



NDLAMBE MUNICIPALITY
MUNICIPAL MANAGER
P.O.BOX 13
PORT ALFRED
6170

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BUILDING CONTROL SECTION: PLAN SUBMISSION REQUIREMENTS

Proof of draughts person SACAP current registration

3 Sets of building plans (1 X coloured, 2 X black and white) - signed by both professional and owner/s

Submission form completed and signed- fees are calculated by this office on a plan

Copy of ID of owner/s or trustees. Proof of payment to accept the plans

Copy of Title Deed- if more than 1 owner both to sign forms and plans or the other to give POA

Trust owned property - Deed of Trustees and the Resolution for proxy

Ndlambe Power of Attorney for signing on behalf of the owner or other Trustees

SANS 10400 Forms fully completed and signed by both Draughts person and owner/s

Engineers Appointment Form 2 and Indemnity Insurance (if required) and **A MUST FOR AS BUILT PLANS**

Engineers Drawings (if required)

Agreement certificate for buildings that have materials or components that are non-standardized by NBR

Home Owners Association stamp and signatures (if required)

Heritage approval/permit (if required)

Environmental Impact Assessment approval (if required)

Fire installation and protection plan for Occupancies other than H4

Energy Efficiency in Buildings (SANS 204 & SANS 10400 XA) calculations

On site plan: Adjacent erven, vehicle entrance, building lines, manhole/conservancy tank to be 2m away from the house and from the boundary but suction point to be easily accessible for a truck near the street, sewer layout existing and new, areas table new and existing, boundary walls and retaining walls, pool, stormwater layout, 5000l RWT min. A1/A2 paper for normal plans, A0/A1 for commercial plans, A3/A2 for minor work plans, A3/A4 for boundary wall plans only.

OFFICE VISIT – 07:30 – 11:00 & 14:00 – 15:00

Ndlambe Municipality incorporating Port Alfred, Bathurst, Kenton-On-Sea, Boesmansriviermond, Alexandria, Seafield, Boknes, Cannon Rocks, and surrounding Rural areas