

Do I need building plan approval?

In most instances, approval must be obtained from the local authority prior to commencing the building work. In certain instances, where the building work is defined as 'minor' in terms of the National Building Regulations and Building Standards Act 103 of 1977, municipal plan approval is not required, but the property owner is nonetheless obliged to apply to the local authority for written confirmation that plan approval is not required.

'Minor' works are defined to include tool sheds; greenhouses smaller than 15m²; roof replacements; freestanding walls not exceeding 1.8 meters in height; swimming pools; removing or creating wall openings that do not affect the whole structure; converting a door or window, so long as the width is not increased; and carports, caravans, or boat shelters up to a maximum of 40m².



INSTRUCT A PROFESSIONAL REGISTERED WITH THE SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION TO DRAW THE PLANS.



MAKE PAYMENT TO THE MUNICIPALITY OF THE PRESCRIBED FEE FOR BUILDING PLAN CONSIDERATION.



AWAIT OUTCOME.

A. REJECTED? Usually reasons are provided by the municipality for the rejection. Address these and re-submit your application.

B. APPROVED? You can commence with the building project.



SUBMIT THE BUILDING PLAN APPLICATION TO THE MUNICIPALITY, TOGETHER WITH THE PROOF OF PAYMENT (along with whichever additional documents they may require).

Before you start preparing a building plan submission, be sure to obtain copies of the following:

- Surveyor General diagram
- Zoning provisions affecting the property
- Title deed