

CHECK LIST

(x2 copies, one to be signed & stamped and returned to Architectural Professional)

for submitting building plans to Mangaung Metro Municipality (MMM) for all new buildings, extensions and most structural alterations.

COMPULSORY DOCUMENTS			
Item	Description	✓ or n/a	
1	Building Plans x 2 copies (1x coloured in, 1x black & white)		
2	MMM ANNEXURE A		
3	SANS 10400 Form 1 & 2		
4	SACAP Architectural Compliance Certificate (x2 copies, one to be signed & stamped and returned to Architectural Professional)		
5	Name and SACAP Registration number of <u>Architectural Professional</u> submitting the plans on every drawing		
6	Copy of valid SACAP Certificate of Architectural Professional submitting the plans		
7	Pay Submission Fees – Cash, card or EFT		
ADDITIONAL IF THE OWNER IS A CORPORATION/COMPANY/TRUST:			
8	Corporation-Company-Trust Form CK2		
ADDITIONAL IF ANY ELEMENT OF A STRUCTURAL, FIRE PROTECTION, ARTIFICIAL VENTILATION, STORMWATER DISPOSAL OR NON-WATER-BORNE SANITARY DISPOSAL, FIRE INSTALLATION OR DRAINAGE INSTALLATION SYSTEM IS PROVIDED FOR OR IS REQUIRED TO BE THE SUBJECT OF A RATIONAL DESIGN OR RATIONAL ASSESSMENT:			
9	SANS 10400 Form 2 for each Professional involved		
ADDITIONAL IF DEMOLITION IS INVOLVED:			
10	Application to Demolish/Convert a Building MMM Form		
11	If Building is more than 60 years old: Free State Heritage Permit		
ADDITIONAL IF A COMMERCIAL BUILDING, STAMPS FROM:			
12	MMM Fire & Rescue Division	MMM Health Services	
	MMM Solid Waste Management	Telkom SA	
	Centlec (Pty) Ltd Electricity Supply Capacity	Centlec (Pty) Ltd Electricity Servitudes & Services	

Mangaung Metro Municipality (for official use)	
Person receiving plans (print name):	
Signature:	
Date:	
Stamp:	

Architectural Professional to be contacted when plan is approved or rejected	
Name:	
SACAP:	
Firm:	
Contact number:	