

HOUSING AND LAND - INFORMATION CENTRE
CHECKLIST FOR BUILDING PLANS SUBMISSION

	YES	NO
NMBM SUBMISSION OF BUILDING PLAN FORM	✓	
NMBM TOWN PLANNING REGULATIONS SCHEDULE FORM	✓	
TITLE DEED - Copy	✓	
FORM 1 - SANS 10400 - (Professional Indemnity PI required)	✓	
SANS 10400 - A : 2022 Edition 4 Annex F - Checklist	✓	
PRIVYSEAL CERTIFICATE (in real time - not old)	✓	
SACAP CERTIFICATE OF REGISTRATION 5 -YEAR CYCLE	✓	
CERTIFICATE OF ATTENDANCE - Energy Efficiency in Buildings (SANS 204)	✓	
FORM 2 - SANS 10400 - for Engineer & PI - required	✓	
ANY DEPARTURE FORMS (where applicable AOC to be signed by Owner & Architectural Professional	✓	
Building line departure fee paid - where applicable	✓	
TOWNHOUSE APPROVAL LETTER (where applicable from Body Corporation and Signed by Chairperson)	✓	
Plans to be signed and dated by Owner & Architectural Professional	✓	
(if a Candidate have drawn the plans, all relevant documents must be checked & signed by the Registered mentor)	✓	
5 Copies for all plan submissions	✓	
2 copies of plan to be coloured in (as per SABS 0400-1990)	✓	
Building Areas to correspond on plans and submission forms	✓	
Submission forms to be filled in correctly providing all required information and to be signed by	✓	
Owner & Architectural Professional	✓	
Building lines to be indicated according to the current approved scheme	✓	
North point on plan (elevations names to correspond)	✓	
VA (Vehicle Access) and street furniture shown on plans - Dimensioned	✓	
Street name and number to be on site plan	✓	
Dimensions of erf, erf numbers of abutting erven to be indicated	✓	
Drainage Plan and Section	✓	
Electrical Details	✓	
Water Reticulation	✓	
Minimum scale of plans – 1:200 Site Plan, 1:100 Storey Plan / sections / elevations	✓	
Age of Building – (Please note that by signing the plans the Owner & Professional certify by his signature that the information supplied on the plan indicating age of building is true and correct, and they may be charged if the information supplied is incorrect) or PHRA permit	✓	
All applicable Zoning Information to be attached (TP Enquiry, TPA's, TPD's, Special Consents, etc.)	✓	
No book plans allowed (Size as per ISO Standards - A0, A1, A2 & A3 Only)	✓	
Estimate cost on Company letterhead for internal work	✓	

Attachments: _____

Checked by: _____

Allotment & Erf: _____

Unit No: _____

Date: _____

Receipt No: _____