

Notice: Internal process for the approval of building plans

Dear professionals, owners & competent persons

During the application for approval of building plans, we are regularly contacted with regards to progress made. To this end, we would like to share the internal process, so that all parties involved are aware of it, and in this way also assist with our work.

1. Application

- Submissions are made at the Building Control Information desk, 3rd floor, Montagu Place
- All documents must be completed in full and in black ink – take note of signatures
- The property must be registered on the Municipality's financial system in order to submit any building application(s)

2. Payment

- Payment is made at the time the application is submitted. If payment cannot be made immediately, building plans will be returned
- Except in the case of EFT payment, the building plan application will be held for no more than 7 days.
 - *The application will not be recognised as 'submitted' before payment is received*
- The plan number is generated at the time payment is made
- The building application is then sent to be scanned

The plan number is required when making any enquiries.
Please keep this number on hand when contacting us to discuss the application via phone, email or consultation at our offices.

3. Electronic registration

- All documents and drawings are scanned and loaded onto the electronic municipal system

4. Pre-inspection

- Building plans are distributed to the relevant building inspector for a pre-inspection
- Items that are considered include:
 - The slope of the property
 - State of the sidewalk
 - Whether all structures on the property has been indicated on the plans
 - Any building work has started – an additional fee will be charged
 - Obstructions on the sidewalk (municipal infrastructure)
 - The position of the entrance in relation to the street and crossings

5. Plans Examiner

- Checks all drawings and documentation
- Distributes to other departments for comment and/or approval where necessary

6.1 Outstanding requirements

- The plans examiner sets up a notice indicating all outstanding requirements
- This notice is sent to the contact person, as indicated on the application
- Files are stored until amendments are received

Amended documents and drawings must be brought to the relevant plans examiner for confirmation before submitting it to the desk for scanning and inclusion

6.2 Check amended plans

- back to 6.1
OR
- to 6.A

6.A Recommend for approval

- Stamps, date and signature is added by the plans examiner
- Head of Building Control approves building application

Building plans are submitted with the purpose of getting them approved - stamped. As such we request that each page contains a blank open space of at least 10x15cm for municipal stamps. If A3 paper size is not sufficient, please use A2.

6.B Approval

- Set up a letter of approval
- Divide municipal set from client set along with the signed letter of approval

The plans are ready for collection at the front desk.
Approved drawings that are not collected within 7 days, will be posted.

7. Electronic record

- The entire set of approved documents and drawings is scanned and loaded onto the electronic municipal system

8. Building inspector

- The complete file is handed to the relevant building inspector for further inspections and finalisation.

In conclusion, we ask that you keep the process that must be followed in mind before contacting us for a progress report. We are proud of the service that we deliver and always strive to conclude the approval of any building application efficiently.

Thank you for your co-operation.