

# **Msunduzi Municipality**

## **Building Control**

### **Building Plan Submission/Approval Procedure Manual**

Created by Vishad Jadoo

# Building Plan Submission/Approval Procedure Manual

The procedure manual is a live document that captures and defines all current processes and procedures of Building Plan Approval.

The procedure manual is designed to allow building control staff to carry out their daily function with ease and to understand the procedures that are required to be followed for the submission and approval of building plan submissions, contraventions and complaints.

There are various stages and processes that need to be followed in order for applications to be processed for approval.

The document comprises of three Categories:

- A. Plan Approval
- B. Copies of Plans
- C. Complaints

The mandatory stages of Building Plan Approval are:

1. Pre- Submission Stage/ Pre- Scrutiny
2. Formal Submission Stage
3. Building Control Officer's (BCO ) Stage
4. Plan Examiners Stage
5. BCO Recommendation
6. Plan Approval Committee Stage
7. Building Inspector's Stage

**NB:** This manual is a guide to assist you with daily operation, however it does not limit your understanding of the actual works on site and the decision taken or advice given to the owner/contractor as good building practise must always be maintained.

## **A. PLAN APPROVAL**

### **1. Pre-Scrutiny:**

**Definition:** A Pre-Scrutiny Inspection carried out on a building plan application that is to be submitted to the local Authority for Approval

The purpose of this inspection is to ensure that the building plan application submitted for approval is in line with the processes and procedures that are set out in this manual.

The following will need to be checked,

- The Pre- Submission circulation has been cleared by the Land Survey and Town Planning Departments.
- Both Sets of drawings must be stamped with the official stamps from Land Survey and Town Planning. Documents granting approval from both Land Survey and Town Planning must be attached and signed by the relevant official. Only documents with original signatures must be accepted
- Plans are signed by the owner and professional. Only original signatures are accepted
- Check the application form is filled in correctly.
- Check that the applicant is registered with SACAP.
- Check that the applicant has PI Insurance.
- Check that the SANS10400 Part A Application Form is completed correctly.
- Check that SAN10400 form is signed by the professional and owner
- Check there is 2 coloured sets of drawings for submission
- Check there is a 100mm clear strip on the right hand side down the page of all drawings for municipal stamps.
- Check that the Locality Plan, Title Deed and SG Diagram is part of the submission documents.
- Check the North Point and Occupation Classification is shown on the plan.
- Check and confirm that table of areas are shown on the plan is correct.
- Check the building lines are indicated on the plans and Neighbours signatures are on both sets if consent is needed from the neighbours.
- Check Body Corporate and Home Owners Association approval if required.
- Check for Original Power of Attorney Forms if applicable.
- Check for 2 sets of fire plans if required
- Check for XA Requirements if required.

- Check the Pre-Plan Scrutiny Checklist is checked and signed by the author of the plans.

Once the Technical Clerk does the pre-scrutiny and is satisfied that the application will be accepted then an Invoice is made. The fees will be calculated as per the approved tariff register. These details will then be captured on the pre-scrutiny form No. 18 and 19.

The client then takes the application away. Once the client makes payment then it is up to the client to provide the Building Control Unit with the proof of payment and to formally submit the application. The client will bring his application with his proof payment for the formal submission. The clerk will check to see that all documents are in the application. Once satisfied that all the requirements are met then the clerk will accept the application. Pre-Scrutiny Submission form must be signed by the Technical Clerk.

Once the application is accepted the Technical Clerk must process the application and capture it on to the Engage system within 48 hours.

FORMS:

**Msunduzi Municipality**

Private Bag 3321  
Pietermaritzburg  
3200  
(033) 362 3000 (Switchboard)

333 Church Street  
Pietermaritzburg  
3200  
[www.msunduzi.gov.za](http://www.msunduzi.gov.za)

**CITY OF CAPE TOWN**  
NO. 123456789  
123456789

**BUILDING CONTROL AND SIGNAGE**

APPLICATION FOR APPROVAL OF BUILDING PLANS IN TERMS OF SECTION 4 (2) OF ACT No. 103 OF 1977

PLAN NO: \_\_\_\_\_

**OWNER'S DETAILS:**

Private Company/Class	
Registration No.	
Name	
Address	
Applicant Capacity (Owner/Shareholder/Trustee/Other)	
Telephone No.	
Fax No.	
Cell No.	
Email address	
Signature	
I hereby certify that the preparation and submission of plans proposed does not conflict in any way with any development conditions in the Title Deed for the property and indemnify the Msunduzi Municipality of all liability as a result of incomplete or incorrect information being provided.	
Owner's Signature	
Date	

**SUBMISSION BY:**

Name	
Capacity	
Address	
Telephone No.	
Fax No.	
Email address	
Registration No.	
Signature	
Date	

**Property Details:**

Cadastral Description	
Street Address	
SG Code	

**NATURE OF DEVELOPMENT:**

Proposal	
Floor Area	
Estimated Value	

**PLEASE NOTE:**

1. All drawings and amendments thereto must be signed in black ink by the owner and agent.  
The Msunduzi Municipality reserves the right to call for any additional information to support the application in terms of The National Building Regulations and Building Standards Act (103 of 1977) as amended.

