



UMZIMVUBU

— LOCAL MUNICIPALITY —

APPLICATION FOR APPROVAL OF BUILDING PLANS

National Building Regulations and Building Standard Act No. 103 of 1977 as amended.

I, the undersigned, submit herewith for consideration, plans depicting certain building work which I desire to execute on the under-mentioned site. I undertake to execute this work strictly in accordance with the Building Plans as shall be approved and in accordance with the relevant building regulations and building standards and any other legislation that may apply.

Erf / Farm No: _____ Location _____

Description of proposed building: _____

Name of Registered Owner: _____

Postal Address of Owner: _____

Code: _____

Telephone No. of Owner: _____

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
E. ntonga.sandi@umzimvubumun.org.za | www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



COVERAGE: [THIS SECTION MUST BE COMPLETED]

EXISTING BUILDINGS	M ²	PROPOSED BUILDINGS	M ²
Main Building		Main Building	
Outbuilding		Outbuilding	
Other [Specify]		Other [Specify]	
To be Demolished		Additions	
Total		Total	

TOTAL COVERAGE [INCLUDING PROPOSED BUILDINGS]:

_____ M² _____ % Erf Size

ARCHITECTS/DRAUGHTSPERSON

Name: _____ SACAP Reg. No: _____

Address: _____

Telephone: _____ Fax No. _____

Signature: _____ Date: _____

PLEASE NOTE THAT THE FOLLOWING COLOURS MUST BE USED ON BUILDING PLANS SUBMITTED FOR APPROVAL

MATERIAL	COLOUR
New Masonry	Red
New Iron or Steel	Blue
New Concrete	Green
New Wood	Yellow
Proposed Work	Red
Existing Work	Green
To be Demolished	Black Dotted Line
SITE PLAN	

NB:

[A] COMPLETED AND PROPER WORKING DRAWINGS OF THE PROPOSED WORKS IN DUPLICATE [TWO PAPER UNITS] MUST BE SUBMITTED WITH THIS APPLICATION

[B] PLANS TO BE DRAWN IN ACCORDANCE WITH THE REQUIREMENTS OF THE NATIONAL BUILDING REGULATIONS

[C] COPY OF TITLE DEED OF THE PROPERTY SHOULD ACCOMPANY APPLICATION

FOR OFFICE USE

ERF/FARM NO _____ BUILDING PLAN NO _____ 20 _____

PLAN APPROVAL FEES

Building Plan Fees	R	
VAT	R	
TOTAL	R	

DATE OF SUBMISSION TO ULM		
DATE OF RETURN		
DATE OF APPROVAL		
DATE RECORDED IN REGISTER		
DATE SUBMITTED FOR VALUATION		

Deposit (50% of the total approval fees):

RECEIPT NO: _____ DATE PAID: _____

Revenue Clerk:

Signature

Date

Balance:

RECEIPT NO: _____ DATE PAID: _____

Revenue Clerk:

SIGNATURE: _____ DATE: _____

PLAN SUBMISSIONCHECKLIST

This checklist has been created to assist with the preparation of drawings for submission to the Local Authority and compliance with the National Building Regulations and Building Standard Act,(Act 103 of 1977).

GENERAL:

