



SECTION: BUILDING CONTROL - SALDANHA BAY MUNICIPALITY BUILDING PLAN APPLICATION FORM APPLICATION IN TERMS OF SECTION 4(2) OF ACT NO. 103 OF 1977

I, the registered owner of the undermentioned property, hereby apply, in terms of Section 4(2) */Regulation A1(5) * of Act No. 103 of 1977 for approval to undertake building work, as depicted on the plan(s) submitted herewith, on the undermentioned

SECTION A			
Owner		Date	
Postal Address			
Cell phone number		Postal Code	
Telephone No. (h/w)			
Property Address			
	Postal Code		
Erf Number			
Email Address			Indicate Underneath
Is the building older than 60 years	YES	NO	New Building
Are any telephone poles affected	YES	NO	Alterations and Additions
Are any trees affected	YES	NO	Temporary structure
Is any underground municipal electrical connection affected or	YES	NO	Minor building works
	Specify type of building		Occupancy Classification
SECTION B			
Area of existing buildings		m ²	Area of car port
Area of new work		m ²	Building plan fee
Total Area of buildings		m ²	R
SECTION C			
Architect Professional		Registration Number	
Postal Address			
Cell phone Number		Postal Code	
Email Address			
SECTION D			
Correspondent (name)			
Email Address			
Cell phone number			

Please indicate how the Municipality must communicate with you as the applicant/correspondent.	Email	
	Registered Post	

I hereby undertake that the construction work will be in accordance with the approved building plans, including all endorsements and attachments and to complete the building within the national building regulations. I am fully aware of the fact that an occupation certificate of the municipality must be obtained before the premises are occupied.

Registered Owner: _____ Date: _____
Signature

Building Control Offices: Vredenburg 022 701 7002/7059 or Langebaan 022 707 5026
Please note that you as the applicant/correspondent can only follow up on the building plan application after 20 days.

SALDANHA BAY MUNICIPALITY BUILDING PLAN SUBMISSION CHECKLIST

Please ensure that the following necessary documents and information are attached/added to the Building plan application.
Please tick off document when submitted

Minimum Supporting Information/documentation required	YES	NO	N/A
Saldanha Bay Municipality Building application form (<i>fully completed</i>)			
SANS Form 1 (<i>fully completed</i>)			
SANS Form 2 Architectural Professional (<i>fully completed</i>)			
SANS Form 2 Engineer (<i>fully completed</i>)			
SACAP Architectural Compliance Certificate (<i>fully completed</i>)			
Proof of payment			
Height Certificate			
Copy of title deed			
Power of attorney / Resolution			
Signatures of owner /draughtsman/architect and engineer on application forms			
Pre-Scrutiny Checklist (For office use only)	YES	NO	N/A
Ground Floor Plan			
Site Plan			
Elevations			
Electrical layout plan			
Sectional drawings			
Drainage plan and section			
Specification of proposed building work clearly indicated			
1 Coloured copy and 1 black and white of the building plan			
Dimensions of erf and erf numbers of abutting erven indicated			
Plans drawn on scale			
Plans coloured as per NBR requirements			
Surveyor general erf diagram			
SANS 10400 Regulation XA / 204 calculations / Report			
Fire plan if needed (<i>all buildings which is not a house</i>)			
Surveyor general erf diagram`			
North point			
Correct erf number			
Engineer's Report for Additional Load			

Building application checked by: Date:

Building Control Offices: Vredenburg 022 701 7002/7059 or Langebaan 022 707 5026

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