**ECONOMIC DEVELOPMENT SERVICES**

Telephone/Fax: 033 362 3001  
Facsimile/Fax: 033 362 3010

Private Bag/Postbus: 3321  
Pietermaritzburg/Pietermaritzburg 3201

**Application Form** - To be completed by Owner and Applicant

PRE-PLAN SUBMISSION FORM



## 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 IN TERMS OF SANS10400 (If Applicable)		
16	100mm CLEAR STRIP ON THE RIGHT HAND SIDE DOWN THE PAGE OF ALL DRAWINGS FOR		

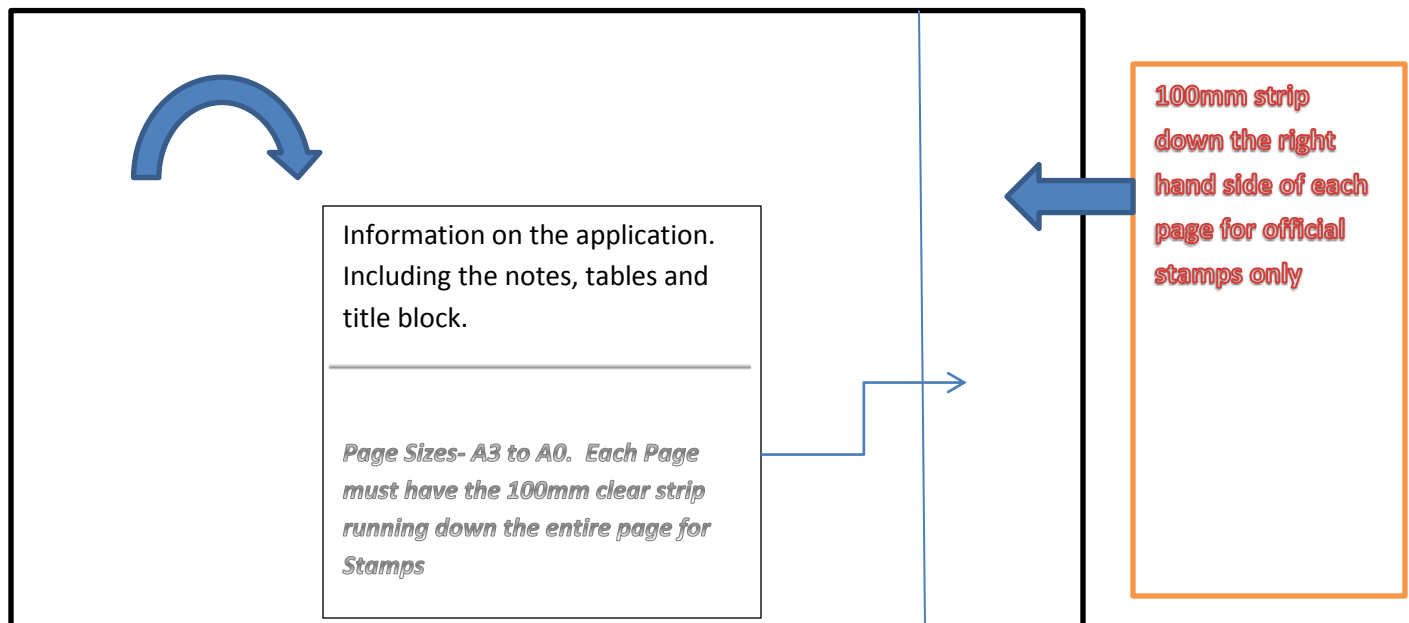
	<b>MUNICIPAL STAMPS. NO CORRECTION FLUID OR STICK-ONS WILL BE PERMITTED.</b>				
<b>17</b>	<b>DOCUMENTS GRANTING APPROVAL FROM BOTH LAND SURVEY AND TOWN PLANNING MUST BE ATTACHED : SIGNED BY OFFICIAL AND STAMPED (ORIGINAL SIGNATURE )</b>				
<b>18</b>	<b>PROOF OF PAYMENT</b>	<b>INVOICE NO:</b>			
<b>19</b>	<b>SUBMISSION FEE</b>				

To be signed by Applicant/Company representative		
<b>Owner/Professional Company Representative (Full Name)</b>	<b>SIGNATURE:</b>	<b>DATE</b>
<b>TECHNICAL CLERK- NAME</b>	<b>SIGNATURE:</b>	<b>DATE ACCEPTED</b>

Official to Sign on acceptance of application

**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.

#### LAYOUT OF A BUILDING PLAN PAGE .



## **2. Formal Submission**

**Definition:** This is a stage when the application is accepted by Building Control and the application is processed for approval on the Engage System (Building Plan Management Software).

New Works/Additions

The Technical Clerk processes the following:

- Collates the information and opens a file.
- The information is entered in the manual register and a plan number is allocated to the application.
- Then the application is captured on the Engage System. The application has to be 100% correct or the System will reject the application.

