



BUILDING CONTROL BUSINESS UNIT

Please be informed that in the interest of expediting PLAN APPROVALS, no PLAN will be accepted if the following minimum criteria are not adhered to.

PROPERTY

DESCRIPTION: _____

STREET ADDRESS: _____

PRE-PLAN SCRUTINY SUBMISSION CHECKLIST

		Author	Clerk
1	MSUNDUZI APPLICATIONS FORMS COMPLETED CORRECTLY		
2	SACAP REGISTRATION & ARCHITECTURAL COMPLIANCE CERTIFICATE		
3	SANS10400 PART A APPLICATION FORM (COMPLETED)- FORM 1 COMPULSARY		
4	SANS10400 PART A APPLICATION FORM (COMPLETED)- FORM 2,3 & 4 (If Applicable)		
5	ORIGINAL POWER OF ATTORNEY FORM (if Applicable)		
6	ORIGINAL AUTHORS SIGNATURE		
7	ORIGINAL OWNERS SIGNATURE		
8	COPY OF TITLE DEED & APPROVED SG DIAGRAM (TRUST Documents/Company Resolution)		
9	TABLE OF AREAS SHOWN (Site, Buildings, Coverage, Bulk, Parking etc)		
10	2 SETS OF SUBMISSION DRAWINGS – 2 Coloured copies		
11	BUILDING LINES INDICATED (If encroachment into the building line area, Neighbour's consent and motivation required. Original neighbour's signature to be reflected on all 2 sets of drawings) NOTE: DOCUMENTS GRANTING APPROVAL ATTACHED: SIGNED BY OFFICIAL AND STAMPED (ORIGINAL SIGNATURE) FROM BOTH LAND SURVEY AND TOWN PLANNING. LOCALITY PLAN.		
12	BODY CORPORATE/HOME OWNERS ASSOCIATION APPROVALS (if Applicable) ORIGINAL SIGNATURE		
13	2 COPIES OF FIRE PLANS (if Applicable)		
14	OCCUPATION CLASSIFICATION TO BE SHOWN ON THE PLAN		
15	XA REQUIREMENTS & WATER RETICULATION IN TERMS OF SANS10400 (if applicable)		
16	100mm CLEAR STRIP ON THE RIGHT HAND SIDE DOWN THE PAGE OF ALL DRAWINGS FOR MUNICIPAL STAMPS. NO CORRECTION FLUID OR STICK-ONS WILL BE PERMITTED.		
17	DOCUMENTS GRANTING APPROVAL FROM BOTH LAND SURVEY AND TOWN PLANNING MUST BE ATTACHED : SIGNED BY OFFICIAL AND STAMPED (ORIGINAL SIGNATURE)		
18	PROOF OF PAYMENT	INVOICE NO:	
19	SUBMISSION FEE		

20	Professional Indemnity Insurance active.		
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Owner/Professional (NAME)	SIGNATURE	DATE
TECHNICAL CLERK- NAME	SIGNATURE	DATE ACCEPTED

Notes: Should the plan fail to meet the requirements of the pre-acceptable scrutiny, the relevant items will be marked with an "X" in the column of squares? The plan will be returned for correction and re-submission. Compliance with the above does not presuppose that the plan can be approved in terms of the National Building Regulations or any other applicable law.

PART 2: BUILDING INSPECTORS CHECK LIST

		YES	NO
1.	GRADIENT/SLOPE		
2.	EXISTING STRUCTURES INDICATED CORRECTLY		
3.	NUMBER OF BUILDINGS ON SITE		
4.	PROPOSED BUILDINGS- AS- BUILT		
5.	PROPOSED BUILDING - NEW		

Please tick appropriate boxes

COMMENTS:

SIGNED BUILDING INSPECTOR:

DATE:
