

Building Plan Requirements

Dear professionals, owners & competent persons

Mossel Bay Municipality would like to take this opportunity to highlight aspects of building plan submissions that are regularly overlooked or incorrect.

1. Application forms

All Mossel Bay Municipality, SANS and SACAP forms required for applications are available to any member of the public, on request. The Municipality has also put together a 'starter pack' containing all notices, forms, etc. that is distributed to all professionals as and/or when changes are made. These forms should be printed and completed in full prior to submitting the application.

Printing, scanning and copying services are available at the Municipality, but should be made use of in emergency circumstances only, as this is not our main function. All prints or copies will be charged for at the rates set out in the Municipality's Tariff List, which is amended from time to time.

2. Submission of plans and corrections

2x hardcopy sets of drawings are required, of which at least 1 must be in colour, as prescribed in the National Building Regulations.

Revisions: Changes made to a plan that has not been approved. Response to a letter of Outstanding requirements.

- Each revision must be submitted in duplicate also, as per above.
- Where applicable, each revision must be approved by the Home Owners' Association or Body Corporate.

Note: Revisions will not be scrutinised electronically –
hardcopies are required

Revisions must be discussed with the Plans Examiner prior to submitting to the Building Control desk for further processing.

Ryder Plans: New application indicating changes to the original approved plan; could be an as-built

- Ensure the correct description and refer to previously approved plan number.
- Indicate only changes as new work (in colour).

