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BC 00 - BUILDING PLAN PREPARATION AND SUBMISSION

This booklet explains the requirements for preparing and submitting your building plan application – from the background information you'll need, to specific requirements for preparing your plans, to submitting your papers at your local building control office.

LEGAL DISCLAIMER: Although based on law, the information provided in this booklet is presented in an informal and plain language format for the purposes of providing advice on development matters and procedures to customers and members of the public. Should there be any discrepancy with provisions in the underlying legislation, the actual legislation takes precedence and should be consulted directly. Alternatively, please obtain independent professional advice on the matter. Langeberg Municipality does not accept any liability for any action taken on the basis of the information contained herein.

If you are planning any building work at your home or workplace, such as alterations, additions or constructing a new building, the National Building Regulations and Building Standards Act, Act 103 of 1977 requires you to obtain Langeberg Municipalities approval for your building plans. Langeberg Municipalities Building Control receives hundreds of building plan applications every year. By ensuring that your submission meets all the requirements and includes all necessary supporting information and documents, you can assist us to process your submission within the shortest possible time. The following is meant as a guide to help you prepare and submit a proper building plan application that complies with all the Langeberg Municipalities requirements and the prescripts of the law.

Do you require approval for your planned building project?

Applications are typically submitted for:

- minor works, such as installing a swimming pool, putting up a small wendy house, etc.;
- approval of standard building plans;
- extension of the validity of an approved building plan;
- permission to put up temporary structures;
- permission to carry out demolition; and

Almost any building activity within the area of Langeberg Municipality requires building plan approval. This includes the construction of all new buildings, alterations or extensions to existing buildings, or even simply changing the use of existing buildings without physically altering them.

The table on the next page provides a quick and simple way to check whether building plan approval is required. The far-right column also indicates whether the person who draws up the plans, such as the architect or draughtsperson, needs to be registered with the South African Council for the Architectural Profession (SACAP) in terms of the Architectural Profession Act, Act 44 of 2000 to be able to submit the plans to Langeberg Municipality. (Also turn to the section "Who may prepare building plans for submission?" for more information on the SACAP registration requirements.)

Type/description of work	Approval required	Comments
Swimming pool	Yes	
Wendy house	Yes	
Garden/tool shed	Yes	
Building or altering boundary/garden walls	Yes	
Braai without a chimney	No	
Braai room	Yes	
Change of use of an existing building	Yes	Even where you will not be doing any physical work/construction
Enclosing porches/ balconies/stoeps or conservatories	Yes	
Extending your house	Yes	
Garage/servant's quarters	Yes	
Converting your loft	Yes	
Internally altering your house or shop/office	Yes	
Installing/automating vehicular gate	No	Unless the gate will be located partly on the pavement/Council land

Installing replacement windows to your house or shop/office	Yes	As long as: • the existing frames are not load-bearing; • window openings are not enlarged; and • openings required for a fire escape are not removed.
New shop front	Yes	
Minor repairs to your house/shop	Yes	Including replacing roofing sheets/ tiles with substitutes of a similar type, repointing brickwork, or replacing floorboards
Major repairs to your house/shop	Yes	Including removing or rebuilding a substantial part of a wall, underpinning a building, or reroofing with a different type of material, such as thatching, heavier tiles, etc.
Converting your house into flats	Yes	Even where you do not foresee any construction work
Converting part of your shop/office into a flat/residential accommodation	Yes	
Installing fittings/ appliances in your house or shop/office	No Yes	Installing/altering the position of a bath/toilet, unless work involves new or extended drainage or plumbing Installing/altering the position of an appliance used to heat gas, solid fuel or oil
Entirely (or partially) demolishing a building	Yes	
Putting up any temporary structure	Yes	
Putting up hoardings at large construction sites	Yes	
Putting up advertisement sign structures, such as billboards	Yes	

If your specific building activity is not listed in this table, or you are still uncertain as to whether or not you need building plan approval, please contact your local Building Control office. Turn to the final section of this document for a list of offices and their contact numbers.

What background information do you need?

Before you start preparing a building plan submission, be sure to obtain copies of the following information in respect of your property:

- A copy of the property title deed or deed of transfer.
- A registered survey diagram from the Surveyor-General's office. A survey diagram clearly indicates the boundaries and dimensions of your property or any other relevant land area.
- The correct information on the zoning and development parameters or restrictions relating to your property.
- A copy of any previously approved building plans held by Langeberg Municipality from your local Building Control office. This is usually required in the case of extensions, additions or alterations.

