



Revised 30.06.2015

DOCUMENTS REQUIRED FOR PLAN SUBMISSIONS

1. APPLICATION FOR APPROVAL OF BUILDING PLAN
2. SANS FORM 1
3. SACAP COMPLIANCE CERTIFICATE
4. TITLE DEEDS / CERTIFIED COPY OF TITLE DEED
5. SG DIAGRAM – can be obtained from the survey dept. on the 1st Floor
6. DRAWING CHECKLIST
7. QUOTE / INVOICE OF SUBMISSION COST with PROOF OF PAYMENT
8. 4 x SETS OF PLANS (3 x Sets to be in COLOUR)

Additional documents required where applicable

- a) SANS FORM 2 and/or FORM 3 – For the appointment of an Engineer. Rational Design. Incl. Stormwater
- b) CONSENT FORM – For Building Line Departure together with Proof of Payment.
- c) FIRE PROTECTION LAYOUT – REQUIRED FOR ALL PUBLIC BUILDINGS
- d) HERITAGE APPROVAL – For all structures deemed as heritage and more than 60 years old.

NB – Should any documentation be incomplete or omitted, where applicable, NO plan submissions will be accepted.

- FOR OFFICE USE ONLY -

Comments / Attachments: <hr/> <hr/> <hr/> <hr/>
Checked By:
Date: