DEMAND (BCO DISCRETION)
iv	WINDOWS SCHEDULE (BCO DISCRETION)
v	WATER RETICULATION (BCO DISCRETION)

We the undersigned hereby acknowledge and approve this SOP: SUBMISSION OF BUILDING PLANS INCLUDING CATERGORY 1 HOUSING

JOB TITEL	INITIAL AND SURNAME	DATE	SIGNATURE
BUILDING CONTROL OFFICER/SENIOR BUILDING INSPECTOR	M. Gouyon	18/7/2013	
MANAGER TOWN PLANNING	M.E. de Kock	18/01/2013	
DIRECTOR DEVELOPMENT	M.H. Grootenboer	16/1/2013	