

REQUEST FOR EXISTING APPROVED BUILDING PLAN

Section A

I / Applicant	
Being (OWNER e.g.)	
Erf Number	
Property Address	
Email Address	
Cell phone number	

Section B

Owner	
Cell phone number	
Email Address	

Section C

Applicant is required to attach and complete/tick below:

<input type="checkbox"/>	Confirmation of ownership (copy of title deed)
<input type="checkbox"/>	Copy of invoice
<input type="checkbox"/>	Indicate the size/scale required
<input type="checkbox"/>	E-mailed
<input type="checkbox"/>	Collect
<input type="checkbox"/>	Authorization from registered owner for collection/request

I/We, the owner/s or Agent acknowledge that the Local Authority may not have any record of existing plans due to illegal buildingwork or loss of records and are not liable or responsible to produce such record in the event of loss of our records. In the event of illegal building work the owner must submit a building plan application.

Registered Owner: _____
signature

Date: _____

Section D (FOR OFFICE USE ONLY)

Approved plan number	
Area of building	
Proof of payment	
Classification of building	
Size/Scale provided	

Name: _____
Signature

Date: _____

Please note that you as the applicant/correspondent can only follow up on this application after 3 working days.

ENQUIRIES

Please divert your written enquiries via email to bchelpdesk@sbm.gov.za ;

For telephonic enquiries, please use the following extensions,

(022) 701 7002 / 6877 / 6879.

