



## THULAMELA MUNICIPALITY

### BUILDING PLANS ASSESSMENT CHECKLIST

DESCRIPTION	Y	N	COMMENTS
<b>1. Documentation</b>			
(a) Clearance Certificate (Settle Account).			
(b) Application for approval fee. Obtainable at Building Control Office :105B, And Admin fee at Office :47			
(c) Proof of payment Plan approval fee & Admin Fee.			
(d) Residential sites - plans in size A2, A1 & A0, Three (3) copies (2 coloured & 1 uncoloured )must be submitted.			
(e) Business sites - plans in size A2, A1 & A0, Four (4) copies (3 coloured & 1 uncoloured) must be submitted.			
(f) Business plans – Shall acquire Fire Department approval of fire protection plans, prior submission.			
<b>NOTE:</b> <ul style="list-style-type: none"> <li>All relevant documentation to be submitted to local council, If not original/s. Shall be SAPS (South African Police Service) certified, for subsection 2(a) and subsection 3(a);(b) Of the Thulamela Local Municipality checklist.</li> <li>All SANS 10400- A : All Forms to be original, Shall formally be fully completed by hand signature/s on all applicable sections.</li> </ul>			
<b>2. Architectural Requirements</b>			
(a) A copy of a certified valid Certificate registered with The South African Council for the Architectural Profession (SACAP)			
(b) Fully completed SANS 10400 – A : Form 1 (original)			
(c) All building plans at Thohoyandou D;CBD (T/ndou, Sibasa, Mutale & adjacent areas) to be drawn by a Professional Architect or Senior Architectural Technologist.			
<b>3. Regarding high rise buildings e.g. double storey, triple storey structural steel work etc.</b>			
(a) Provide engineer's original appointment letter			
(b) Proof of registration with council (ECSA). Certified copy			
(c) Engineer details drawings.			
(d) Fully completed SANS 10400 – A : Form 2 (original)			
(e) Regarding as-built buildings appointed engineer to provide a completed Form 4 and an approval letter of works done on site as per detailed drawings & specification.			
(f) Plans referred back must be rectified as per attached checklist/assessment form and must be resubmitted within 12 months from date of disapproval to qualify for a re-submission fee payable upon re-submission. If the plan is resubmitted after 12 months a full amount for building area will be payable.			
(g) If plans submitted comply fully with the below & above mentioned requirements final approval will be granted within sixty (60) days after the date of submission.			

<b>4. Site plan to scale not less than 1:100</b>			
(a) Direction of True North			
(b) Street name and size			
(c) Site dimensions (all sides must be dimensioned).			
(d) Adjacent stand numbers			
(e) Building lines & distance from boundary i.e. 4m front, 2m back and 1.5m on each side. In case of two (2) street a minimum of 3m must be provided on the other street which is not used as an entrance.			
(f) Position of all servitudes (if applicable)			
(g) Permission site coverage to comply with town planning scheme			
(h) Contours (if applicable)			
(i) Sewer description			
(j) Complete Area Schedule			
(k) Distances between structures if more than one building			
<b>5. Floor plan to Scale not less than 1:100</b>			
(a) Catalogue number or window schedule.			
(b) Wall thickness to scale.			
(c) Floor dimensions to balance.			
(d) Doors to show directions of opening.			
(e) Garage not to communicate with dwelling, if so a 220mm or 230mm thick fire wall must be provided (fire door if applicable)			
(f) Garage door must be specified on plan.			
(g) Natural ventilation is required.			
(h) Room descriptions, horizontal and vertical dimensions.			
(i) Section cut line to be drawn on the plan.			
(j) Floor finishes to be indicated.			
(k) Total square meter of the ground layout must be indicated.			
<b>6. Elevations</b>			
(a) They must correspond with floor layout drawings and section.			
(b) Natural Ground level (NGL) & Finished Floor level (FFL) to be indicated.			
(c) All elevations to be drawn and a minimum of 3 or 2 of the sides to be identical.			
(d) Windows must be shown.			
(e) Show sewerage and fall of drain with Roding eye, air vents, catch pits and ramps.			

