

Home owner's guideline for submitting a building plan

H4 Classifications – Dwelling Houses

Pre-Submission Phase

- 1) You will require a copy of your title deed: www.deeds.gov.za and Surveyor General Diagram <http://csg.dla.gov.za/>. Check for restrictive conditions prior to the design stage.
- 2) If changes are being made to an existing dwelling, please ensure that you have your existing building plans. A copy may be obtained from the Local Authority. For the Northern Office (KwaDukuza) please contact Vash Govender (032 – 437 5068) and for the Southern Offices (Ballito) please contact Mpume Mgobozi (032 – 437 5591)
- 3) Building plan submission must comply with both development control and building control regulations.
- 4) Contact the Development Control Information officer to check the controls of your site prior to design – Controls refers to your building lines, height restrictions, allowable FAR and coverage, servitudes.
- 5) Know your design, have an idea of what you want to build – this will save you valuable time and money and will allow you to plan in terms of your budget.
- 6) Check the Local Authority website for any information pertaining to submission procedures.
- 7) Look for a registered architect. Only professionals registered with the South African Council Architectural Professionals may submit plans to Local Authorities. Visit this site to check if your appointed professional is registered: www.sacapsa.com . Should you be building on an estate, then the Architectural Review Committee of that estate should also have a list of accredited architects.

Construction Phase

- 1) During the construction phase, please ensure you book the following inspections:
 - Commencement
 - Foundation Trenches
 - Floor Slab
 - Roof Trusses
 - Open Drainage
 - Final Drainage
 - Stormwater (Open)
 - Completion
- 2) Booking of inspections require a two day notice period and all inspections have to be booked at the Development Planning offices between 08h00 to 12h30 (Mon-Fri). Either the owner / builder / plumber or their representative can make such booking by completing the request for inspection book available at the counter.
- 3) Please note that a re-inspection fee is applicable should an inspector be called for an inspection and the site not be ready for such inspection.
- 4) Ensure that your builder is trustworthy – ask for references and / other projects that they have worked on and NHBRC registration details.

Occupation Phase

- 1) Make sure all relevant certificates are collected from service providers:
 - Electrical compliance
 - Plumbers compliance
 - Engineers completion certificate / as built drawings
 - Soil poisoning certificate
 - Glazing / SAGGA certificate
 - Gas installation certificate
 - Siza Water approval for sewer connections
 - Letter from the Estate should you reside within a gated estate.
- 2) Building Control Completion Guideline

ARCHITECTS LINKS

- Pre-plan scrutiny requirements -
- Submission Fees Guide – refer to tariff document
- Link to SANS10400 forms <https://www.sacapsa.com/news/317753/-SACAP--Professional-Responsibilities-and-SANS-10400-A-2016-FORM-4.htm>
- Link to SACAP Architectural forms
https://www.sacapsa.com/page/ID_work?&hhsearchterms=%22architectural+and+compliance%22&#rescol_1947330
- Ensure that your drawings comply with the Development Control Regulations
http://41.189.67.50/attachments/article/2526/KWADUKUZA%20SPLUMA%20By-Law%20PROPOSED%20AMENDMENTS_Jan2016%20REV%202.pdf
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