ABOUT REQUESTS FOR COPIES OF EXISTING BUILDING PLANS
No copies of building plans will be provided without the authorisation of the registered property owner. Once you have obtained this authorisation you will need to formally request copies of the building plans at one of the local Building Control offices and include the authorisation plus the relevant fee. Also remember, although comprehensive, Langeberg Municipalities database of approved building plans is not necessarily complete. Where a building plan is not available and cannot be sourced anywhere else, it is the registered property owner's responsibility to have the built structures on the property measured and plans drawn up, if required.

Who may prepare building plans for submission?

According to the Architectural Profession Act, any person who prepares a building plan involving architectural work for submission to a local authority must be registered with the South African Council for the Architectural Profession (SACAP). The National Building Regulations and Building Standards Act requires the name and SACAP registration number of the person drawing up a plan to appear on all drawings and documents submitted to a local authority. If you do not meet these requirements, you may not submit a building plan application to Langeberg Municipality.For more information on when registration is required, visit the SACAP website at www.sacapsa.com or contact your local Building Control office.

PREPARING YOUR PLANS

Once you have established that you do require building plan approval, and you have obtained the necessary background information, you can start preparing your plans for submission. Pay careful attention to the following content and format requirements to ensure that your application is accepted without any problem and processed within the shortest possible time.

Content requirements for site and layout plans

Any site plan that you submit as part of your building plan application must at least show the following:

- The erf number
- The north point
- The distance to the nearest named cross street (and the name of that street)
- The name of the street onto which the site fronts
- The dimensions of the site boundaries (where the planned building work is to carried out)
- The position of any building lines
- The position and width of any servitude or right of way
- All new proposed buildings (coloured red)
- All existing buildings (uncoloured)
- All existing structures and pools on the site (uncoloured)
- Buildings proposed to be demolished (in dotted lines)
- The distance of all new and existing buildings from the site boundaries
- The site ground level(s)
- The level of the lowest floor in relation to the abutting road
- The position of any municipal services (including any drain, stormwater drain or surface channel on the site) and any connection points to such services
- Any existing or proposed point of access from any abutting public road, and the position of any street tree, street furniture, apparatus or equipment in relation to the access point

- Existing and proposed on-site parking and loading bays Any layout drawings must also include the following:
- Sufficient plans, sections and elevations to clearly illustrate the construction and layout of every portion of every building (with section lines clearly indicated on the plan view, and all plans, elevations and sections fully dimensioned)
- The intended use of every room or compartment
- Sanitary and plumbing fixtures
- The location, type and capacity of water-heating installations, where provided
- The details of fenestration and insulation required to satisfy the energy usage requirements of National Building Regulation XA, where applicable

The minimum requirements must comply with SANS10400-A (See also Annex F.1 Checklist for use by Owner / Designer before the submission of plans to a local authority)

Content requirements for drainage installation drawings

- The location, size and gradient of any drain and any connecting point to such drain, in relation to a datum established on the site and the level of the ground relative thereto:
- the location of any point of access to the interior of any drain;
- the location of any trapped gully;
- the location and details of any septic tank, conservancy tank, private sewage treatment plant or sewage pump;
- the location of any percolation test hole excavated on the site and of any french drain;
- the location and arrangement of any sanitary fixture served by the drainage installation;
- the location and size of any soil pipe, waste pipe and ventilating pipe or device;
- the location of all openings in the building such as chimneys, skylights, doors, windows, ventilation openings and air intakes which could permit the entry of foul air or gas into such building from any ventilating pipe or device; and
- the location of any well, borehole or watercourse on the site.

Format requirements for plan size

Plan sheets submitted as part of your building plan application may not be:

- smaller than A4 (210 x 297 mm);
- larger than A0 (841 x 1 189 mm);
- larger than A3 (297 x 420 mm) in respect of minor works.

