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Building Development Management

Information Booklet

Plans Examination and Approval



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This Section is based at Civic Centre Metro Link Building, no 158 Civic Boulevard, Braamfontein. It is composed of two units, namely Plans Administration and Plans Examination and Approval.

Plans Administration

All Building applications must be submitted to this unit.

This unit is based at Civic Centre Metro Link Building, no 158 Civic Boulevard, Braamfontein.

The unit is responsible for the registration, circulation and archiving of building plans and applications.

When submitting your plans or documents to this unit, a submission fee will be worked out for you which is payable before the submission will be processed.

You will be given a receipt for your payment and a reference number which must be quoted every time you contact the unit to check the status of your application.

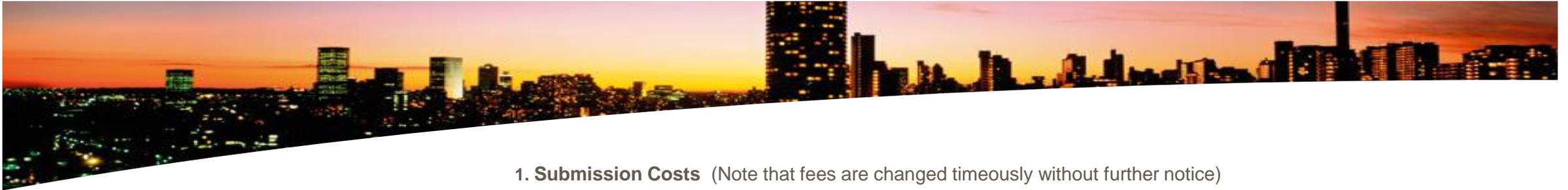
A file will be opened for you which is referred to, using the erf number of the property and the township name.



The contact person for the unit is **Mr Sanjay Khadua**, tel 011 407 6106, fax 011 403 2492.



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Plans
Examinations
and Approval
Section:

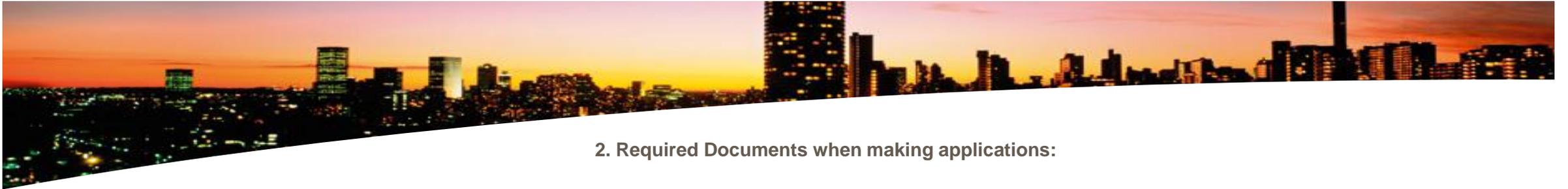
**Submission
Costs**

1. Submission Costs (Note that fees are changed timeously without further notice)

| | | |
|------------------------------|-----------------------|------------|
| 1 ST 1000SQMR | R16.00/sqmrs | |
| 2 ST 1000SQMR | R15.00/sqmrs | |
| Balance Over 2000sqmrs | R15.00/sqmrs | |
| New House of 50sqmrs or less | R376.00 | |
| RDP Housing | Master | R213.00.00 |
| | Each repeating Master | R51.00 |
| 7/6 Approval | R4435.00 | |
| Minor work | R263.00 | |
| Min Fee | R599.00 | |
| Alterations | 0.30 | |



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2. Required Documents when making applications:

- Owner Title Deeds
- Zoning Certificate
- SG Diagram
- Site development plans (SDP) (If or when Necessary)
- Engineer's Certificate (If or when necessary)
- Building Line (If or when necessary)
- Neighbour Consent (If or when necessary)
- SACAP
- Engineering Service Contributions-letter /receipt (If or when necessary)
- Number of Units (If or when necessary).





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3. Drawings to be submitted (Refer to NBR)

Plans
Examinations
and Approval
Section:

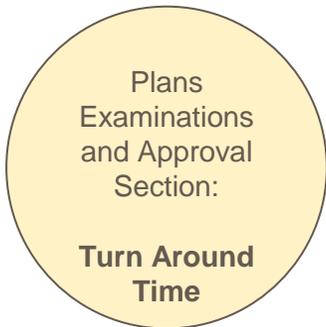
**Drawing to be
submitted**

- Site Plan
- Plans of each level
- Sections
- Elevations
- Details.

Note: These drawings are to be prepared by a registered competent person such as Architect, Engineer, etc.



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Plans Examination and Approval

This section is based at Civic Centre (6th Floor) 158 Civic Boulevard, Braamfontein.

Their function is to examine and approve building plans for conventional structures in line with the National Building Regulations and Standards Act.

1. Turn around time

- Structures below 500 square meters will take 30 days
- Structures above 500 square meters is 60 days.

The contact person for the unit is **Ms Heather Trumble**, Tel 011 407 6078, fax 011 339 8306.