

CHECK LIST FOR THE APPLICATION FOR CERTIFICATE OF OCCUPANCY ON ANY TYPE OF BUSSINESS / TOWN HOUSES / BLOCK OF FLATS / RETIREMENT VILLAGES ETC. APPLICATIONS

1. APPLICATION FORM TO BE COMPLETED IN FULL (DOWNLOAD ON WEBSITE)
2. OBTAIN ALL PRE-APPROVAL STAMPS AS INDICATED ON APPLICATION FORM (REFER TO CHECK LIST POINT 9 FOR ADDRESSES AND CONTACT DETAILS)
3. ATTACH ALL RELEVANT CERTIFICATES OF COMPLIANCE (ENGINEERS CERTIFICATES, GLASS CERTIFICATE, ROOF CERTIFICATE, ELECTRICAL CERTIFICATE, GAS CERTIFICATE AND METRO CERTIFICATE)
4. ATTACH APPROVAL SLIP FOR FOUNDATION INSPECTION FROM THIS MUNICIPALITY.
5. ATTACH BOTH APPROVAL SLIPS FOR SEWER INSPECTIONS FROM THIS MUNICIPALITY.
6. APPROVED BUILDING PLAN MUST ALSO BE HANDED OVER TO THE CLERK TO CALCULATE THE CORRECT APPLICATION FEES.
7. ALL CONSTRUCTION WORK MUST BE IN ACCORDANCE WITH THE APPROVED BUILDING PLAN.
8. ALL CONDITIONS REGARDING THE APPROVAL OF THE SAID BUILDING PLAN MUST BE MET BEFORE APPLICATION FOR OCCUPATION IS MADE.