



## **BUILDING PLAN PREPARATION AND SUBMISSION**

**How can I ensure my building plans are approved speedily?**

## INTRODUCTION

Before commencing with any construction of alternations, or additions to your home, or with the construction of a new building, it is required by law to have approved building plans for such work. These plans must be passed by the local authority in accordance with the National Building Regulations and Building Standards Act, (Act No.103 of 1977).

The Municipality's Building Control Section handles hundreds of applications for the approval of building plans each year. To ensure smooth processing and quick turn-around of an application, it is essential that it conforms to official submission standards and requirements, that it is complete, and that it is accompanied by all the necessary supporting information and documentation. Errors and omissions only slow down the process, cause approval delays, and may even result in refusal of an application.

### When is building plan submission and approval required?

Almost all building activities require building plan approval. This includes the construction of all new buildings, the alteration or extension of existing buildings, or changing the use of existing buildings.

## PLAN PREPARATION REQUIREMENTS

Once your draughtsman/architect have established that building plan approval is required and the necessary background information has been obtained (e.g. correct zoning and development parameters), ... ??

Please note that no copies of existing plans will be provided without written authorisation from the owner of the document, it is important that the following requirements be adhered to in preparing your submission, failing which your application may not be accepted, it may be delayed or returned to you as incomplete or unacceptable or even refused.

### Plan size and scale

Plan sheets submitted as part of your building plan application may not for e.g. be:

- smaller than A4 (210 x 297 mm)
- larger than A3 (297 x 420 mm) in the case of a minor works
- larger than A0 (841 x 1 189 mm)

Plans must be drawn to a suitable scale, being any of the following but not limited to:

#### Plan component

#### Scale

For e.g. Site plan

1:100, 1:200, 1:250, 1:500 or 1: 1 000

### Site and Layout plan requirements

As a minimum, any site plan forming part of your building plan applications must for e.g. show the following but not limited to:

- site erf number
- name of street upon which application site fronts

- existing buildings

In addition, any layout drawings must for e.g. include the following but not limited to:

- intended use of every room or compartment
- sanitary and plumbing fixtures

### **Drainage installation requirements**

Any drainage installation drawings must for e.g. show the following but not limited to:

- position, size gradient of and connection point(s) to any drain to a datum established on site and on the ground levels relative thereto, including finished floor level

### **Other plans required**

In addition to the above, the following drawings are also required in specific instances:

<b>for e.g. Plan Component</b>	<b>When required</b>
<ul style="list-style-type: none"> <li>• Structural design drawings (showing structural arrangements and details, together with certificate of appointment)</li> </ul>	<ul style="list-style-type: none"> <li>• Where any structural design (i.e. reinforced concrete, structural steelwork or structural timber) is proposed</li> </ul>

### **Colouring of plans**

All plans and drawings forming part of your submission should be coloured according to the prescribed conventions.

## **SUBMISSION REQUIREMENTS**

### **Application forms**

The following application forms and standard documentation are available at your local Building Control Department:

- for e.g. Building plan application form and
- Demolition Permit application form

### **Supporting documentation and number of sets required**

Depending on the nature of the proposals, a building plan application submission should include documentation and information to be accepted as valid and complete.

For e.g., the following must be included but not limited to:

- completed application form (signed by property owner) or his/her authorised representative
- fully completed SANS10400 forms (form 1 and 2 if applicable)

- site plan
- layout plan
- drainage installation drawings (if applicable)
- structural engineer's drawings (if applicable)
- Three complete sets of all plans (all sets to be coloured)

### **Other Requirements**

Please also note the following general requirements:

- tipp-ex or stickers are not permitted on any plans
- the registered owner must sign and date both the application form and all plans
- if the property is owned by more than one person, all parties must sign the application form
- if the property is owned by a company, trust, closed corporation or other juristic person, the application must be accompanied by a company resolution authorising the representative to sign on its behalf
- building plan applications relating to an erf forming part of a recent subdivision will not be accepted unless a confirmation letter from the conveyancing attorney is presented stating that registration at the Deeds Office is imminent.

### **Application/scrutiny fees**

When submitting a building plan application, scrutiny fees will be calculated according to official budget tariffs. This is a non-refundable (irrespective of the application outcome) set tariff and is fully payable on submission of the application.

### **SACAP registration:**

#### **Who may prepare building plans for submission?**

In terms of the Agricultural Professions Act, No.44 of 2000 and its related regulations (effective since 1 July 2006), any person preparing a building plan (involving work of an architectural nature) for submission to the local authority must be registered with the South African Council for the Architectural Profession (SACAP) to do so.

### **Evaluation of building plans**

An approval or rejection decision must be made within 30 days for buildings smaller than 500 m<sup>2</sup> and within 60 days for buildings larger than 500 m<sup>2</sup> – this is national statutory requirement. “Any departures”, such as a change of land use etc, will mean that your plan will follow a different route and will require land-use approval.

Once, and if your plan is approved, you are required to begin building work within 1 year of plan approval. Once building, a minimum of 5 inspections will take place, at foundation trenches stage, floor, roof, drainage stage and completion stage (final stage). Final inspections is requested by the owner and only when all building work was completed according to the approved plan. Only then can the owner request an occupation certificate and the refund of building deposit.

### **Approval of Plans for building older than 60 years**

The owner must submit set of building plans to Heritage Western Cape for evaluation. If approved, the owner submits building plans (with permit) where after normal procedures will follow.

## **Encroachment of building lines**

All plans regarding the above must be accompanied by proof of application fee as well as written recommendation from neighbours to approve application.

## **Demolishment of buildings**

Application fee and application must be submitted to the Building Department. Evaluation and/or approval is also subject to the input of Heritage Western Cape (buildings older than 60 years). Permit is valid for one year.

## **Building without Plan/s**

Penalty of 4x building fee will be charged including fine.

## **Procedure to submit building plans**

- owner/architect will be provided with application form
- should the applicant not be the owner, full proxy must accompany application
- building plans to be submitted at nearest Building Control Department
- owner will submit three sets of complete building plans (colour)
- official will determine application fee as reflected in the Budget
- applicant pays application fee at Finance Department
- proof of payment to Building Control Department
- Plan evaluation will commence – plans will be scrutinised by various internal as well as Provincial Departments as deemed necessary but not limited to:
  - ESKOM
  - Traffic
  - Civil Engineering Services
  - Town Planning Department
  - Building Control Department
  - Fire Services
  - Electrical Services
  - Heritage Western Cape (buildings older than 60 years)
  - District Road Engineer
  - Cape Winelands Municipality
- any shortcomings on building plans will be referred back to the owner/architect for his/her corrections – the evaluation period will only start again with the re-submission of the corrected plans.
- all plans will be evaluated /approved within 14 days only where there are no omissions/errors

## **CONCLUSION**

### **Where can I get more information?**

Should you have any further enquiries regarding the above or want to find out more, kindly contact the nearest Building Inspector at the Building Section.