

HOUSING AND LAND - INFORMATION CENTRE
CHECKLIST FOR BUILDING PLANS SUBMISSION

	YES	NO
ARCHITECTURAL COMPLIANCE CERTIFICATE x 2 (One to be stamped & returned to professional)		
NMBM SUBMISSION OF BUILDING PLAN FORM		
NMBM TOWN PLANNING REGULATIONS SCHEDULE FORM		
TITLE DEED - Copy		
FORM 1 - SANS 10400 - (form 2 and PI where applicable)		
PRIVYSEAL CERTIFICATE (in real time - not old)		
SACAP CERTIFICATE OF REGISTRATION 5 -YEAR CYCLE		
CERTIFICATE OF ATTENDANCE - Energy Efficiency in Buildings (SANS 10400 XA)		
FORM 2 - SANS 10400 - For Engineer & PI - Where applicable		
ANY DEPARTURE FORMS (where applicable AOC to be signed by Owner & Architectural Professional)		
Building line departure fee paid - where applicable		
TOWNHOUSE APPROVAL LETTER (where applicable from Body Corporation and Signed by Chairperson)		
Plans to be signed and dated by Owner & Architectural Professional (if a Candidate have drawn the plans it must be signed by a Registered mentor)		
5 Copies for all plan submissions		
2 copies of plan to be coloured in (as per SABS 0400-1990)		
Building Areas to correspond on plans and submission forms		
Submission forms to be filled in correctly providing all required information and to be signed by Owner & Architectural Professional		
Building lines to be indicated according to the current approved scheme		
North point on plan (elevations names to correspond)		
VA (Vehicle Access) and street furniture shown on plans		
Street name and number to be on site plan		
Dimensions of erf, erf numbers of abutting erven to be indicated		
Drainage Plan and Section		
Electrical Details		
Water Reticulation		
Minimum scale of plans – 1:200 Site Plan, 1:100 Storey Plan / sections / elevations		
Age of Building – (Please note that by signing the plans the Owner & Professional certify by his signature that the information supplied on the plan indicating age of building is true and correct, and they may be charged if the information supplied is incorrect)		
Second dwelling form applicable, signed by the owner and abutting owner - provide all required info please note - Abutting owner to sign on plans for second dwelling - plus Fee		
All applicable Zoning Information to be attached (TP Enquiry, TPA's, TPD's, Special Consents, etc.)		
No book plans allowed (Size as per ISO Standards - A0, A1, A2 & A3 Only)		

Attachments:

Checked by: _____

Date: _____