The image shows a screenshot of a web-based form titled "Engage Building Plan Submission" for Msunduzi Municipality. The form is divided into several sections for data entry. At the top, there are tabs for "Home", "Reports", "Create", and "Access". The main form area includes fields for "Municipality" (a dropdown menu), "Plan Number", "Date of Plan", "Name of Owner", "Owner Email Address", "Building Plan For", "Architect Name", "Architect Email Address", "Owner Address" (a multi-line text area), "Property Address" (a multi-line text area), "Postal Code", "Easements (Easements)", "Property Description", "Total Floor Area (sq m)", "Property Value (R 100 000 000)", "Plot Area (sq m)", "Plot Size", and "Plot No.". There is a "COPY ADDRESS" button between the Owner and Property address sections. At the bottom, there is a "Submit" button. The form is displayed within a web browser window with a Windows taskbar visible at the bottom.

- Once captured the Submit button is pressed.
- The front cover of the file is printed and stuck into the file front cover.
- The physical file is then sent to the next stage.
- The program automatically sends the application to the next stage which is the Jacket Upload stage.
- The Technical Clerk scans the application and drawings and it is uploaded into the system.
- Once this process is complete then the Technical Clerk verifies it is complete by pressing the Submit Button.
- The application is then sent to the Building Control Officer (BCO).
- The BCO receives an Email Notification and application Electronically.

## **3. BUILDING CONTROL OFFICER (BCO) STAGE**

**Definition:** The BCO does a technical assessment on the application on the application in relation to legislative laws and by-laws.

At this stage the application is assessed by the BCO and distributed to the relevant line Departments as per the nature of the application or allocated to the Plan Examiner if department comments are not required.

- BCO checks application.
- BCO selects electronically which departments need to comment.
- BCO can also reject applications at this stage.
- If no departmental comments are needed then the application is sent to the Plan Examiner.
- Once the comments are received the BCO is notified via e-mail and then the application and file is moved to the Plan Examiner Stage.

#### **4. PLAN EXAMINERS**

**Definition:** Plan Examiners do a comprehensive technical assessment on the application.

This assessment is done by the Plan Examiner:

- Does a comprehensive scrutiny on the application and collective Departmental comments.
- Receives notification from Engage via email and also receives the physical file.
- Scrutinize the plan in relation the SANS10400, Building Standard's Act and all other relevant legislation.
- If application has any referrals then the PE gives the Clerks to type the referral letter.
- The letter is sent to the applicant.
- The PE Deals with Counter queries with professionals regarding the application.
- Professionals then do repairs on their applications and the applications are sent back to the PE for reassessment.
- If in order the application is recommended to the BCO.

#### **5. BCO RECOMMEDATION**

**Definition:** This is in terms of the National Building Regulations the BCO recommends plan for Approval to the Local Authority.

- The BCO recommends the application for approval to the PAC (Plan Approval Committee).
- Recommendation is done on the Engage System
- A Matrix is drawn up on all applications to be sent for Approval by the Admin Officer.
- Application is sent to the Typist to type the Approval letter.



- Applications then sent to the Technical Clerks for stamping of the plans
- Applications are checked by Admin Officer and Manager

## **6. Plan Approval Committee Stage (PAC)**

**Definition:** The Chairperson of the Plan Approval Committee is the Local Authority's representative and signs all approved applications.

The PAC sit every Wednesday and it is made up of various role players involved in the approval process:

- After each PAC meeting the Admin Officer updates the information on the Engage System on behalf of the PAC.
- Completed (Signed) applications are returned to Building Control and then approved Plan is ready for collection.
- The file with the file copy of the approved application is then sent to the Technical Clerk who then does a final Jacket Upload.
- Application is then sent to the Building Inspectors Stage.

## **7. Building Inspectors Stage**

The complete file is sent to the Building Inspector and the Building Inspector also works on the Engage System until the file is Archived. (See Building Inspectors Manual)

# **Section B: Copies Plans**

## **COPIES OF PLANS**

Following process to be followed for copies of plans:

- Letter of Authority is needed from the Owner of the property as well as a copy of ID.
- Customer will be shown electronic plans of their property.
- Customer will request what copies are needed.
- An Invoice must be made for the copies.
- Customers go and pay for the copies at the cashiers on the ground floor.
- Customer will return with proof of payment.
- Copies are then handed to the customers.

## **Section C: Public Complaints**

### **Public complaints**

**Definition:** Request from the public on various matters that could impact on their surroundings

Public complaints should be in a form of a letter or email. The correct details should be contained in the letter, property address, contact number, or erf number. The exact reason for complaint and the impact it will have on the complainant's property.

A site investigation must be conducted to ascertain the cause of the problem experienced taking into account the source of the problem.

Possible measures to be taken to prevent further damage to property or endangerment of lives

The relevant contravention notice should be issued to the offender informing him/her of the wrong doings and timeframe in which to remedy the situation.

Where the cause of the problem cannot be confirmed, then the owner should be requested to engage the services of an Engineer to advise on a way forward.

Boundary/encroachment disputes are treated as civil matters, the complainant needs to confirm by providing a Beacon Certificate and a plan and certificate from a registered Land Surveyor indicating the encroachments and to pursue with his /her neighbour.

# BUILDING CONTROL PLAN APPROVAL PROCESS