DESCRIPTION	YES.	NO.
1. APPLICATION FORMS COMPLETED IN BLACK INK		
2. APPLICATION FORMS SIGNED BY OWNER/ BODY CORPORATE		
3. PLANS SIGNED BY OWNER IN BLACK INK		
4. COPY OF TITTLE DEED- (NEW BUILDINGS ONLY)		
5. FOUR (4) COPIES OF PLANS PROVIDED: -NEW BUILDINGS/OUT BUILDINGS-UNCOLOURED(DRAINAGE ONLY) - ADDITIONS & ALTERATIONS – 1 COPY FULL COLOURED		
6. PLAN COPIES CLEAR (BLACK INK ON WHITE PAPER)		
7. LETTERING & FIGURED DIMENSIONS CLEAR (2mm MINIM. IN UPPER CASE		
8. FULL DESCRIPTION OF PROPOSAL PROVIDED		
9. PROPERTY DESCRIPTION CORRECT		
10.SCHEDULE OF AREAS PROVIDED: AREA OF SITE:..... AREA OF EXISTING BUILDING:..... PROPOSED FLOOR AREA:..... TOTAL FLOOR AREA:..... COVERAGE%:.....		
11. ALL SCALES SHOWN CORRECTLY		
12. 100mm CLEARSTRIP ON RIGHT HAND SIDE FOR STAMPS/ ENDOSMENT		
13. ENGINEE'S APPOINTMENT FORM COMPLETED & SIDNED (WHEN APPLICABLE)		
14. ELECTRICAL LAYOUT & LEGEND PROVIDED		
15. FIRE PLAN PROVIDED		
16. AMENDED PLANS: APPROVED PLAN No. PROVIDED		
17. HAS THE SANS10400 PART 'A' APPLICATION FORM BEEN COMPLETED CORRECTLY & SIGNED BY THE PROFESSIONAL AND OWNER		
18. CHECK FOR ORIGINAL POWER OF ATTORNEY FORMS IF APPLICABLE.		
19. SACAP REGISTRATION & ARCHITECTURAL COMPLIANCE CERTIFICATE		

SITE PLAN:

DESCRIPTION	YES.	NO.
1. PROPOSED/ EXISTING BUILDING INDICATED CLEARLY		
2. ALL BOUNDARY DIMENSIONS CORRECTLY SHOWN		
3. NORTH POINT SHOWN CORRECTLY		
4. NAME/ NAMES OF STREET FRONTAGES PROVIDED ?		
5. REGISTERD ERF No. SHOWN		
6. BUILDING LINES, SIDE/ REAR SPACESSHOWN AND DIMENSIONED		
7. SETTING OUT DIMENSIONS SHOWN ?		
8. BUILDING TO BE DEMOLISHED SHOWN IN BROKEN LINES		
9. EXISTING BANKS, STEPS,PATHS, WALLS, DRIVEWAYS ETC SHOWN		
10. PROPOSED / EXISTING SEWER LAYOUT SHOWN		
11. PROPOSED / EXISTING TERMINAL MANHOLE SHOWN		
12. PROPOSED STROM WATER LAYOUT SHOWN		
13. EXISTING MUNICIPAL SERVICES SHOWN		
14. PROPOSED SERVIDES. RIGHT OF WAYS SHOWN		
15. POSITION OF TREES, ELECTRIC LIGHT/TELEPHONE POLES, HYDRATES, ETC RELATE TO PROPASAL SHOWN ?		

FLOOR PLANS:

DESCRIPTION	YES.	NO.
1. ALL ROOMS / FLOORS DESINATED AND STOREYS NUMBERD		
2. ALL AREAS (ROOMS, PASSAGES ETC) FULLY DIMENSIONED		
3. WALL THICKNESS SHOWN		
4. STAIRS DIMENSIONED – WIDTH, TREADS, ETC		

5. ALL SANITARY FIXTURES SHOWN		
6. OVERALL BUILDING DIMENSIONS PROVIDED		
7. SECTION LINES CORRECTLY SHOWN		
8. SCALES SHOWN		
9. PROPOSED / EXISTING WORK CLEARLY SHOWN		
10. PROPOSED / EXISTING SEWER & STORM WATER DRAINAGE SHOWN ?		
11. CROSS VENTILATION / LIGHTING TO ALL ROOMS PROVIDED		
12. GARAGE: FIREWALL / SELF CLOSING FIRE DOOR / FLOOR STEPPED DOWN		
13. FIRE FIGHTING EQUIPMENT SHOWN		
14. FACILITIES FOR DISABLED PERSONS PROVIDED		

SECTIONS:

DESCRIPTION	YES.	NO.
1. SECTION SHOWN CORRECTLY		
2. FOUNDATION SIZES SHOWN / DIMENSIONED		
3. FLOOR CONSTRUCTION DETAILS PROVIDED		
4. DPC SHOWN BELOW WINDOW CILLS		
5. WALL THICKNESS SHOWN ?		
6. FLOOR TO CEILING HEIGHTS SHOWN		
7. ALL ROOMS DESIGNATED ?		
8. STAIRS DIMENSIONED- HEIGHT OF BALUSTRADES, RISERS, HEADROOMS ETC		
9. PC LINTELS SHOWN OVER OPENINGS		
10. ROOF CONSTRUCTION DETAILS PROVIDED		
11. HEIGHT OF ROOF TRUSSES & ROOF PITCH SHOWN		
12. FLASHING SHOWN ?		
13. VERTICAL DPC (INTERNAL RETAINING WALLS) SHOWN ?		
14. NGL/ FGL CORRECTLY INDICATED		
15. FULL SEWER SECTION PROVIDED- (LEVELS GRADIENT, PIPES ETC) ?		

