

ANNEXURES TO BUILDING PLAN APPLICATIONS

REQUIREMENTS FOR APPROVAL

Requirements

- ☐ Application-form from Municipality
 - ☐ SANAS 10400 Form
 - ☐ Registration Certificate of Architect/Draughtsmen
 - ☐ SACAP Compliance Certificate
 - ☐ Copy of Title Deed (Proof of Ownership)
 - ☐ 1 x durer copy of drawings(for municipality)
 - ☐ 1 x paper copy of drawings (will be returned to owner)
 - ☐ Site Diagram
 - ☐ Surveyor General Diagram of site
 - ☐ Zoning Certificate/Zoning info of erf
 - ☐ Site Layout plan with building lines
 - ☐ Drainage Installation (if applicable)
 - ☐ structural engineer's drawings (if applicable)
- and Any other document that may be needed*

In case of Prefabricated structures/homes the following must be included but not limited

- Agreement Certificate

Application Form

- ☐ To be completed in full
- ☐ Latest Municipal Account
- ☐ **Owner** to sign and date form
- ☐ Proof of payment attached

Plans may be emailed, but it must be submitted in 3 sets of hard opies as well

Site Diagram

- ☐ No application will be accepted without a site diagram

Drawings

- ☐ Name of owner and address of property
- ☐ owner to sign and date plans
- ☐ Architect/draughtsman to sign plans
- ☐ Plans to be colored in : red - new brick work, green – new concrete work, blue - new steel work, yellow – new woodwork, brown – new sewer line on plan and site plan
- ☐ Drawing size to be A4, A3,A2,A1,A0

Site Plan

- ☐ North Point
- ☐ Site measurements
- ☐ Building lines indicated
- ☐ Erf number and adjacent erf numbers
- ☐ Street name
- ☐ Vehicle access to site
- ☐ Existing and new buildings indicated
- ☐ Measurements of new buildings to boundaries
- ☐ Scale 1: 500
- ☐ New work Colored in RED
- ☐ Sewer alignment and connection point

- ☐ Position of buildings which is to be demolished
- ☐ Servitudes if applicable

****The following should also be indicated where applicable**

- ☐ Zoning of erf (Zoning Certificate)
- ☐ Telkom poles and trees on pavement
- ☐ Width of pavement
- ☐ position of municipal sewer lines
- ☐ position of French drain / other toilet
- ☐ Position of water mains
- ☐ Position of electrical cables
- ☐ Supplier of electricity, sanitation, water (eg. ESKOM, Municipality, Solar, Conservation Tank...)

Floor Plans

- ☐ Description of all rooms
- ☐ Window codes of all new windows
- ☐ Scale 1 : 100
- ☐ Sewer details with manholes, inspection eyes and gulleys
- ☐ All measurements needed to calculate area of new work and wall thickness
- ☐ Section lines for all sections

Sections

- ☐ Sections through all new work
- ☐ Floor to ceiling heights
- ☐ Foundation description and measurements
- ☐ Floor description and thickness
- ☐ Wall description and thickness
- ☐ Window Material
- ☐ Description of roof and structure
- ☐ Description of ceiling and structure
- ☐ Scale 1:100
- ☐ Sewer section if applicable with heights and lengths

Elevation

- ☐ All relevant elevations
- ☐ Description of external finishes
- ☐ Scale 1:100
- ☐ SITE PLAN 1:500
- ☐ Floor, Elevations and Section 1:100

Drainage installation

position, size gradient of and connection point(s) to any drain to a datum established on site and on the ground levels relative thereto, including finished floor level

SACAP registration: Who may prepare building plans for submission?

In terms of the Agricultural Professions Act, No.44 of 2000 and its related regulations (effective since 1 July 2006), any person preparing a building plan (involving work of an architectural nature) for submission to the local authority must be registered with the South African Council for the Architectural Profession (SACAP) to do so.

Building without Plan/s

Penalty fee will be charged including fine. See our Tariff list.

Supporting documentation and number of sets required

Depending on the nature of the proposals, a building plan application submission should include documentation and information to be accepted as valid and complete.

For e.g., the following must be included but not limited:

- completed application form (signed by property owner) or his/her authorised representative
- fully completed SANS10400 forms (form 1 and 2 if applicable)
- Registration Certificate of Architect/Draughtsmen
- SACAP Compliance Certificate
- Copy of Title Deed (Proof of Ownership)
- Zoning Certificate/Zoning info of erf
- Latest Municipal Account
- site plan
- SG Diagram
- layout plan
- drainage installation drawings (if applicable)
- structural engineer's drawings (if applicable)
- Three complete sets of all plans (all sets to be coloured)

Procedure to submit building plans

- owner/architect will be provided with application form and required documents guide
- should the applicant not be the owner, full proxy must accompany application
- building plans to be submitted at Municipal Offices, clearly marked : Building Plan Application
- owner will submit three sets of complete building plans (colour)
- official will determine application fee as reflected in the Budget (Tariff list)
- applicant pays application fee
- proof of payment to be submitted with application
- Check if all required documents are submitted

Once all documents are submitted, Plan evaluation will commence

Plans will be scrutinised by various internal as well as Provincial Departments as deemed necessary but not limited to: - ESKOM - Traffic - Technical Services - Town Planning Officials - Building Control Officer (Shared Service), District Municipality - Fire Services - Electrical Services - Heritage Council Northern Cape (buildings older than 60 years) - any shortcomings on building plans will be referred back to the owner/architect for his/her corrections – the evaluation period will only start again with the re-submission of the corrected plans.

Other Requirements

Please also note the following general requirements:

- tipp-ex or stickers are not permitted on any plans
- the registered owner must sign and date both the application form and all plans
- if the property is owned by more than one person, all parties must sign the application form
- if the property is owned by a company, trust, closed corporation or other juristic person, the application must be accompanied by a company resolution authorising the representative to sign on its behalf
- building plan applications relating to an erf forming part of a recent subdivision will not be accepted unless a confirmation letter from the conveyancing attorney is presented stating that registration at the Deeds Office is imminent.