



OTJIWARONGO MUNICIPALITY

APPLICATION FOR APPROVAL OF BUILDING PLANS

Erf Nr	
Suburb:	
Street Address/Name:	
Postal Address:	
Name of owner:	
Name of authorized person:	
Developer/Contractor:	
Contact number:	
Architect/Draftsman:	
Zoning:	
Date of submission:	
Signature:	

SUBMISSION OF PLANS FOR APPROVAL CHECK LIST

Nr	Description	Tick Yes/No		N/A	
	<u>BUILDING CONTROL OFFICE</u>				
1	New Brick and Masonry New vent pipes: New Private Sewers New private drains: Existing private Sewers New concrete New wood/Plaster : New iron or Steel: All existing materials 3 x sets of building Plans (Size A3 Maximum)	Red Red Brown Blue Black Green Yellow/Brown Blue Grey Full colored in Red	Yes	No	
2.	3 x Sewerage and Drainage Plans not less than (1 : 200)		Yes	No	
3.	3 x Building Plan (1 : 100)		Yes	No	
4.	3 x Electrical Plan (1 : 100)		Yes	No	
5.	3 X Roof Line/Layout (1 : 100)		Yes	No	
6.	North Arrow		Yes	No	
7.	Description of Rooms		Yes	No	
8.	Inside Areas of each room		Yes	No	
9.	Outside Area of Addition		Yes	No	
10.	Engineer's letter if applicable.		Yes	No	
11.	Legend for Electrical Symbols		Yes	No	
12.	Cross-sections		Yes	No	
13.	Elevations		Yes	No	
14.	Complete Truss/Rafter description		Yes	No	
15.	Door & Window Schedule		Yes	No	
16.	Slope of roof in accordance with roof material and construction		Yes	No	

17.	Floor Levels	Yes	No	
18.	Foundation Sizes	Yes	No	
19.	Boundary Wall - 1.2m Solid, >1.2m?? (max. height 2.25 m)	Yes	No	
20.	DPC	Yes	No	
<u>WATER & SEWERS DEPARTMENT</u>				
21.	Are any municipal services running over the erf	Yes	No	
22.	Is the sewer connection point indicated correctly	Yes	No	
23.	Existing and New Drainage Layout - Minimum fall: 1:60	Yes	No	
<u>FIRE DEPARTMENT</u>				
24.	Firewalls	Yes	No	
25.	Fire Doors and firefighting Equipment	Yes	No	
<u>HEALTH DEPARTMENT</u>				
26.	Enough ventilation provided	Yes	No	
27.	Mechanical ventilation provided	Yes	No	
28.	Extractor fans installed	Yes	No	
<u>TOWN PLANNING SCHEME</u>				
29.	Building Line Relaxation (if applicable; garage not less than 3m)	Yes	No	
30.	Double Story (=> Relaxation; slabs; height 12m for SING. RES. etc.)	Yes	No	
31.	Copy of Title Deed	Yes	No	
32.	for INDUSTRIAL zoning - Loading zones	Yes	No	
33.	for INDUSTRIAL zoning - Turning circle for lorries	Yes	No	
34.	2 x vehicular access points from one or two streets (spec. permit. required)	Yes	No	
35.	Garage(s) – less than or equal to a total area of 80 m ²	Yes	No	
36.	Are all structures indicate as “existing” previously approved	Yes	No	
37.	Are there any servitudes or reserves registered on the erf	Yes	No	
38.	If Yes, Has it National Heritage Approval? (Copy of approval attached)	Yes	No	
38.1	Is the additions which are not visible from the street and do not affect the integrity of buildings older than 50 years.	Yes	No	
39.	According to the Architect’s Act, 1979 (Act 13 of 1979) Part 3, section 18, only plans from Architects registered with the Namibia Council for Architects and Quantity Surveyors, and the Namibia Institute of Architects will be considered for approval, for buildings in excess of 500m ² , Industrial Buildings excluded. Are these adhered to?	Yes	No	
40.	According to the Architect’s Act, in terms of submissions from Architectural Technicians, only submissions which are smaller than 500m ² in area, and buildings not considered to be public buildings may be considered for approval, as the Act clearly enumerates all buildings on which an Architectural Technician may not submit or carry out work. Are these adhered to?	Yes	No	

NB: Items of “STANDARD BUILDING REGULATION” Sub-regulation (6) Approval of Plans shall, within a reasonable time but in the course of **30 days** after the receipt by it of the form and plans referred to in Sub-regulations (1), (2) and (3) of Regulation thereof.

Remarks:

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