

CHECK LIST FOR THE SUBMISSION OF BUILDING PLANS ON ANY TYPE OF BUSINESS / TOWN HOUSES / BLOCK OF FLATS / RETIREMENT VILLAGES ETC.

1. ANNEXURE "A" (DOWNLOAD ON WEBSITE)
2. APPLICABLE SANS 10400 FORMS MUST BE SIGNED BY OWNER AND ARCHITECT / DRAUGHT PERSON.
3. TITLE DEED TO BE ATTACHED.
4. RE-ZONING CERTIFICATE TO BE ATTACHED.
5. CK2 FORM TO BE ATTACHED FOR ANY CORPORATION / COMPANY / TRUST (DOWNLOAD ON WEBSITE).
6. SACAP ARCHITECTURAL COMPLIANCE FORM AND A COPY OF SACAP REGISTRATION CERTIFICATE TO BE ATTACHED.
7. SERVICE LEVEL AGREEMENT APPROVED BY COUNCIL REQUIRED ON NEW LARGE DEVELOPMENTS - INFRASTRUCTURAL SERVICES DEPARTMENT SITUATED AT REGIONAL OFFICES, C/O PIET HUMAN & MOSHOESHOE STREET, ROCKLANDS (051 410 6743).
8. ALL APPLICABLE ENGINEERING PLANS AND APPOINTMENT FORMS (FORM 2) REQUIRED.
9. PRE-APPROVAL STAMPS REQUIRED FROM:
 - CENTLEC (2 STAMPS REQUIRED; 1 FOR SERVITUDES AND ANOTHER FOR ELECTRICITY DEMAND)
ADDRESS: MANNION ROAD ENTRANCE, CBD. (GPS – S 29° 07' 26.19" / E 26° 13' 36.52")
CONTACT PERSONS: MR. NICK VERMEULEN; TEL. 051 409 2240 (SERVITUDES)
MR. KOBUS BOOYSEN; TEL 051 409 2208 (ELECTRICITY DEMAND)
 - HEALTH DEPARTMENT
ADDRESS: 108 NELSON MANDELA DRIVE, CBD.
CONTACT PERSONS: MR. HANNES LE GRANGE; TEL. 051 400 5333
MR. JACO LAMPRECHT; TEL. 051 400 5331
 - FIRE DEPARTMENT
ADDRESS: 81 CHARLES STREET, CBD.
CONTACT PERSON: MR. PIET MOLOI; TEL. 051 406 6471
 - CLEANSING DEPARTMENT
ADDRESS: REGIONAL OFFICES, C/O PIET HUMAN & MOSHOESHOE STREET, ROCKLANDS
CONTACT PERSON: MR. HENNIE CLAASSEN; TEL. 051 410 6660
 - TELKOM
ADDRESS: TELKOM REGIONAL HEAD OFFICE, COLLEGE CROSSING, 195 A NELSON MANDELA DRIVE, BRANDWAG.
CONTACT PERSON: MR. EZEKIEL KATSE; TEL. 051 401 6930
10. ALL PAGES OF THE BUILDING PLAN MUST BE SIGNED BY THE OWNER.
11. THE GROUND PLAN MUST BE INDICATED COMPLETELY (EXISTING & PROPOSED).
12. ALL DIMENSIONS WITH REGARD TO NEW WORKS MUST BE INDICATED.
13. EXISTING AND NEW ROOM NAMES MUST BE INDICATED.

