

CPMS – SUBMISSION OF BUILDING PLANS

PRESCRUTINY - CHECKLIST

DOCUMENTS

- Title Deed
- Zoning information
- SG Diagram
- SANS 10400 - FORMS
- Previously Approved Plans
- Power of Attorney – Client to Architect

COMPLIANCE CHECK

- Title deed registered. If not registered, draft deed with Attorneys letter is acceptable. If the property is owned by an entity, or company, then a Company resolution must be provided. Together with Power of Attorney.
- Zoning information must correspond with erf number and Township. If there is an amendment scheme, all pages must be provided.
- Must be a registered diagram with an SG number. SG must correspond with erf number and Township. If the erf is a RE, then SG of the full erf and all portions will be required.
- FORM 1 is always required. Must be fully completed and signed by OWNER and Architect. No authorized agent is allowed to sign.
 - If FORM 2 is provided, then it must also be fully completed, and signed by the OWNER and ENGINEER. No authorized agent is allowed to sign.
- Only applies to additions, alterations to any structure. If there are no previously approved plans, all work will be considered to be new.
- Must be signed by owner and Architect, describing the service to be rendered.

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<input type="checkbox"/> Power of Attorney - Sectional Title Applications	<input type="checkbox"/> Nominated Representative of the Body Corporate must be appointed, and sign document.
<input type="checkbox"/> SACAP FORM	<input type="checkbox"/> Must be fully completed by Architect, and/or owner/ authorized agent. A2, A3 must be completed.
<input type="checkbox"/> Document Fields	<input type="checkbox"/> Ensure that all documents are uploaded in the correct fields.
<input type="checkbox"/> Building Plans	<input type="checkbox"/> 1 colour set of plans, <input type="checkbox"/> All existing work must be shown in greyscale. <input type="checkbox"/> All new work must be coloured. <input type="checkbox"/> Plans must be signed by owner. <input type="checkbox"/> Architect's full details must be on the title block. (Architects signature is not mandatory) <input type="checkbox"/> Engineer to sign/stamp plans if an Engineer has been appointed. No authorized agent is permitted to sign the plans on behalf of the owner.
<input type="checkbox"/> Assessment Area	<input type="checkbox"/> Schedule of areas must always be provided on building plans. <input type="checkbox"/> Schedule MUST have the following: <i>Site area</i> <i>Existing area – ground floor, first floor etc...</i> <i>Additional area (this is NOT F.A.R but includes the <u>total built area</u>. This will include basements, open patios, balconies.)</i>