

Submit a Building Plan

Details

20 April 2018

If you're planning on building a new home or extending your current one, you'll need to have your building plans approved by the municipality.

Before purchasing an already built house it is wise to have a look at the approved building plans of the property to see if everything is legal and in order.

Remember, once you purchase a property, you become the rightful owner and the onus then rests on you to make sure that everything is in order and complies with the National Building Regulations and National Standards Act, Act 103; and any other applicable legislation.

The Building Services Application Forms are available on the Overstrand website www.overstrand.gov.za, click on Documents/Forms/Building Services.

Building Plans

All building plans are available at the Building Services offices and can be viewed at any time during office hours.

Copies of building plans are also available (fee payable), but only owners or someone with written permission/confirmation from the owners concerned are allowed to view or receive copies.

The approval of building plans can take up to 21 working days if there are no problems found on the plans.

Contact the respective Building Department at your closest Administration for building plan meeting dates.

- *HERMANUS ADMINISTRATION ONLY - Building plan meetings are held every Monday. Cut-off time for submission of plans for the following Monday is at 15:30 on the preceding Wednesday.*

Heritage

Buildings that are 60 years and older are protected by the National Resources Act of 1999. Any changes to such buildings are subject to comment from the Local Heritage and Aesthetics Committee which then has to be sent to Heritage Western Cape for approval (by the owner) and then plan must come back to the building department for approval.

So, before attempting to make any relevant changes to a house/building where you suspect the age thereof is 60 years or more, it is wise to consult with the Building Department to confirm the heritage status of the house/building or site.

The Process

Submit 2 sets of plans (in colour), together with a full copy of the Title Deed and a fully completed SANS Application form.

When the above mentioned documents are submitted to the Building Department, they will calculate the building plan fees and builders deposit (where needed).

- The Building Services Department will notify you when your plans are ready for collection.

Compulsory inspections

No building may be occupied until an occupation certificate has been issued to the owner.

1. Foundation inspection

To be requested once foundation excavation of the building has been set out and excavated in accordance with the approved plan (that must be available on site).

- All boundary pegs must be visible

The foundation excavations must always be inspected by the building inspector; even if a professional engineer was appointed. An inspection form to be filled in at the Building Department a day previous to the inspection.

2. Drainage inspections

To be requested once the drainage work on the property has been completed and the pipes are lying open for inspections.

3. Tank inspections

To be requested once the sewerage tank (either 5 000L or 10 000L) has been completed.

It has to be inspected by the Building Services Department before the Operational Department can test and connect the tank.

Take Note: No plastic tanks will be allowed.

4. Final inspection

To be requested once the building has been totally completed.

Certain certificates may be requested by the Department before the inspection can be approved:

- Engineer's Certificate for the roof structure.
- Plumbing Certificate for all water pipe, geyser installations & drainage.
- Glazing Certificate for all new glass installed
- Electrical Certificate for all new electrical installations.
- Land surveyor Certificate may be requested to provide proof of height of structure
- Gas Installation / Health and Safety Certificate for gas (to be installed by registered installer
- Architects Compliance Certificate which also covers the new Energy Sufficiency Regulations (SANS 10400 PART XA).

After the final inspection has been approved the occupation certificate will be issued.