



WHAT HAPPENS IF MY PLANS ARE NOT APPROVED:

Plans are scrutinised and checked to ensure that correct information is shown, if not the owner, architect or draughtsman will be contacted by the municipality to provide correct information

Plans will be kept by the municipality until correct information is provided. Should plans have correct information and conforms to all municipal regulation, they are then approved



ONCE MY PLANS ARE PASSED , CAN I START BUILDING:

Yes, but commencement fees to be paid to the municipality to ensure building gets inspected on all stages by the building inspector from Foundation, walls, Roofing, Finishes and Completion Stages.

Owner, Contractor responsible for inviting Building inspector on all stages of inspection.

Building inspections are carried by Building Inspectors to ensure that plans have been followed during construction and to ensure safety precaution are followed during construction.

BEFORE YOU BUILD A STRUCTURE:

CONSULT YOUR MUNICIPALITY



KNOWING ABOUT THE ENVIRONMENT:

- Do not build inside flood line (a flood line is an area where flooding can occur during heavy rains).
- Do not build on swamps or wetlands (a swamp or wetland is an area water logged).
- Do not build within 50m from a river.
- Do not build in environmentally sensitive areas (Steep slopes or where the ground is eroded).
- Do not build closer or below electricity over head-lines, electrical substation or electricity boxes.
- Do not build below mountain cliff
- Do not build where you cannot access the area by car.

WHAT DO YOU NEED TO KNOW BEFORE YOU BUILD:



BUILDING PLANS NEED TO BE APPROVED BY KSD LOCAL MUNICIPALITY BEFORE START BUILDING.



**BUILD SMART:
CONTACT YOUR MUNICIPALITY BEFORE YOU START**

Open Office Hours: 08h00 - 16h30 (Mondays to Thursday)

Open office Hours: 08h00—16h00 (Friday)

Physical Address:
Munitata Building
Sutherland Street
Mthatha

Contact Details:
Phone: 047 501 4057 / 4054
Email: Hobongwanaz@ksd.gov.za
www.ksd.gov.za



WHAT ARE BUILDING PLANS?

A building plan is a drawing that shows what a building will look like after being built. **Building plans are drawn by Professional Registered Architect or Draughts person.** Building plans are also used to **calculate** how much the building will **cost to build.**

WHEN WOULD I NEED THE BUILDING PLAN?

You need a building plan when you want to **construct, extend and demolishing** a building. Such building could be a house, garage, shed, carport, shop, factories, church buildings etc.



WHY DO I NEED COUNCIL APPROVAL TO BUILD AND DEMOLISH ON MY PROPERTY



This is to ensure that the building meets the minimum **safety and health standards** in design and construction.

Demolition requires approvals by council to safe guard community, and neighbouring structures and Services.

WHAT DOCUMENTS MUST I SUBMIT ON BUILDING PLANS APPROVAL APPLICATION?



- i) You need **4 x copies, with 1 x set in colour. Fire Plans** (non-residential buildings), Electricity layout plan, structural plans.
- ii) Complete submission forms. **Forms obtainable from Municipality (Munitata Building, Mthatha)**
- iii) Proof of land ownership and rezoning certificates.
- iv) For **Structural Work**, a **register persons** forms needs to be completed and submitted by an **register engineer.**
- v) Depending on the nature of the proposal **other forms may be necessary.**

HOW LONG DOES IT TAKE THE MUNICIPALITY TO APPROVE BUILDING PLANS

- i) The municipality approves building plans **within 30 Calendar days** where no remarks are raised from scrutiny processes.
- ii) Where **remarks** had been addressed for correction by owners or architect the process takes **90 Calendar Day.**
- iii) Where remarks are not attended for correction by the property owner or architects the Building Plan will not

CONTACT THE MUNICIPALITY BEFORE DEMOLITION OF THE BUILDING:



- ◇ **Complete application forms** obtainable from the Municipality (**Munitata Building, Mthatha**).
- ◇ The following information to be attached:
 - Development Plan.
 - Proof of Property Ownership.
 - Complete Hoarding Application Forms.
 - Method statement on how the demolition will be conducted.
 - Disconnection of Services from Electricity and Water and Sanitation Departments approvals.
- ◇ **Building older than 60 years: Approval from heritage Authority required.**
- ◇ **Asbestos Management Plan required.**