

# DEVELOPMENT PLANNING, TRANSPORTATION & ENVIRONMENT



Public Counter Ground Floor  
Metropolitan Centre, 158 Loveday Street  
PO Box 30848, Braamfontein 2017  
Telephone: 407-6111, Fax: 339-8306

## Building Control

APPLICATION FOR APPROVAL OF BUILDING PLANS  
PLEASE ALSO COMPLETE YELLOW SUBMISSION FORM

HIERDIE VORM IS OOK IN AFRIKAANS VERKRYGBAAR

	NAME AND STREET ADDRESS OF OWNER/DIRECTOR (IN BLOCK LETTERS)	NAME OF AUTHORISED REPRESENTATIVE AND SIGNATURE OF OWNER
		NAME OF AUTHORISED REPRESENTATIVE
		IS AUTHORISED TO REPRESENT THE OWNER
		SIGNED..... OWNER
	TEL:..... POSTAL CODE:.....	DATE.....
		PLEASE SIGN PLANS ALSO

### NATURE OF BUILDING WORK PROPOSED

(PLEASE MARK THE APPROPRIATE HEADING WITH A CROSS)

NEW BUILDING
ALTERATION
ADDITION

PRIVATE DWELLING
WAREHOUSE
FACTORY
OFFICES OR
FLAT'SHOPS
PUBLIC BUILDING
OTHER (SPECIFY)

ESTIMATED COST: NEW/ADDITIONS..... ALTERATIONS.....

STAND NUMBER..... TOWNSHIP.....

FRONTAGE STREET.....

NAME OF ARCHITECT / DRAUGHTSMAN.....

TEL:..... FAX:.....

PLEASE SEND CORRESPONDENCE TO:.....

..... POSTAL CODE.....

APPROVAL NO.

PLEASE READ THE NOTES ON **PAGE 2** AND THE GENERAL INSTRUCTION ON **PAGE 3** AND CHECKLIST OF THIS FORM BEFORE PREPARING AND SUBMITTING PLANS.

TO OCCUPY A BUILDING WITHOUT AN OCCUPANCY CERTIFICATE CONSTITUTES AN OFFENCE.

COMPLIANCE WITH THESE REQUIREMENTS AND PROMPT ATTENTION TO THE COUNCIL'S NOTES REGARDING NECESSARY AMENDMENTS WILL ASSIST IN EXPEDITING THE EXAMINATION AND APPROVAL OF PLANS.

APPROVAL OF THE PLANS WILL BE INDICATED AND SUBJECT TO THE CONDITIONS ON **PAGE 2** OF THIS FORM.

**Sir/Madam,**

The plans submitted by you as detailed overleaf have been approved subject to the conditions stipulated in the notes printed below. This approval is valid for twelve months from the above date.

.....  
**For Executive Director : Development Planning,  
Transportation & Environment**

Date: .....

**NOTE:**

1. In terms of Section 115 of the Town Planning and Township Ordinance, a copy of the relevant Title Deed must be submitted together with the plan, and the approval of this plan does not override any restrictive Conditions contained in the title deeds concerned.
2. These premises will at some future date be included in a smoke control zone, where smoke emission will be prohibited.
3. Attention is drawn to Section 4 of the National Building Regulations Act No. of 1977 which provides that no work must commence until plans have been approved or written permission has been obtained.
4. Township Owners' approval to be obtained where necessary.
5. Persons found damaging electricity, gas, water or sewerage services, paving, kerbs or street gutters and all property of the Council will be prosecuted and held liable for damages.
6. The Council does not accept responsibility for any damage which might be caused to your property by stormwater or by infiltration of water from any source through cellar walls.
7. The approval of this plan does not guarantee that municipal services will be available.
8. A standard outdoor recessed meter receptacle for domestic electric service connection is required for private dwellings.
9. Should the removal of any electric standard or supporting stay, stormwater inlet or tree be required such removal will be effected by the relevant Department at the expense of the applicant.
10. In terms of Regulation F2 of the National Building Regulations payment of a deposit against damage to property vested in Council ownership does not authorise the use of the footway or street for storage of building or other materials. Application to refund the deposit together with the original receipt or receipted cancelled cheque may be made to the Executive Director: Development Planning, Transportation & Environment on completion of the building work. Where no deposit has been requested the owner shall pay the cost of repair to the Council on demand in terms of Regulation F2(3) of the National Building Regulations.
11. Regulation F7 of the National Building Regulations requires adequate sanitary facilities to be provided on site before work commences.
12. No building may be occupied without permission of the Council. Clearance certificates in terms of Section 14 of the National Building Regulations of Building Standards Act will be required from the electrician and if an engineer is appointed from the engineer before occupation certificates can be obtained.

**GENERAL REQUIREMENTS AND INFORMATION IN CONNECTION  
WITH THE SUBMISSION OF PLANS**

(a) Office Hours

1. Plans are to be submitted to the Information Counter, Ground Floor Metropolitan Centre, between 08h00 – 16h00 Mondays to Fridays.
2. District Inspectors attend at the office from 08h00 – 10h30 Mondays to Fridays.

(b) Preparation of Plans:

1. Drawings must be:
  - (i) Drawn on white plastic or other suitable material;
  - (ii) In Black Ink;
  - (iii) Signed by the owner or his architect and engineer where required;
  - (iv) Accompanied by the application forms provided by the Council.
2. Plans must have thickness of walls and size of drain pipes figured.
3. Owners and builders must apply to Chief Construction Engineer for floor and pavement levels where required.
4. Trade waste schedules must be completed for all trade and industrial premises.

(c) Drawings Required:

1. Plan of each floor or level.
2. Section through building and along drain lines, if any. (More than one section plan may be requested.)
3. All relevant elevations.
4. Block Plans (see below section (d)).
5. Sections of Verandahs, Pavement openings, etc. on public streets. (Special application must be made on the forms provided for Verandahs, Pavement Lights and other projections on streets.)

(d) Block Plans: Must show:

- (i) Stands on which buildings are to be erected with existing and proposed buildings.
- (ii) Stands immediately adjoining with existing buildings.
- (iii) Name of Street and Township.
- (iv) Whether adjoining stands are in the same or different ownership.
- (v) The North Point.
- (vi) Any servitudes.
- (vii) Existing sewer line and connection point.

(e) Drainage:

Where drainage to buildings is to be carried out, plans are to be submitted. The following points must be shown:

- (i) Baths, W.C's, Sink, etc.
- (ii) Gradients of drains.
- (iii) All pipes with figured sizes.

(f) Scales:

1. Building Plans: 1 in 100. Drainage Plans and Elevations may be 1 in 200.
2. Sections of Verandahs, Pavement openings, etc. on public street: 1 in 25.
3. Block Plans: 100 1:200 1:500 1:1000

(g) Colour Code:

1. Building Plans:

- |                                |              |
|--------------------------------|--------------|
| (i) Bricks .....               | Red          |
| (ii) Existing work .....       | Black        |
| (iii) Work to be removed ..... | Dotted lines |
| (iv) Concrete .....            | Green        |
| (v) Timber .....               | Brown        |
| (vi) Steelwork .....           | Blue         |
| (vii) Partitioning .....       | Yellow       |

2. Block Plans:

- |                                |              |
|--------------------------------|--------------|
| (i) Work Proposed .....        | Red          |
| (ii) Work existing .....       | Black        |
| (iii) Work to be removed ..... | Dotted lines |

3. Drainage Work:

- |                               |       |
|-------------------------------|-------|
| (i) Sewage Drains .....       | Brown |
| (ii) Vent pipes to same ..... | Red   |
| (iii) Existing drains .....   | Black |