



**THULAMELA LOCAL MUNICIPALITY
PLANNING & DEVELOPMENT DEPARTMENT
BUILDING CONTROL SECTION**

APPLICATION FOR OCCUPATION CERTIFICATE

Under Section 14 of the National Building Regulations and Building Standards Act 103 of 1977, a Local Authority shall within 14 days after the owner or any person having an interest therein of a building of which the erection has been completed in accordance with the provisions of this Act and conditions on which approval was granted has ***requested it in writing*** issue a certificate of occupancy in respect of such building.

SITE DETAILS

SITE NO & TOWNSHIP : _____

SITE OWNERSHIP / TENANT DETAILS

SITE OWNER : _____

TENANT : _____

SITE SPATIAL PLANNING & LAND USE DETAILS

ZONING : _____

PERMISSIBLE LAND USE: _____

CURRENT LAND USE : _____

PROJECT DETAILS

CLASS OF OCCUPANCY : _____

SIZE OF BUILDING : _____

NATURE OF PROJECT : _____

APPLICANT DETAILS

FULL NAMES : _____

CONTACT NO : _____

POSTAL ADDRESS : _____

EMAIL ADDRESS : _____



CHECK LIST COMMERCIAL / PUBLIC BUILDING

The following documents must be made available before an Occupation Certificate is issued, ***also note the following:***

- ***All copied, emailed, faxed documents must be certified.***
- ***Stand number, township name, site owner, building name, shop/office number & tenant name must be correctly reflected on all certificates or any supporting documents submitted.***

To be completed by applicant

DOCUMENTS REQUIRED	YES	NO
1. Approved Building plan		
2. Contractor / Builder's company registration documents (CK, NHBRC or CIDB)		
3. Pest Control Certificate [South African Pest Control Association – (SAPCA) / Pest Control Service Industry Board (PCSIB) registered only]		
4. Glazing Certificate [South African Glass & Glazing Association (SAGGA) registered only]		
5. Plumbing Certificate [Plumbing Industry Registration Board (PIRB) registered only]		
6. Roof Loading Certificate [Engineering Council of South Africa (ECSA) registered only]		
7. Certificate of Completion of the Structural System : SANS 10400-A FORM 4		
8. Electrical Certificate of Compliance [COC]		
9. Fire Protection/Installation System		
10. Completion Certificate of the project by the registered person in terms of Section 4 of the act.		
11. Application Fees of R1.00 per square meter of the building floor area		
12. Clearance certificate [Certify that all sums due in terms of section 50 of the Local Government ordinance 1939, and all amounts referred to in section 118/1 (b) of municipality system Act no 32 of 2000 have been fully paid for preceding 2 years to the municipality].		

Please furnish any reasons for not providing any of the documents above.

APPLICANT SIGNATURE

DATE

CERTIFICATE OF OCCUPANCY FEES

OWNER : _____
TENANT : _____
AREA : _____
ERF : _____
CLASS OF OCCUPANCY : _____
BUILDING SIZE : _____
PROJECT DESCRIPTION : _____

AMOUNT : _____
CASHIER : _____
RECEIPT NO. : _____

Building Inspector

Date

CERTIFICATE COLLECT BY : _____

SIGNATURE : _____

DATE : _____

Please note that this quotation is only valid for 30 days from the date of issue!!!

1. Building Inspector – Thulamela Local Municipality

Comments :

Signature

Date

2. Chief Electrical Technician – Thulamela Local Municipality

Comments:

Signature

Date

3. Environment and waste Management – Thulamela Local Municipality

Comments:

Signature

Date

4. Chief Fire Officer – Vhembe District Municipality

Comments:

Signature

Date

5. Environmental health services – Vhembe District Municipality

Comments:

Signature

Date

6. Chief Building Inspector – Thulamela Local Municipality

Comments:

Signature

Date

7. Senior Manager: planning and Development – Thulamela Local Municipality

Comments:

Signature

Date

8. Municipal Manager

Approved / Disapproved

Signature

Date