

Notice: Standardised checklist for scrutinising building plans

Dear professionals, owners and competent persons

In the interest of diligence and fairness, the Building Control Department has implemented a new, standardised checklist for scrutinising building plans.

This checklist has been used on a trial run from December 2016 and is now being officially circulated to all interested parties for your reference.

The new checklist – attached herewith – will be used by the plans examiner(s) and will be kept on record in the building application file. All items on this checklist are required by law but requirements are not limited to the items on this list only.

The checklist is being circulated to professional persons who submit building plans to the Mossel Bay Municipality on a regular basis, to enable them to check plans and ensure that all necessary information is indicated before submission. In so doing, we can expedite the approval of building plans thereafter.

Please note: Not every item on this checklist may be applicable to every building plan (new buildings, additions, minor works, etc.) – to the discretion of the plans examiner.

(The list will be available in English only.)

1. Submission

Ensure that all forms are completed and signed in black ink, as well as that the minimum requirements for the submission are met.

1. Where a Body Corporate or Home Owner's Association exists, the necessary approvals must be submitted with the plan.
2. An area schedule, indicating coverage, must be included with all building plans.

2. Site Plan

Where relevant, the following information must be included on at least the site plan:

1. Vehicular entrances (driveways), being new or existing, must be indicated.
2. Municipal services (ex. sewer lines, water mains, electrical infrastructure, street lights, stormwater inlets, etc.) must be indicated if located within the site boundaries, or, in the case of any new building, services located on the sidewalk must also be included.
3. At any connection to the municipal sewer system, the municipal line and connection point must be shown. A manhole is also required within 1,5m from such connection point.
4. In instances where a garage is built on the side boundary line, an extended fire wall is required. This wall must be at least 2,1m high, and the length (measured from the outside of the garage) is determined by a 45°-line taken from the centre of the garage toward the boundary.

3. Floor Plans

The following information must be included on all floor plans, where applicable:

1. Fire walls (and doors) are required, amongst other instances, (a) between a garage and house, (b) between tenants, of ex. shops and (c) between units in the case of flats or semi-detached houses.
2. A 1m fire break is also required between units.
3. Facilities for disabled persons must be provided according to section S2 of Annex A (to Part S) of the NBR. Toilet facilities must be laid out and specified in strict accordance with the regulations.

4. Sections

The following information must be indicated on the section, or on more than one where necessary:

1. NGL: Natural Ground Level – before any site works.
FGL: Finished Ground Level – after site works (cut and fill).
FFL: Finished Floor level – top of floor finish on floor slabs.
2. Maximum height as specified in the current Zoning Scheme (Town Planning).
3. Head height above stairs of 2,1m is measured vertically to a line running parallel to the gradient of the staircase.
4. Roofs and roof structures must comply with the minimum requirements as set out in the NBR unless this responsibility has been undertaken by an engineer, which includes sign-off after construction.

5. Drainage

Drainage must be indicated on the plan and elevations, in the prescribed colours.

1. Size, fall and minimum depth of drainage runs to be specified.
2. Position and size of ventilation pipes to be indicated.
3. Electrical geysers (unless positioned outside of the building) must be installed with a drip tray and min Ø40mm overflow, as well as a Ø22mm valve outlet.
4. Flats, shopping centres, restaurants, etc. must be discussed with the Health Department, and where necessary be provided with a dedicated refuse area with a water source (tap) and outlet, which is connected to the sewer system. Commercial kitchens must also be equipped with a grease trap.

6. Elevations

All relevant elevations must be included and shown without any advertising or signage.

1. Chimneys must extend at least 1m beyond the highest point of adjacent roofs or structures, and may not extend more than 1m above the height restriction, as determined by the Zoning Scheme.

7. General & Calculations

Notes to be included for the following items:

1. Safety glazing – please note that 'single standard glass' will not be recognised as safety glazing, this is a term associated with XA calculations only.
2. Any gulley must sit minimum 150mm above ground level and/or 50mm above the finished level (i.e. paving).

XA calculations are required for:

1. New, relocated or bricked up windows/glazed doors, new habitable rooms, etc.
2. New or modified roofs.
3. Walls, if not of standard brick construction.

Electrical usage should also be included – must be less than $5W/m^2$ – and hot water generation, of which at least 50% must be by means of alternative energy sources.

8. Conclusion

Please check plans prior to submission, to ensure that approval can follow as soon as possible.