ELEVATIONS

DESCRIPTION	YES.	NO.
1. ALL RELEVANT ELEVATIONS SHOWN		
2. ELEVATIONS RELATE TO NORTH POINT		
3. ELEVATIONS CORRESPOND TO FLOOR PLAN		
4. FINISHES TO ELEVATIONS SHOWN		
5. OPENABLE WINDOW SECTIONS SHOWN CLEARLY		
6. ROOF FINISH INDICATED		
7. RAINWATER PIPES SHOWN ON ELEVATION (WHEN APPLICABLE)		
8. ALL PLUMBING & SANITARY FIXTURES SHOWN ON ELEVATIONS		
9. HEIGHTS OF BALUSTRADES SHOWN		
10. SAFETY GLASS INDICATED (WHERE APPLICABLE)		
11. NGL / FGL CORRECTLY INDICATED		
12. HEIGHTS OF SCREEN WALLS SHOWN		

MISCELLANEOUS:

1. PERMISSION OBTAINED PRIOR TO DEMOLITION OF BUILDING
2. BOUNDARY WALLS / RETAINING WALLS / PC FENCING

DESCRIPTION	YES.	NO.
1. PLANS, SECTIONS, ELEVATIONS & SITE PLAN PROVIDED		
2. STRUCTURAL ENGINEER'S APPOINTMENT REQUIRED FOR: RETAINING WALLS OVER 1.5 m HIGH PRECAST CONCRETE WALLS OVER 2m HIGH FREESTANDING BRICK / WALLS OVER 2.6 m HIGH		

SWIMMING POOLS:0

DESCRIPTION	YES.	NO.
1. PLANS, SECTIONS, & SITE PLAN PROVIDED		
2. STRUCTURAL ENGINEERS APPOINTMENT REQUIRED		
3. PUMP & FILTER POSITION PROVIDED		
4. SAFETY FENCING & SELF CLOSING GATE PROVIDED		

APPROVED / NOT APPROVED

COMMENTS

PLAN APPROVAL PROCESS

Building Control / Inspector:		
Use the checklist on the following page:	Remarks:	
	Signature:	
	Date:	
Electrician:		
Electrical Schedule shown:		Remarks:
Point of Installation:		
		Signature:
		Date:
Town Planning:		
Zoning / Land use		Remarks:
Site coverage		

Existing and proposed buildings		
Height / No. of floors		
Entrance / access		
Parking		
Conditions of older rezoning / subd.		
Approvals		
Title restrictions		
Building lines		
Elevations (Front)		
		Signature:
		Date:
Environmental Health:		
Ventilation		
Materials		
Foundation		
Damp proof / ant guard		
Walls		
Rooms		Signature:
Ceiling		Date:
Water and Sanitation		
Roofing material		Remarks:
Drainage		

Sewer connection				
		Signature:		
		Date:		
Fire Dept. / Disaster				
Party & fire wall		Extinguishers & hose reels		Remarks:
Attached carports		Fixed installations		
Ceiling materials		Availability of water		
Clues (other than brick)		Fire alarms		
Means of escape		Notices		
Doors opening outwards		Hazardous storage		Signature:
Smoke stopping		Emergency lighting		Date:

NOTIFICATION OF APPROVAL OF BUILDING PLANS

Building plan No: _____ 20_____

Erf / Farm No. _____ Location _____

Description of Proposed Building: _____

Name of Registered Owner: _____

Postal Address of Owner: _____

_____ Code: _____

Telephone No. of Owner: _____

The above Building Plan/s are approved by the by the building plans sub-committee and Umzimvubu Municipality, subject to the following conditions:

NB 1. NO BUILDING MATERIALS WHATSOEVER ARE TO BE STORED ON THE PAVEMENT. ALL BRICKS, SAND, CEMENT ETC. ARE TO BE STORED ON SITE OF THE PROPERTY.

