

**HOUSING AND LAND – INFORMATION CENTRE**

**CHECKLIST FOR BUILDING PLANS SUBMISSION**

	YES	NO
SACAP Number and SACAP registered name		
<b>SACAP compliance certificate to be attached</b>		
Plans to be signed and dated by Owner & Architectural Professional (if a Candidate have drawn up the plans, it must also be signed by a Registered mentor)		
<b>5</b> Copies for <b>all</b> plan submissions		
<b>2 copies</b> of plans to be coloured in (colours according to SABS 0400-1990)		
<b>Title Deed</b>		
<b>SANS 10400 forms</b>		
Building lines to be indicated according to the current approved zoning scheme		
North point on Plan (Elevations names to correspond)		
VA (Vehicle Access) and street furniture shown on plans		
<b>Street Name and Number to be on Site Plan</b>		
Drainage plan and section		
Dimensions of erf, Erf numbers of abutting erven to be indicated		
Minimum scale of plans –1:200 Site Plan, 1:100 Floor plan/ section /elevations		
Building areas to correspond on plans and submission forms		
Submission forms to be filled in correctly <b>providing all required information</b> and to be signed by Owner and Architectural Professional		
<b>Age of building</b> (Please note that by signing the plans the person (Owner & Architectural Professional) certify by his signature that the information supplied on the plan (including age of the building) is true and correct, and they may be charged if the information supplied is incorrect.)		
Departure forms where applicable, signed by owner and abutting owner <b>providing all required information</b>		
Building line departure fee paid		
Second Dwelling form where applicable, signed by owner and abutting owner <b>providing all required information</b> - ( <b>Please note</b> - Abutting owner to sign on plans for second dwelling)		
Second Dwelling fee to be paid		
<b>All applicable Zoning Information to be attached (TP Enquiry, TPA's &amp; TPD's, Special Consents, etc)</b>		
No Book plans allowed (size as per ISO standards – A0, A1, A2, A3)		
SANS 10400 XA – Energy Efficiency		
Electrical Details		
Water Reticulation		
<b>Attachments:</b>		

Checked by:

Date: