

REQUIREMENTS FOR OCCUPATION CERTIFICATE

a) Accumulate Required Forms and Certificates, namely:

- 1) Original Electrical Certificate (To be submitted at Electrical Department)
- 2) Roof certificate
- 3) Form 4 – Engineer
- 4) Form 4 – Architect/Draughts person
- 5) Gas Certificate. *If applicable
- 6) Height Certificate – From Professional Land Surveyor. *If double storey house
- 7) Beacon/Setting out Certificate – From Professional Land Surveyor. * If required by inspector
- 8) Glazing Certificate
- 9) Glass balustrade test certificate. * If applicable
- 10) HOA/BC Completion Certificate. * If applicable
- 11) Fire Department Report. *If public building
- 12) Health Department Report. *If public building
- 13) Revised drawings to be formally submitted. *If any deviations from approved plan
- 14) Proof of payment for water connection. *If applicable new house
- 15) Proof of payment for electricity connection. *If applicable new house
- 16) Proof of payment for sewer connection. *If applicable new house

b) Book final inspection

Tel: 042 200 2200 choose option #4

Email: inspections@kouga.gov.za

NB: Occupation Certificate will only be issued once ALL required documentation has been submitted.

Yours faithfully


MR K.Z. CAKATA

CHIEF BUILDING CONTROL OFFICER: PLANNING & DEVELOPMENT