

STANDARD DOCUMENT CHECKLISTS FOR BUILDING PLAN SUBMISSION

CATEGORY OF BUILDING	DOCUMENT CHECKLIST	MANDATORY	ADDITIONAL ZONING REQUIREMENTS OR OTHER
SINGLE DWELLING (new)	REGISTERED TITLE DEED POWER OF ATTORNEY (if owned by an entity)	•	•
SINGLE DWELLING (additions and alterations)	COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM	• •	• •
SUBSIDIARY DWELLING UNIT (as defined in Land Use Scheme)	SANS 10400 – FORM 1 SANS 10400 – FORM 2	• •	
2nd DWELLING (as defined in Land Use Scheme)	REGISTERED PROFESSIONAL - SACAP FORM COPY OF APPROVED BUILDING LINE RELAXATION LETTER, AND PLAN	•	•
SWIMMING POOLS (minor building)	COPY OF APPROVED SITE DEVELOPMENT PLAN AND LETTER PART XA RATIONAL DESIGN FOR ENERGY EFFICIENCY (if necessary)	•	•
BOUNDARY WALLS (Freestanding or retaining)	AGREEMANT OR MANTAG CERTIFICATE FOR ALTERNATIVE CONSTRUCTION METHOD (if necessary)	•	
OPEN SIDED CARPORT, BOAT, CARAVAN SHELTER <40sqm	PHRAG (HERITAGE) APPROVAL (if structure is older than 60 yrs)	•	
INDUSTRIAL (any building where an industrial process is carried out)	REGISTERED TITLE DEED POWER OF ATTORNEY (if owned by an entity)	•	•
COMMERCIAL (any building where a non-industrial process is carried out)	COMPANY RESOLUTION (if owned by an entity) ZONING INFORMATION SURVEYOR GENERAL DIAGRAM	• • •	• •
RETAIL (large shops, shopping centres and Malls, small shops, wholesale stores)	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	• • • • •	
OFFICES (comprising offices, banks, consulting rooms or similar)	COPY OF APPROVED SITE DEVELOPMENT PLAN AND LETTER COPY OF FIRE RATIONAL DESIGN AND/ FIRE PLAN	•	•
WAREHOUSE/STORAGE (any building where goods, or materials are stored)	AGREEMANT BOARD, SABS OR MANTAG CERTIFICATE FOR ALTERNATIVE CONSTRUCTION METHOD (if necessary) RATIONAL DESIGN (plumbing, ventilation, energy efficiency, structural - if necessary)	•	•
ENTERTAINMENT AND PUBLIC ASSEMBLY (any building where any form of recreation, eating, drinking, dancing takes place)	PHRAG (HERITAGE) APPROVAL (if structure is older than 60 yrs) PROOF OF PAYMENT OF BULK SERVICE CONTRIBUTIONS SECTION 82 CLEARANCE CERTIFICATE	• • •	• • •
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)			

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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