

## STANDARD DOCUMENT CHECKLISTS FOR BUILDING PLAN SUBMISSION

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



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