Content requirements for other plans

In specific instances, you may also be required to submit certain additional drawings. The following table indicates which other drawings, and when these are required:

Plan component	When required
Structural design drawings (showing structural arrangements and details, together with certificate of appointment)	Where any structural design (such as reinforced concrete, structural steelwork or structural timber) is involved
Artificial ventilation/lighting drawings (together with certificate of appointment)	Where any artificial ventilation/ lighting is proposed
Fire protection plan	In case of any building other than a dwelling house

Format requirements for plan scale

Plans must be drawn to a suitable scale, which may be any of the following and must be clearly indicated on the drawings:

Plan component	When required
Site plan	1:100, 1:200, 1:500 or 1:1 000
Layout drawings	1:20, 1:100 or 1:500 (elevations may be 1:200)
Drainage installation drawings	1:50, 1:100 or 1:200
General structural arrangement drawings and structural details	1:1, 1:2, 1:5, 1:10, 1:20, 1:50 or 1:100
Fire protection plans	1:20, 1:50, 1:100 or 1:200

Format requirements for plan colouring

All plan sets and drawings that form part of your submission must be coloured as follows:

Type of application	Parts to be coloured
New buildings	Drainage installation drawings and fire protection plan only
Alterations and additions to existing buildings	All new work only

Plan element/component	Colour notation
General/materials	
New masonry	Red
New concrete	Green
New iron/steel	Blue
New wood/timber	Yellow
New glass	Black
All existing materials	Grey
All other new materials	Any colour other than the above
Site plans	
Proposed work	Red
Existing work	Uncoloured
Work to be demolished	Indicated in black dotted lines
Drainage installation drawings	
Drain and soil pipes (fittings)	Brown
Waste pipes	Green
Soil and combined vents	Red
Waste vents (fittings)	Blue
Other pipes and conveyance of industrial effluent	Orange
Existing drains	Black
Stormwater drains	Uncoloured
Fire protection plan	
Emergency route	Green
Direction of travel to a safe area	Black arrows at short intervals along planned route

SUBMITTING YOUR PLANS

Use the correct application form

Depending on the nature of your application and the type of approval you need, you can obtain the following application forms and standard documents from the submission counter at your local Building Control office:

- Building plan application form
- Temporary structure application form
- Demolition permit application form
- Form to request copies of existing building plans

All the forms are available on the Langeberg Municipality website for downloading and completion at www.langeberg.gov.za/

Include all the required supporting documents

Depending on the nature of your application, you will need to include the following supporting documents for your submission to be accepted as valid and complete:

- **Completed application form (signed by the property owner or his/her authorised representative)**
- **Fully completed SANS 10400 forms (forms 1 and 2, if applicable}**
- **Power of attorney (if the application is not submitted by the owner, i.e. by the architect or draughtsperson)**
- **The application fee/receipt**
- **A site plan**
- **A layout plan**
- **Drainage installation drawings (if applicable}**
- **Fire protection plans (if applicable)**
- **Structural engineer's drawings (if applicable)**
- **A copy of the Surveyor-General's diagram/general plan**
- **A copy of the title deed**
- **A letter of approval for any departure from the development management scheme (if applicable)**
- **An architectural registration certificate**
- **A consent form from your neighbour/sectional title/homeowners' association/body corporate (if applicable)**
- **A zoning certificate (if applicable)**

If you need to submit various applications for similar types of units as part of a large development, you may contact the Building Control Officer at your local Municipal office to make special arrangements to submit the plans in batches. This will minimise administration and streamline the approval process.

Pay the scrutiny fee

When you submit your building plan application, the appointed professional must first check with the Town Planning Department that the proposed building work comply with the land use requirements before staff will calculate a scrutiny fee according to the official tariffs. One of the Building Inspectors will provide you with a formal invoice for payment, which can be paid by cash at any Langeberg Municipality cashier or via EFT. This fee is a set tariff and is non-refundable, **even if your application is not approved**. It is fully payable when you submit the application. For a complete list of official Building Development Management tariffs, contact your local Building Control office, or Langeberg Municipalities website.

Adhere to these general requirements

- The registered owner must sign and date the application form as well as all plans and elevations in **black ink**.
- If the property belongs to more than one person, **all the owners** must sign the application form.
- If the property belongs to a company, trust, closed corporation or other juristic person, the application must include a **company resolution** authorising the representative to sign on its behalf.
- The staff at the submissions counter will not accept building plan applications relating to an erf that formed part of a recent subdivision, unless the relevant portion is **already separately registered** in the Deeds Office (and reflected as such on the Langeberg Municipalities property database).

Note the submission times

The public counters at all local Building Control offices are open for the submission of building plan applications on weekdays only between 08:00 and 14:00. Plan meetings will be held every Wednesday and **complete plan applications** submitted on Mondays & Tuesdays will be scrutinized the following week.

Contact Details

Kindly direct any building control related queries to one of our offices and request to speak with a building control official:
Robertson / McGregor – 023 626 8000
Montagu / Ashton / Bonnievale - 023 614 8200