2. The National Building Regulations and Building Standard Act is to be complied at all times during construction work.

3. The terms and conditions of the Land Use Management Systems of Umzimvubu municipality are to be complied with.

4. Water, sewerage and electrical installation is as per council's specifications and standards.

5. No storm water discharge into any waste water sewer.

6. Adequate toilet facilities are to be provided during building operation.

7. New dwelling/building will not be occupied until an occupational certificate has been applied for and issued by Umzimvubu Municipality

8. The owner or a person authorized acting on behalf of the land owner is expected to inform the bulder to invite the Municipality for inspection and ultimately certification in each completed stage as listed.

- Foundation
- Slab
- Window Cill
- Wall Plate
- Roof Covering
- finishing

Please take a serious note: The approval of Building plans lapses after one year if construction has not started.

FAILURE TO COMPLY WITH ANY OR ALL OF THE ABOVE CONDITIONS WILL RESULT IN WITHDRAWAL OF THE APPROVED BUILDING PLANS AND COULD RESULT IN LEGAL ACTION BEING TAKEN AGAINST YOU.

G. P. T. NOTA

MUNICIPAL MANAGER

Date

I have read and understood the conditions given above.

Signature of Applicant

Date

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the Building Inspectors telephonically on Tel. No: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the FOUNDATION will be ready for inspection on _____(Date) Signature of Builder:_____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	
	signed	

Comments of the Building

Inspector: _____

[illegible]

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the PREPARED FLOOR (BASE) for SLAB (before casting concrete) will be ready for inspection on _____(Date) Signature of Builder: _____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the building is at WINDOW HEIGHT and will be ready for inspection on _____(Date) Signature of Builder: _____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

[illegible]

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the building is at WALL PLATE LEVEL and will be ready for inspection on _____(Date) Signature of Builder:_____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

[illegible]

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the building will be ready for ROOF LEVEL inspection on _____(Date) Signature of Builder: _____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the building will be ready for FINAL inspection on _____(Date) Signature of Builder: _____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

[illegible]

NOTICE FOR INSPECTION

Please bring this notice slip to the Building Inspector in Mt. Frere or Mt. Ayliff Municipal Offices. You can inform the building Inspectors telephonically on Tel: 039 255 8500 (Mount Frere) or 039 254 6000 (Mount Ayliff). Give notice at least three working days in advance.

NOTICE NO. 1	Building Plan No:	
To: The Building Inspector Umzimvubu Municipality I hereby give you notice that the building is complete and compliant with ALL building regulations and standards and therefore request for an OCCUPANCY CERTIFICATE. _____(Date) Signature of Builder:_____	Erf No:	
	Street / Locality	
	Date	
	Building Insp. Name	

Comments of the Building

Inspector: _____

[illegible]

LETTER OF CONSENT

I, Mr. /Mrs. _____ registered owner of Erf _____

(Street address) _____ ID No _____ Contact No.

do hereby grant my consent to Mr./Mrs. _____ of Erf _____

(Street address) _____

FILL IN / DELETE WHERE APPLICABLE

- A To erect a building/structure within the restricted front building line to a distance of _____ m from the property boundary, as indicated on the building plan scrutinized by me.
- B To erect a Second Dwelling Unit on the above – mentioned Erf as indicated on the building plan scrutinized by me.
- C To erect a double story building/structure as indicated on the building plan scrutinized by me.

I understand that if the structure is nearer than 1.5m to the common boundary, no windows or doors in the wall of such building will be allowed and in addition, if erected on the common boundary, the wall will be fire proof.

FULL NAME: (PLEASE PRINT) _____

SIGNATURE: _____

DATE: _____

COMMENTS, IF ANY: _____

In pursuance thereof, I am required obtain your consent as you are an affected property owner. Should you object to the proposed application, kindly convey your objections in writing to Municipal Manager Private Bag 9020, Mount Frere 5090, within 21 days of the date of this letter.