



PRIVATE BAG X101
 MALELANE
 1320
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PLANNING AND DEVELOPMENT DEPARTMENT
 [LAND USE CONTROL AND FORWARD PLANNING SECTION]

BUILDING PLAN SUBMISSION STANDARD CHECKLIST

PROPERTY OWNER : _____
ERF NUMBER : _____
NATURE OF PROJECT : _____

ITEM/ DESCRIPTION	YES	NO
COMPLETED APPLICATION FORMS/ SANS10400 FORMS 1 to 4		
SIGNATURE OF OWNER & ARCHITECT/DRAUGHTS PERSON ON THE BUILDING PLAN		
ENGINEER CERTIFICATE SIGNED BOTH OWNER & ENGINEER (Where applicable)		
POWER OF ATTORNEY TO SIGN BUILDING PLANS & APPLICATION FORMS		
PROOF OF OWNERSHIP OF STAND		
A COLOURED & CERTIFIED COPY OF SACAP REGISTRATION CERTIFICATE		
SG DIAGRAM		
SITE PLAN		
GROUND FLOOR PLAN		
SECTIONS & ELEVATIONS		
PROOF OF PAYMENT		
ACKNOWLEDGEMENT OF RECEIPT BY NKOMAZI MUNICIPALITY – AFTER ALL SUPPORTING DOCUMENTS HAVE BEEN FURNISHED		
Land Surveyors Certificate confirming that pegs have been identified [Optional]: Disclaimer: Nkomazi Municipality and or its employees will not be held liable for any boundary encroachments emanating from the owners' reluctance to make use of services of a professional land surveyor in the identification of pegs prior to any building construction.		

APPLICATION RECEIVED BY B.C.O.: _____ **DATE:** _____

PRE APPROVAL BY MANAGER: LAND USE PLANNING

IS PLAN APPROVAL SUBJECT TO BULK SERVICES CONTRIBUTIONS?

YES	NO
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ARE LAND USE RIGHTS IN ORDER?

YES	NO
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SIGNATURE
BY MANAGER: LAND USE PLANNING: _____

FINAL APPROVAL - DIRECTOR: P/D

COMMENTS FROM ALL RELEVANT DEPARTMENTS AFFIXED

YES	NO
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COVERING LETTER – WITH CONDITIONS OF APPROVAL WHERE APPLICABLE AS DECIDED BY THE COMMENTING DEPARTMENTS

YES	NO
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DATE OF APPROVAL:

APPROVAL WITHIN THE PRESCRIBED TIMEFRAMES - ACT 103 OF 1977

- LESS THAN 500 M² - 30 DAYS	YES	NO
- MORE THAN 500 M² - 60 DAYS	YES	NO

COMMENTS:

SIGNATURE

BY DIRECTOR: PLANNING AND DEVELOPMENT: _____

DATE OF FINAL APPROVAL – affix municipal stamp only

Municipal Stamp
