



City Planning Department: BUILDING CONTROL
BUILDING PLANS CHECK LIST

PLAN NUMBER:	RECEIVED BY:	CHECKED BY:
ERF NO & TOWNSHIP:	DATE:	DATE:

THE FOLLOWING ITEMS MARKED WITH X ARE TO BE ATTENDED TO

SUBMISSION DOCUMENTS				
All documents to be completed and have original signatures, no copies of signed documents are accepted				
	CORRECT ✓	INCORRECT (X)	NOT APPLICABLE (NA)	COMMENTS
1. APPLICATION FORM (completed and signed)				
2. OCCUPATION CERT. APPLICATION FORM				
3. BUILDING LINE RELAXATION APPLICATION				
4. MUNICIPAL ACCOUNT LETTER/ PROOF OF WATER CONNECTION PAYMENT				
5. TITLE DEED / DRAFT WITH CONVEYORS LETTER				
6. ZONING CERTIFICATE (with signature and watermark)				
7. SG DIAGRAM				
8. SEWER MAP				
9. SACAP FORM				
10. SANS FORM 1				
11. SANS FORM 2 (XA)				
12. ATTENDANCE CERTIFICATE				
13. SANS FORM 2 (ENGINEER)				
14. PROFESSIONAL INDEMNITY INSURANCE				
15. POWER OF ATTORNEY WITH ID COPY				
16. TWO SETS OF BUILDING PLANS AS PER NBR (signed by Owner, Architect & Engineer)				
17. PROOF OF PAYMENT				
18. Company resolution letter (if company owned property)				

Once all required documents have been received, payment can be made and receipt must be attached to the file or printed on application form.
All documents to be stamped with relevant stamps (Received, Circulation, Roof stamp etc)

LAND USE/ TOWN PLANNING

1. Outbuilding more than 29m²/ 10% of the dwelling house
2. Home enterprise exceeds 40m²/25% of floor area of dwelling unit & outbuildings

THE FOLLOWING ITEMS MARKED WITH X ARE TO BE ATTENDED TO

All corrections on building plans to be done with black ink, on all copies.
Initial/sign and date all corrections. No correction fluid must be used on plans. All corrections to be done by Author only.

BUILDING PLANS

2 Copies per application (1 colour + 1 Black and White). All plans to be signed by Owner, Architect & Engineer (where applicable)

	CORRECT ✓	INCORRECT (X)	NOT APPLICABLE (NA)	COMMENTS
SITE PLAN (Title block , Erf Description, Architect's Name & SACAP no)				
1. CORRECT SCALE, COLOUR/HATCH ALL NEW & EXISTING STRUCTURES				
2. NORTH POINT, ERF NO, PROPERTY DESCRIPTION				
3. STREET NAME & NO, ENTRANCE (no obstruction)				
4. ADJACENT STANDS				
5. SITE BOUNDARY DIMENSIONS (as per SG)				
6. BUILDING LINES & SERVITUDES (as per scheme / title deed)				
7. BOUNDARY WALLS / FENCE				
8. SCHEDULE OF RIGHTS & AREA SCHEDULE (as per zoning scheme)				
9. DIMENSIONS BETWEEN BUILDINGS, BOUNDARIES & OTHER STRUCTURES (min 1m)				
10. ALL NEW & EXISTING DRAINAGE (correct colour)				
11. STORMWATER FLOW				
12. MUNICIPAL SEWER LINE, CONNECTION & INVERT LEVEL (as per sewer map)				
13. SITE LEVELS & CONTOURS				
14. STRUCTURES TO BE DEMOLISHED				
15. SAFEGUARDING OF THE SWIMMING POOL & DISCHARGE (sabs 1390)				
16. SITE PLAN CORRESPONDS WITH FLOOR PLANS				
17. PARKING LAYOUT & SCHEDULE (disabled parking provided)				
18. PROVIDE REFUSE AREA & DRAWINGS				
19. SITE PLAN CORRESPOND WITH SDP/ SDP REQUIRED				
20. DEMOLITION APPLICATION /PERMIT REQUIRED (if more than 50%)				

FLOOR PLANS

(Title block , Erf Description, Architect's Name & SACAP no)

1. CORRECT SCALE, COLOUR/HATCH				
2. DASHED LINES FOR WORK TO BE DEMOLISHED				
3. ALL ROOMS DESIGNATED , LAYOUT COMPLETE (new & existing)				
4. ALL ROOMS DIMENSIONED FINISHES & LEVELS				
5. SIZES OF HABITABLE ROOM (min 6m ² / min 2m dimension)				
6. FIRE WALLS, FIRE DOORS, FIRE SAFETY WALL ON BOUNDARYS (min 1m)				
7. DRAINAGE & SANNITARY FITTINGS (new & exisiting)				
8. CROSS VENTILATION (min 5% of floor area) & LIGHTING (min 10% of floor area)				
9. SECTION LINES SHOWN & NAMED, CORRESPOND WITH SECTIONS				
10. WINDOW & DOOR CODES/ REFERENCE SHOWN (corresponds with schedules)				
11. DISABLED FACILITIES PROVIDED (Toilets, Ramps, Stairs/Access)				