(f) The rule of projection angle must be followed.			
<b>7. Sections</b>			
(a) Sections to be shown at different floor to ceiling level.			
(b) Roof covering must be stated.			
(c) Eaves, gutters and rain water pipes must be drawn to scale (if applicable)			
(d) Lintels above big span opening to be provided and as per engineer's specification.			
(e) Type of window sills to be stated and drawn to scale.			
(f) D.P.C to be indicated.			
(g) Natural ground level must be indicated.			
(h) Foundation dimensions must be indicated.			
(i) Finished floor level to be indicated.			
(j) Floor to ceiling heights dimensions to be indicated.			
(k) Roof construction, specify sizes of trusses, purlins, ceiling and bracing with their respective centers.			
(l) Roof pitch to be indicated.			
(m) Sanitary fittings must be drawn (if applicable)			
<b>8. Electrical layout</b>			
(a) Distribution board.			
(b) Telephone connection point.			
(c) Socket outlets.			
(d) Light points connection.			
(e) Electrical legend to correlate with layout			
<b>9. Drainage Layout</b>			
(a) Complete drainage plan.			
(b) Drainage to correct falls.			
(c) Position of manhole.			
(d) Above ground plumbing to be drawn.			
(e) Pipe sizes to be indicated.			
(f) Sanitary fittings to be drawn to scale.			
(g) Pipes laid under building must be incased.			
<b>10. Colouring Codes</b>			
<b>10.1. MATERIAL</b>			
(a) New brickwork	Red		
(b) New Concrete	Green		
(c) New Steel	Blue		
(d) New Wood	Yellow		
(e) New glass	Black		
(f) Existing Material (all materials)	Grey		

(g) All other new materials	to be clearly indicated in colours other than above.			
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<b>10.2. SITE PLAN</b>				
(a) Proposed work	<b>Red</b>			
(b) Existing work	Not Coloured			
(c) Work to be demolished	Drawn with <b>black</b> dotted lines			
<b>10.3. DRAINAGE INSTALLATION</b>				
(a) Drains and soil pipes	<b>Brown</b>			
(b) Waste pipes	<b>Green</b>			
(c) Soil & combined vents	<b>Red</b>			
(d) Waste Vents	<b>Blue</b>			
(e) Pipes for the conveyance of industrial influent	<b>Orange</b>			
(f) Existing drains	<b>Black</b>			
(g) Storm water drains	Not coloured			
<b>10.4. EXISTING AND ALTERATIONS</b>				
(a) Existing walls to be drawn by thin lines.				
(b) New walls to be drawn by thick lines.				
(c) Work to be demolished must be indicated by dotted lines. (The method of demolishing to be used must also be specified).				
<b>NOTE:</b>				
(a)				
(b)				

## TOWN PLANNING SECTION

DESCRIPTION	YES	NO	COMMENTS
1. Registered owner			
2. Area Name			
3. Erf/Stand Number			
4. Deed of grant/ PTO No			
5. Current Zoning			
6. Proposed Zoning			
7. Coverage (Allowed %)			
8. Gross Floor Area			
9. Floor Area ratio			
10.Height of Building			
11.Parking Requirements			
12.Building Lines			
13.Access and egress(exit)			

## GIS SECTION

DESCRIPTION	YES	NO	COMMENTS
1. Adjacent Sites next or adjoining to site must be indicated and correspond with SG diagram or General Plan.			
2. Site Dimensions must be indicated and correspond with SG diagram or General Plan.			
3. Access Roads must be indicated.			
4. Street width must be indicated.			
5. True North direction must be indicated.			

**OHS SECTION**

DESCRIPTION	YES	NO	COMMENTS
1. Interior surface of wall, floors, ceiling must be smooth, rust-free, cleanable and dust-proof.			
2. Each room of food premises shall be ventilated either natural or artificial ventilation that complies with national building regulation and building standard act of 103 of 1977.			
3. Illuminated to a strength equal to at least 200 lux			
4. The premises shall have a wash-up facility with hot and cold water the cleaning of facilities			
5. Shall be rodent proof and prevent access of flies and insects.			
6. Must have waste water disposal system approved by the local authority			
7. It must have number of latrines, urinal stall and hand wash basins specified in annexure C of Regulation of foodstuff, cosmetic and disinfectant act 54 of 1972 -Separate facilities shall be required for sanitary facilities for workers with different sexes			
8. Hand washing facilities shall be provided with cold and hot water together with soap			
9. Room where food is handled must not be connected directly to a latrine or urinal			
10. Waste removal space			