

Application Stage Definitions

Understanding the Building Plan Application Stages

Initial:

During the 'Initial' stage a building plan application is registered; Outstanding Supporting Documentation is generated based on the application checklist. Once ALL outstanding supporting documents have been uploaded a 'Request Pre-Submission Check' option will be available on the application.

Check:

During the 'Check' stage the municipality will ensure that the supporting documents are correct. Corrections can be requested by means of a Portal Messages. Lastly the municipality will generate or upload a Pro-Forma invoice base on the building plan application. This stage will only be completed once the municipality marks it as Checked.

Checked:

During the 'Checked' stage no amendment will be allowed on the application or any of the supporting documentation. The applicant will be required to upload a new outstanding supporting document; Proof of Payment based on the Pro-Forma invoice which will be listed as a supporting document. Uploading the POP will enable the application to be Submitted.

Submitted:

At the start of the 'Submitted' stage a building plan application number will be allocated. The application will be distributed to all departments simultaneously.

Distributed:

During the 'Distributed' stage all departments have to supply comments and determine if the plan is in order or to be amended. If additional documentation is required the plan is to be amended after which it will be re-circulated. All department comments will be reviewed by a clerk before forwarding for a final outcome.

To Be Amended:

During the 'To Be Amended' stage the applicant will have the option to amend the building plan application detail as well as the supporting documentation as per the amended letter. Once completed they will have the option to Re-Circulate the amended building plan application.

Re-Circulate:

During the 'Re-Circulate' stage a municipal clerk will check the amended application and supporting documents before Re-circulating it to the applicable departments.

Re-Circulated:

During the 'Re-Circulated' stage applicable departments have to review previous comments and determine if the plan is in order or to be amended. If additional documentation is required the plan is to be amended after which it will be recirculated. Department comments will be reviewed by a clerk before forwarding for a final outcome

Final Outcome:

Depending on the type of building work the final outcome stage may consist of more than one approval. Amended Section 13 applications will be Approved or Not Approved. Amended Section 7 applications will be Recommended for Approval / Non Approval before final Approval or Not Approval is given. If an amended application is Approved no further action is required otherwise refer to the 'To Be Amended' stage.