14. ALL NEW PLUMBING MUST BE INDICATED.
15. THE SECTION MUST BE FULLY DESCRIBED AND HEIGHT MEASUREMENTS MUST BE INDICATED.
16. EXISTING BUILDINGS, SHELTERS, SWIMMING POOLS, SEWER AS WELL AS NEW BUILDING ADDITIONS MUST BE INDICATED IN FULL ON THE SITE PLAN.
17. ALL SERVITUDES, ERF DIMENSIONS, NORTH ARROW, ERF NUMBER AND STREET ADDRESS MUST BE INDICATED ON THE SITE PLAN.
18. BUILDING LINES AND ALL MEASUREMENTS TO THE SIDES MUST BE INDICATED.
19. MOTOR ENTRANCES MUST BE INDICATED.
20. ELEVATIONS MUST BE INDICATED COMPLETELY.
21. ALL NEW WORKS MUST BE COLOURED IN TERMS OF REG. A5(6)(A) ON GROUND PLANS, SECTIONS AND SITE PLAN.
22. PROVISION MUST BE MADE FOR THE DISABLED WHERE NECESSARY.
23. IF DOUBLE STOREY BUILDINGS WILL BE ERECTED CLOSER THAN 3 METRE FROM THE ERF BOUNDARY, WRITTEN CONSENT MUST BE OBTAINED FROM THE NEIGHBOUR.
24. FOR ALL DUET OR SECOND HOMES THE CO-OWNER`S WRITTEN CONSENT FOR ANY PROPOSED ALTERATIONS AND ADDITIONS ON THE SITE MUST BE OBTAINED.
25. FOR ALL TOWNHOUSES THE BODY CORPORATE`S WRITTEN CONSENT FOR ANY ALTERATIONS AND ADDITIONS ON SITE MUST BE OBTAINED.
26. IF THE SIDEWALK IS TO BE USED FOR STORAGE OF BUILDING MATERIAL OR FOR ANY OTHER PURPOSE RELEVANT TO THE CONSTRUCTION, A HOARDING PERMIT MUST BE OBTAINED FROM THIS DIVISION BEFORE APPLYING FOR THE REQUIRED FOUNDATION INSPECTION.
27. IF THERE WILL BE EXCEEDED ON TO THE SERVITUDE AREA, WRITTEN CONSENT MUST BE OBTAINED FROM THE INFRASTRUCTURAL SERVICES DEPARTMENT SITUATED AT REGIONAL OFFICES, C/O PIET HUMAN & MOSHOESHOE STREET, ROCKLANDS (051 410 6743) AND ACCOMPANY THE BUILDING PLANS.
28. NUMBER OF PARKING BAYS TO BE INDICATED ON BUILDING PLAN AS PER GLA REQUIREMENTS.
29. PARKING LAYOUT PLAN TO BE ATTACHED.
30. PROOF OF BUILDING FEE PAYMENT MUST ACCOMPANY THE BUILDING PLAN APPLICATION.
31. A CLEARANCE CERTIFICATE OBTAINED FROM FINANCE DEPARTMENT FOR ALL NEW DEVELOPMENTS MUST ACCOMPANY THE BUILDING PLAN APPLICATION.

32. RELEVANT INFORMATION TO PARKING LAYOUT PLAN:

- DOES THE DEVELOPMENT QUALIFY FOR THE SUBMISSION OF A TRAFFIC STUDY (IN TERMS OF "MANUAL FOR TRAFFIC IMPACT STUDIES", RR93/635: SA DEPARTMENT OF TRANSPORT) AND IF SO, HAS SUCH STUDY BEEN SUBMITTED AT THE METROPOLITAN PLANNING DIVISION.
- DOES THE PROPOSED PARKING MEET THE SET STANDARDS? (IN TERMS OF "PARKING STANDARDS" PG 3/85: SA OF THE DEPARTEMENT OF TRANSPORT).
- IS THE PARKING LAYOUT OF AN ACCEPTABLE SCALE? (1:100, 1:200, 1:250).
- ARE ALL DIMENSIONS OF PARKING AND DRIVEWAYS SHOWN ON PLAN?
ARE ALL INFORMATION AND DIMENSIONS WITH RESPECT TO ENTRANCES, PARKING, DRIVEWAYS, KERB POSITIONS, SIDEWALK WIDTHS AND PHYSICAL OBSTRUCTIONS SHOWN ON THE SITE PLAN?
- IS PARKING PROVIDED FOR DISABLED PERSONS? (IF APPLICABLE) AND IF SO, DOES IT CONFORM TO THE PRESCRIBED STANDARDS?
- IS A BUILDING LINE RELAXATION NECESSARY?
- IS A NEW OR ALTERED ACCESS TO THE PROPERTY REQUIRED?