

**CHECK LIST FOR THE SUBMISSION OF BUILDING PLAN APPLICATIONS ON RESIDENTIAL HOUSES**

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. CK2 FORM TO BE ATTACHED FOR ANY CORPORATION / COMPANY / TRUST (DOWNLOAD ON WEBSITE).
5. SACAP ARCHITECTURAL COMPLIANCE FORM AND A COPY OF SACAP REGISTRATION CERTIFICATE TO BE ATTACHED.
6. ALL APPLICABLE ENGINEERING PLANS AND APPOINTMENT FORMS (FORM 2) REQUIRED.
7. ALL PAGES OF THE BUILDING PLAN MUST BE SIGNED BY THE OWNER.
8. THE GROUND PLAN MUST BE INDICATED COMPLETELY (EXISTING & PROPOSED).
9. ALL DIMENSIONS WITH REGARD TO NEW WORKS MUST BE INDICATED.
10. EXISTING AND NEW ROOM NAMES MUST BE INDICATED.
11. ALL NEW PLUMBING MUST BE INDICATED.
12. THE SECTION MUST BE FULLY DESCRIBED AND HEIGHT MEASUREMENTS MUST BE INDICATED.
13. EXISTING BUILDINGS, SHELTERS, SWIMMING POOLS, SEWER AS WELL AS NEW BUILDING ADDITIONS MUST BE INDICATED IN FULL ON THE SITE PLAN.
14. ALL SERVITUDES, ERF DIMENSIONS, NORTH ARROW, ERF NUMBER AND STREET ADDRESS MUST BE INDICATED ON THE SITE PLAN.
15. BUILDING LINES AND ALL MEASUREMENTS TO THE SIDES MUST BE INDICATED.
16. MOTOR ENTRANCES MUST BE INDICATED.
17. ELEVATIONS MUST BE INDICATED COMPLETELY.
18. ALL NEW WORKS MUST BE COLOURED IN TERMS OF REG. A5(6)(A) ON GROUND PLANS, SECTIONS AND SITE PLAN.
19. IF DOUBLE STOREY BUILDINGS WILL BE ERECTED CLOSER THAN 3 METRE FROM THE ERF BOUNDARY, WRITTEN CONSENT MUST BE OBTAINED FROM THE NEIGHBOUR.
20. FOR ALL DUET OR SECOND HOMES THE CO-OWNER`S WRITTEN CONSENT FOR ANY PROPOSED ALTERATIONS AND ADDITIONS ON THE SITE MUST BE OBTAINED.

21. 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.
22. 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.
23. PROOF OF BUILDING FEE PAYMENT MUST ACCOMPANY THE BUILDING PLAN APPLICATION.
24. A CLEARANCE CERTIFICATE OBTAINED FROM FINANCE DEPARTMENT FOR ALL NEW DEVELOPMENTS MUST ACCOMPANY THE BUILDING PLAN APPLICATION.