SECTIONS AND DETAILS

(Title block , Erf Description, Architect's Name & SACAP no)

1. CORRECT SCALE, COLOUR/HATCH				
2. LEVELS SHOWN (NGL, FFL, Ceiling, Roof)				
3. HEIGHT : 4m vertical dimension for residential/10.5m industrial1&2/6m other				
4. DPM, DPC, VERTICAL DPC SHOWN				
5. FLOOR / SLAB TYPE & THICKNESS SHOWN (specification & notes)				
6. FOUNDATIONS DETAILS AND SIZES (internal & external, boot foundation)				
7. STAIR DETAILS (risers, treads, landing, winders, head room)				
8. EMERGENCY ESCAPE STAIRS (comply to Part S/T)				
9. SECTIONS CORRESPOND WITH PLANS				
10. POOL DETAILS (depth, position, pump, drainage, self closing gate)				
ROOF				
11. CLASS OF ROOF COVERING				
12. GRADE, SIZE OF TIMBER & TRUSS SPACING				
13. METHOD OF FIXING TO WALL AND SPAN				
14. ROOF PITCH (SABS approved undelay for pitch 17'-25')				
15. OVERHANG SHOWN				
16. RAINWATER GOODS (gutters, down pipes, apron all around for Tuscan roof)				
17. ROOF STAMP SIGNED (for prefab) / ENGINEER APPOINTED				
18. ROOF DETAILS CORRESPOND WITH ROOF PLAN /ROOF LINES ON PLAN				

ELEVATIONS

(Title block , Erf Description, Architect's Name & SACAP no)

1. CORRECT SCALE, COLOUR/HATCH (difference between new and existing shown)				
2. FINISHES (building on boundary to be maintenance free)				
3. DRAINAGE (correct colour & symbol)				
4. ELEVATIONS DESIGNATED AS PER NORTH POINT				
5. CHIMNEY TO COMPLY WITH PART V OF N.B.R				
DRAINAGE				
1. CORRECT COLOUR AND LINE TYPE				
2. PIPE TYPE, SIZES AND GRADIENT SHOWN				
3.MANHOLEs, IES, RES, (1.5m from connection) & MAX 25m				
4. INVERT LEVEL (pipes to be protected if less than 450mm)				
5. GULLEY, VENT VALVES, VENT PIPES & SIZES SHOWN				
5. FRENCH DRAIN/SCEPTIC TANK (min 3m from building)& 45m away from water source				

BOUNDARY WALLS

(Title block , Erf Description, Architect's Name & SACAP no)

1. ALL ELEVATIONS (as per North point)				
2. SECTION (height, boot foundation, boundary line, slope)				
3. OVERALL PLAN (wall or fence)				
4. FINISHES (maintenance free on neighbours side)				
5. EXPANSION JOINTS, WEEP HOLES				

ENERGY EFFICIENCY

(Title block , Erf Description, Architect's Name & SACAP no)

1. ORIENTATION				
2. FENESTRATION CALCULATIONS (<15% / > 15%) & WINDOW SCHEDULE				
3. ROOF CALCULATIONS, INSULATION				
4. HOT WATER LAYOUT (50% of hot water supply, solar geyser/heat pump)				
5. RATIONAL DESIGN REQUIRED				
6. THEORETICAL ANNUAL ENERGY CONSUMPTION (LIGHTS)				

BUILDING LINE RELAXATION

1. APPLICATION FORM (erf details, description, signatures)				
2. BUILDING ON BOUNDARY COVERAGE CORRECT, ADJACENT STAND PLAN SHOWN (site area: 0-299m ² = 60%, 300-399m ² = 50%, 400m ² and above = 40%)				
3. NEIGHBOURS CONSENT ON FORM AND SITE PLAN (affected neighbours)				
4. DISTANCE BETWEEN GARAGE AND KERB (5m)				
5. CIRCULATION FOR STREET / SEWER SERVITUDE				
6. SCREEN WALLS ON BALCONY (min 1.8m if less than 4m from boundary)				

OTHER COMMENTS

CIRCULATION

1. CITY PLANNING OPERATIONS	
2. WATER AND SEWER SECTION	
3. ENVIRONMENTAL HEALTH	
4. EMERGENCY SERVICES	
5. ENERGY	
6. ROADS AND STORM WATER	
7. DOLOMITE	
8. SOLID WASTE	
9. WATER QUALITY	

In terms of delegated powers vested to me, I have applied my mind fully and therefore it is recommended that the application be approved.

BUILDING INSPECTOR
PLAN EVALUATION

NAME.....SIGNATURE.....DATE.....	
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In terms of delegated powers vested to me, I am satisfied that the application in question complies with the requirements of the National Building Regulations and Building Standards Act and any other applicable Law.

CHIEF BUILDING INSPECTOR / MANAGER: BUILDING CONTROL

NAME.....SIGNATURE.....DATE.....	
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