

DOCUMENTATION REQUIRED FOR BUILDING PLAN APPLICATION

- Witzenberg municipality application form
- Copy of Titel deed (to prove ownership)
- SANS 10400 FOMS (Forms 1 from SACAP Registered person – Architect)
- If engineer is appointed in terms of Regulation A19 – SANS 10400 FORM 2 required with the application and structural drawings (3×copies)
Engineers' responsibility is for the structural design (reinforced elements or structural steel)
- Letter from the HOD (Head of department) or other official assigned - The letter from the head of department verifies that the project is legitimate and complies with departmental policies and regulations.
- 3× copies of building plans of which two coloured in.
- Signature of Authorised person on all drawings and application forms

Building plans required in terms of Part A2

1) Site plan

- indicating location of buildings
- General Surveyors diagram
- Registered erf number
- Services to the building(s)

2) Layout drawings

- Floor plan
- Sections
- Elevations
- Window and door schedules
- Water layout
- Electrical layout
- Timber layout
- Any detail drawings