

	<b>BUILDING CONTROL DIVISION</b>		<b>PLAN NO:</b>	
	PLEASE BE INFORMED THAT IN THE INTEREST OF EXPEDITING PLAN APPROVALS, NO PLAN WILL BE ACCEPTED IF THE FOLLOWING MINIMUM CRITERIA ARE NOT ADHERED TO			
<b>PRE-SCRUTINY / INITIAL SUBMISSION CHECKLIST-BCD 003</b>				
<b>SITE DESCRIPTION</b>		<b>PROPOSAL:</b>		<b>PLANS EXAMINER</b>
<b>STR. ADDRESS</b>		<b>APPLICANT</b>	<b>YES</b>	<b>NO</b>
<b>GENERAL:</b>				
SUBMISSION FORM (FORM 1 OF SANS 10400) PROVIDED AND COMPLETED IN FULL (black ink only)				
UNDERTAKING & INDEMNITY FORM PROVIDED (W/N)				
ENGINEERS APPOINTMENT (FORM 2 OF SANS 10400) FORM PROVIDED (W/N)				
POWER OF ATTORNEY FORM (if applicable)-Completed in Full with original Signatures				
COMPANY RESOLUTION / SIGNATORY APPOINTMENT OF TRUST (W/N)				
OWNER AND OR ARCHITECT SIGNATURE On All Plans and forms				
VALID SACAP REGISTRATION NUMBER PROVIDED To appear on All Plans and forms				
ARCHITECTURAL COMPLIANCE CERTIFICATE				
THIRD PARTY CLEARANCE i.e. BODY CORPORATE, HOME OWNERS ASSOCIATION, etc. (W/N)				
TOWN PLANNING CLEARANCE RECEIVED				
FOR NEW PROPOSAL: Copy of Title Deed & SG Diagram Provided				
4 x PAPER PRINTS PROVIDED (3 X FULLY COLOURED COPIES) AS PER A5 SABS 0400, 1990				
2 x FIRE PLANS FOR NON-RESIDENTIAL BUILDINGS (W/N)				
100mm CLEAR STRIP ON RHS OF ALL PLANS				
DESCRIPTION OF PROPOSAL PROVIDED ON APPLICATION FORMS				
OWNER'S NAME AND TEL. NUMBER PROVIDED ON APPLICATION FORMS				
AUTHOR'S NAME, TEL. NUMBER AND ADDRESS REFLECTED ON PLANS				
OWNER AND ARCHITECT EMAIL ADDRESS PROVIDED				
ALL DRAWINGS IN A4 SERIES, WITH NO CORRECTION FLUID OR STICK-ONS				
HAVE ALL SERVICES PLANS BEEN CLEARED, Where applicable				
<b>DEVIATION PLANS:</b>				
PREV. APPROVED PLAN NUMBER PROVIDED				
LIST OF ALL DEVIATIONS PROVIDED				
DEVIATIONS LIST CROSS-REFERENCED ON PLANS				
<b>FLOOR PLANS:</b>				
ALL AREAS DESIGNATED				
SECTION LINES SHOWN				
PROPOSED WORK FULLY DIMENSIONED				
PROPOSED AND EXISTING SEWER / STORMWATER SHOWN				
<b>SECTIONS:</b>				
FOUNDATIONS AND SIZES SHOWN				
SURFACE BED DETAILS / FLOOR CONSTRUCTION CLARIFIED				
CEILING HEIGHT SHOWN				
ROOF CONSTRUCTION NOTES / DETAILS PROVIDED				
SECTIONS RELATED TO SECTION LINES				
DRAINAGE SECTION & DETAILS PROVIDED				
<b>ELEVATIONS:</b>				
ALL RELEVANT AND FULL ELEVATIONS PROVIDED				
ALL ELEVATIONS RELATED TO THE NORTH POINT				
<b>MISCELLANEOUS:</b>				
AREA SCHEDULE PROVIDED AND CALCULATIONS CHECKED				
LETTERING, MIN. 2MM HIGH ON PLANS				
WINDOWS SCHEDULE AND FENESTRATION CALCULATIONS PROVIDED				
ELECTRICAL RETICULATION AND HOT WATER RETICULATION LAYOUT PROVIDED				
FEE CALCULATIONS & PROOF OF PAYMENT				
<b>Architects Name/s</b>		<b>Company Signature</b>		
<b>Plans Examiners Name</b>		<b>Date Rejected</b>		
		<b>Date Accepted</b>		

**\*NOTE:** applications not meeting the Building Control pre-scrutiny & Town Planning checklists will be referred in terms of the national building regulations. Compliance with the above does not presuppose that the plans can be approved in terms of the national building regulations or any other applicable law. The completed form must be attached with every application concerned.

**\*NOTE:** Please note that this document is subject to changes as and when required. A newer version will follow and will be distributed accordingly as and when amendments occur.