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25 Rocket Street

SACAP Registration: 24713956

Rocklands Estate

Company Registration No: 2017/319952/07

Nelspruit

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## **PLAN SUBMISSION PROCUDERES**

Dear Owner

Hereby for your convenience/understanding the procedures for approval for all building plans by Mbombela. Please take note that the time frames mentioned is just approximately and may take longer.

### **Building Plan procedures:**

1. Consult a draughts person
2. Appoint a qualified SACAP registered draughts person
3. Discuss the requirements/needs that needs to be fulfilled
4. Appoint a land surveyor, (Cost Approx. **R5500.00**)
5. Apply for a water meter (in case of new house) (Cost approx. **R9500.00**)  
-Docs required – Offer to purchase/proof of residence/ID  
Apply for electrical connection (Cost approx. **R8500**)
6. 2 weeks to prepare all drawings after finalizing floor layout
7. Approve all drawings/layouts by client before council submission
8. Appoint an engineer (IA)
9. All fees payable on submission:
  - Council submission
  - Engineer (IA)
  - Fire engineer (IA)
  - Land Surveyor (IA)
  - Final 50% for drawings
  - HOA Approvals
  - Town planner (IA)
  - Fire Engineer (IA)
10. Submit plans to MLM:
  - All plan pages (floor plan, elevations, sections, roof plan, electrical layout, water layout, door and window schedules, site layout, etc.)
  - Building application
  - Form 1 and pages
  - Form 2 (IA from engineer)
  - Building Line Relaxation application (if required)



- Calculations (water, fenestration, etc.)
- Power of attorney
- HOA approval letter
- Sg Map
- Title Deed

11. Procedure at the Municipality (approx. 6-8 Weeks, might take longer):

- Plan to be registered on the system can take up to five days working days
- Seven departments to scrutiny plan, comments will be supplied. Some comments can show temporarily “not supported” until requirements are met.
  - Urban Planning
  - Building
  - Treasury
  - Silulumanzi – for in concession area
  - Fire
  - Health
  - Roads & Storm water
  - Water 7 sanitation – Outside concession boundary’s

**12. Building Line relaxation**

- In case of structure closer than 2m to side boundary and 5m on street boundary, BLR application apply.
- Permission needs to be obtained from neighbor if closer than 1m if single storey and anything less than 2m if double storey.
- BLR takes approx. 4 weeks for MLM approval
- Documents to be submitted:
  - BLR Motivation
  - Land Use Application Form
  - Letter of neighbor for consent
  - Site plan
  - POA
  - Floor plan
  - SG diagram
  - Title deed
- Departments to support BLR
  - Building
  - Civil
  - Silulumanzi
  - Urban Planning
  - Electrical
    - Once all 7 departments have supported the plan and BLR, then only the plan can be approved. Once approved –

**13. Site development**

- Needs to be submitted in all business application (additions/alterations)
  - Full site plan with relevant details -
  - Parking



- Refuse area to be roofed and linked to sewer line with gully
- Entrance/Exits
- SDP takes approx. 4 weeks for MLM approval
- Note that service contribution may be payable
- Documents to be submitted:
  - Land Use Application Form
  - Site plan
  - POA
  - Floor plan
  - SG diagram
  - Title deed
- Departments to support SDP
  - Building
  - Civil
  - Silulumanzi
  - Urban Planning
  - Electrical

#### **14. Second Dwelling**

- Needs to be submitted in case of a second dwelling on a property
- Note that service contributions are payable to MLM
- Departments to support SDP
  - Roads & Storm water
  - Silulumanzi
  - Urban Planning
  - Electrical
- Requirements –
  - Stand needs to be bigger than 1000sq
  - Unit not to be bigger than 118sq incl garage
  - Needs to comply with all SANS regulations

#### **15. Home Owners Association (IA)**

- Submit three sets of plans to HOA
- 3D's to be provided
- Takes about 2 to 4 weeks for approval

#### **16. Esthetics Committee (estate architect)**

- Submit three sets of plans to committee
- 3D's to be provided
- Scrutiny fee to be paid
- Checklist
- Takes about 2 to 4 weeks for approval

#### **17. Engineer Appointment**

- Engineer to be appointed in case of
  - Concrete works
  - Timber works
  - Beams



- Decking higher than 500mm
- Steel Structures
- Roof spans wider than 10m
- Existing buildings that is submitted as “As Built”
- Lintels longer than 3m
- Foundations
- Quote will be obtained and client needs to appoint before submission
- Engineer to submit Form 2 as proof of appointment for MLM.

#### **18. Town Planner Appointment**

- Town planner to be appointed in case of
  - Encroachments of any building
  - Servitudes of any services
  - Amendments on title units
  - Land use rights
  - Special consents
  - Business Rights

#### **19. Fire Engineer Appointment – only in business related structures and not residential**

- Fire engineer to be appointed in case of
  - Any business structures that is altered –
  - Additions
  - Internal alterations
  - Revamp
  - Changes of classifications

#### **20. Health Certificates**

- Health certificates to be obtained in case of
  - Any guest house
  - Hair salon
  - Any place that’s serves food and health related products
  - Garages
  - Panel beaters etc.
- Certificate of acceptability
- Health certificate compliance

#### **21. Wood Structures/Wendys**

- All wood structures need proof of the following:
  - Engineer certificate
  - Proof of fire treatment

#### **ON APPROVAL OF PLANS**

22. Approval letter will be typed and plan can be collected when stamped, signed and scanned (approx. 7 days from approval date)
23. House need to be registered with NHBRC (in case of a new house) (approx. R20000.00)
24. Then construction can proceed.

#### **25. PLANS IS ONLY VALID FOR 1 YEAR FROM APPROVAL DATE.**



26. The owner/builder shall give notice to the relevant building inspector **at least 2 working days** prior to the date on which the following phases will be ready for inspection:
- Trenches or excavations prior to the placing of concrete for any foundation
  - Back filling
  - Find Roof inspector/engineer for certification
  - Sewer open trench & Meter connections
  - Final sewer inspection & meter installation
  - Final building
27. Once construction is completed – standard documents required by building inspector on final inspection for occupation certificate –
- Approved original plans
  - Silulumanzi certificate (if in case of new plumbing)
  - Roof certificate
  - Gas installation certificate (IA)
  - Pest control certificate
  - Form 4 from engineer (IA)
  - Glass certification compliance
  - Engineer report for balustrade
  - NHBRC Certificate (in case of new house)

Once Approved – Before construction the following needs to be applied for:

- ✓ NHBRC

