

Annex F
(informative)

Checklist for building plan examiner at a local authority

The following checklists can be used to confirm that the relevant information necessary for the local authority to consider an application submitted to it in accordance with Section 4 of the National Building Regulations and Standards Act is provided (as applicable).

Completion of the checklist is non-mandatory.

Form F.1 — Checklist for use by Owner / Designer before the submission of plans to a local authority

DESCRIPTION		YES	NOT APPLICABLE
1	Details of owner on plans	☒	☐
2	Details of professionals (architectural professional, engineering professional etc.) on plans	☒	☐
3	Municipal submission forms completed and signed	☒	☐
4	Copy of Title Deed	☒	☐
5	Zoning Certificate	☐	☒
6	Copy of approved SG Diagram	☒	☐
7	Building Line Relaxation approval letter	☐	☒
8	Schedule of area (FAR, Coverage, Height etc.) shown on drawings	☒	☐
9	Is Heritage approval for changes / demolition required?	☐	☒
10	SANS 10400-A Form 1 Declaration completed and signed by all parties	☒	☐
11	SANS 10400-A Form 2 Application(s) completed and signed by all parties	☒	☐
12	Proof of registration of Architectural Professional (Privy Seal)	☒	☐
13	Documents / Plans to be submitted as per NBR Regulation A:		
a	Site Plan	☒	☐
b	Layout Plan	☒	☐
c	Elevations	☒	☐
d	Sections	☒	☐
e	Fire installation drawing(s)	☐	☒
f	Drainage installation drawing showing existing and proposed sewer, drains and connecting drains	☒	☐
g	Particulars of existing building(s) to be demolished including details of demolition method	☐	☒
h	General structural arrangements	☒	☐
i	Artificial ventilation	☐	☒
j	Fire protection plan	☒	☐
k	Testing / Agrément certificates	☐	☒

Form F.1 — Checklist for use by Owner / Designer before the submission of plans to a local authority (*continued*)

DESCRIPTION		YES	NOT APPLICABLE
14	Additional documentation as required by local authority as per NBR Regulation A4:	☐	☒
a	Structural arrangement drawings	☒	☐
b	Artificial ventilation drawings	☐	☒
15	Documentation / Details as required by NBR Regulation A5:		
a	Hardcopies of drawings on sheets of the A series	☒	☐
b	Electronic copies of drawing in PDF format	☐	☒
c	Scales indicated on drawing as per NBR Regulation A5(5)(a) or otherwise approved by local authority	☒	☐
d	Hardcopy of plans in colour as required by NBR Regulation A5(6)	☒	☐
e	Electronic copy of plans in colour as required by NBR Regulation A5(6)	☐	☒
f	Letters are not less than 2.5mm in size in the case of upper-case letters	☒	☐
16	Site plans as per NBR Regulation A6:		
a	Dimensions of site indicated	☒	☐
b	Boundaries of site indicated	☒	☐
c	Dimensioned position of building line(s)	☒	☐
d	Position and dimension of any servitude on site	☒	☐
e	Erf number or other designation of site	☒	☐
f	True north	☒	☐
g	Natural ground contours or spot levels at each corner of the site (as required by local authority)	☒	☐
h	Street name(s)	☒	☐
i	Municipal services and connection thereto	☒	☐
j	Location of proposed building	☒	☐
k	Location of existing building(s), if any	☒	☐
l	Location of building(s) to be demolished	☐	☒
m	Existing / Intended point of access from any public street	☒	☐
n	Location of street furniture, tree etc. relative to access to site	☒	☐
17	Layout drawings as per NBR Regulation A7:		
a	Foundations, floors, walls, fixed and openable windows, fanlights, louvres and other ventilating devices, artificial ventilation systems including any cooling tower or plantroom, doors, stairs, roofs, and chimneys.	☒	☐
b	Sanitary fixtures	☒	☐
c	Structural members as required in terms of Regulation A4(1)(a)	☒	☐
d	Room names	☒	☐
e	Vertical and horizontal dimensions	☒	☐
f	Details related to facilities for persons with disabilities	☒	☐
g	Details of fixed seating	☐	☒
h	Details of the position, dimensions, and materials of damp-proofing	☒	☐

Form F.1 — Checklist for use by Owner / Designer before the submission of plans to a local authority *(concluded)*

DESCRIPTION		YES	NOT APPLICABLE
18	i The location, levels, and size of any paved areas adjacent to the building	☒	☐
	j Levels of floors, existing ground service and streets if required by local authority	☒	☐
	k Stormwater drainage details if required on site	☐	☒
	l Location, type, and capacity of warm water heating installations	☒	☐
	m Details of fenestration	☒	☐
	n Details of thermal insulation	☒	☐
	Plumbing installation drawings as per NBR Regulation A8:		
	a The location and size of any existing or proposed communication pipe serving or intended to serve any building or site	☒	☐
	b The location of any pipe, the size of such pipe and the material of which it is manufactured	☒	☐
	c Location and capacity of any storage tank	☒	☐
	d Location of any overflow	☐	☒
	e Location of any pump	☐	☒
	f Pressure for which the installation has been designed	☐	☒
	g The location, size and gradient of any drain and any connecting point to such drain, in relation to a datum established on the site and the level of the ground relative thereto	☒	☐
	h The location of any point of access to the interior of any drain;	☒	☐
	i The location of any trapped gully	☒	☐
	j The location and details of any septic tank, conservancy tank, private sewage treatment plant or sewage pump	☐	☒
	k The location of any percolation test hole excavated on the site and of any french drain	☐	☒
19	l The location and arrangement of any sanitary fixture served by the drainage installation	☒	☐
	m The location and size of any soil pipe, waste pipe and ventilating pipe or device	☒	☐
	n The location of all openings in the building such as chimneys, skylights, doors, windows, ventilation openings and air intakes which could permit the entry of foul air or gas into such building from any ventilating pipe or device	☒	☐
	o The location of any well, borehole or watercourse on the site	☐	☒
19	p Correct use of abbreviations as per NBR Regulation A8(5)	☒	☐
	Correct use of symbols on Fire protection plans as per NBR Regulation A1	☒	☐