

STANDARD DOCUMENT CHECKLISTS FOR BUILDING PLAN SUBMISSION

| CATEGORY OF BUILDING | DOCUMENT CHECKLIST | MANDATORY | ADDITIONAL ZONING REQUIREMENTS OR OTHER |
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| SINGLE DWELLING (new) SINGLE DWELLING (additions and alterations) SUBSIDIARY DWELLING UNIT (as defined in Land Use Scheme) 2nd DWELLING (as defined in Land Use Scheme) SWIMMING POOLS (minor building) BOUNDARY WALLS (Freestanding or retaining) | REGISTERED TITLE DEED POWER OF ATTORNEY (if owned by an entity) COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM SANS 10400 – FORM 1 SANS 10400 – FORM 2 REGISTERED PROFESSIONAL - SACAP FORM COPY OF APPROVED BUILDING LINE RELAXATION LETTER, AND PLAN COPY OF APPROVED SITE DEVELOPMENT PLAN AND LETTER PART XA RATIONAL DESIGN FOR ENERGY EFFICIENCY (if necessary) AGREEMENT OR MANTAG CERTIFICATE FOR ALTERNATIVE CONSTRUCTION METHOD (if necessary) PHRAG (HERITAGE) APPROVAL (if structure is older than 60 yrs) | • • • • • • | • • • • • • • |
| INDUSTRIAL (any building where an industrial process is carried out) COMMERCIAL (any building where a non-industrial process is carried out) RETAIL (large shops, shopping centres and Malls, small shops, wholesale stores) OFFICES (comprising offices, banks, consulting rooms or similar) WAREHOUSE/STORAGE (any building where goods, or materials are stored) ENTERTAINMENT AND PUBLIC ASSEMBLY (any building where any form of recreation, eating, drinking, dancing takes place) SPORT, THEATRICAL (any building where people gather to view theatrical, orchestral, cinematographical or sport performance) INSTITUTIONAL (detention facilities, hospitals, health care facilities, frail care homes, retirement homes) RELIGIOUS (any building where people assemble to practice religion, and worship) PLACE OF INSTRUCTION (any building where children, students or other persons assemble for purpose of learning) | REGISTERED TITLE DEED POWER OF ATTORNEY (if owned by an entity) COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM SANS 10400 – FORM 1 SANS 10400 – FORM 2 SANS 10400 - FORM 3 (if necessary) REGISTERED PROFESSIONAL - SACAP FORM COPY OF PREVIOUSLY APPROVED PLANS (for an addition) COPY OF APPROVED BUILDING LINE RELAXATION LETTER, AND PLAN COPY OF APPROVED SITE DEVELOPMENT PLAN AND LETTER COPY OF FIRE RATIONAL DESIGN AND/ FIRE PLAN AGREEMENT BOARD, SABS OR MANTAG CERTIFICATE FOR ALTERNATIVE CONSTRUCTION METHOD (if necessary) RATIONAL DESIGN (plumbing, ventilation, energy efficiency, structural - if necessary) PHRAG (HERITAGE) APPROVAL (if structure is older than 60 yrs) PROOF OF PAYMENT OF BULK SERVICE CONTRIBUTIONS SECTION 82 CLEARANCE CERTIFICATE | • • • • • • • • | • • • • • • • • • |

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| SHOP LAYOUTS (small or anchor tenants within a shopping centre or Mall, or mixed use building) | LEASE AGREEMENT / LETTER OF PERMISSION POWER OF ATTORNEY (if owned by an entity) COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM SANS 10400 – FORM 1 SANS 10400 – FORM 2 REGISTERED PROFESSIONAL - SACAP FORM PART XA RATIONAL DESIGN FOR ENERGY EFFICIENCY (if necessary) AGREEMENT OR MANTAG CERTIFICATE FOR ALTERNATIVE CONSTRUCTION METHOD (if necessary) COPY OF APPROVED PLAN OF SHOPPING CENTRE SHELL LETTER INDICATING ESTIMATED VALUE OF PROPOSED WORK (for submission fee calculation) FIRE PLAN HEALTH DEPARTMENT (restaurants, food stores, small food prep, fast food) | <ul style="list-style-type: none"> • • • • • • • • • • | <ul style="list-style-type: none"> • • • |
| CELLULAR MASTS (including base stations, and towers, tree masts and all other) | REGISTERED TITLE DEED OR WAY LEAVE LEASE AGREEMENT (if necessary) POWER OF ATTORNEY (if owned by an entity) COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM SANS 10400 – FORM 1 SANS 10400 – FORM 2 REGISTERED PROFESSIONAL - SACAP FORM COPY OF PREVIOUSLY APPROVED PLANS (if required) COPY OF APPROVED BUILDING LINE RELAXATION LETTER, AND PLAN PHRAG (HERITAGE) APPROVAL (if structures on site are older than 60 yrs) AERIAL PHOTO INDICATING OTHER MASTS IN 500M RADIUS COPY OF LICENCE OF TELECOMMUNICATION PROVIDER LAND USE CONSENT (if necessary) G.D.A.R.D APPROVAL FOR A MAST ABOVE 15M, AND IN AN ENVIRONMENTAL IMPACT AREA (if necessary) | <ul style="list-style-type: none"> • • • • • • • • • • | <ul style="list-style-type: none"> • • • • • • • • • • |
| MINOR BUILDING WORK (these structures are exempted from the submission of a building plan, as contemplated in section 13 of the Act) POULTRY HOUSE <10sqm AVIARY <20sqm SOLID FUEL STORE <10sqm, and 2M in height TOOL SHED <10sqm CHILD PLAYHOUSE <5sqm CYCLE SHED <5sqm GREENHOUSE <15sqm OPEN SIDED CARPORT, BOAT, CARAVAN SHELTER <40sqm CHANGE ROOM FOR A PRIVATE SWIMMING POOL <10sqm ANY FREESTANDING WALL <1.8M ABOVE GROUND, AND DOES NOT RETAIN ANY SOIL PERGOLA REPLACEMENT OF A ROOF OR PART THEREOF WITH THE SAME OR SIMILAR MATERIAL CONVERSION OF A WINDOW TO A DOOR OR VIC VERSA, WITHOUT INCREASING THE WIDTH OF THE OPENING OPENING IN A NON STRUCTURAL WALL , WHICH DOES NOT AFFECT | MOTIVATION LETTER ADDRESSED TO : BUILDING CONTROL OFFICER CITY OF JOBURG SKETCH OR DRAWING OF THE INTENDED STRUCTURE TO BE ERECTED (as per list of exempted structures) DECLARATION THAT STRUCTURE DOES NOT ENCROACH ANY : SERVITUDE, BUILDING LINE, ZONING CONTROL OR PRESENTS A POTENTIAL FIRE HAZARD OR SAFETY TO HEALTH. | <ul style="list-style-type: none"> • • • | OPTIONAL OR IF BUILDING CONTROL OFFICER REQUESTS IT |

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| THE STRUCTURAL SAFETY OF A BUILDING THE DEMOLITION OF AN INTERNAL WALL WHICH DOES NOT AFFECT THE STRUCTURAL SAFETY OF THE BUILDING THE ERECTION OF ANY SOLAR WATER HEATER <6sqm on a roof or <12sqm other than a roof ANY OTHER STRUCTURE, IN THE OPINION OF THE BCO, WHICH IS DEEMED NOT NECESSARY TO SUBMIT BUILDING PLANS. | | | |
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