



OTJIWARONGO MUNICIPALITY

TECHNICAL SERVICES

APPLICATION FOR APPROVAL OF BUILDING PLANS

(No hand-drawn plans will be accepted as from 1 January 2022)

Erf Nr	
Suburb:	
Street Address/Name:	
Postal Address:	
Name of owner:	
Name of authorized person:	
Developer:	
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 DEPARTMENT</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 Site Plan (1 : 200) Normal paper – A3 Size (A1 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 Fire Plan/Layout (1 : 100)		Yes	No	
6.	3 x Roof Line/Layout (1 : 100)		Yes	No	
7.	North Arrow		Yes	No	
8.	Description of Rooms		Yes	No	
9.	Inside Areas of each room		Yes	No	
10.	Outside Area of Addition		Yes	No	
11.	Engineer's letter if applicable.		Yes	No	
12.	Legend for Electrical Symbols		Yes	No	
13.	Cross-sections		Yes	No	
14.	Elevations		Yes	No	
15.	Complete Truss/Rafter description		Yes	No	
16.	Door & Window Schedule		Yes	No	

17.	Slope of roof in accordance with roof material and construction	Yes	No	
18.	Floor Levels	Yes	No	
19.	Foundation Sizes	Yes	No	
20.	Boundary Wall - 1.2m Solid, >1.2m?? (max. height 2.25 m)	Yes	No	
21.	DPC	Yes	No	
	<u>WATER & SEWERS DEPARTMENT</u>			
22.	Qualified & Registered plumber	Yes	No	
23.	Are any municipal services running over the erf	Yes	No	
24.	Is the sewer connection point indicated correctly	Yes	No	
25.	Existing and New Drainage Layout - Minimum fall: 1:60	Yes	No	
	<u>FIRE DEPARTMENT</u>			
26.	Firewalls	Yes	No	
27.	Fire Doors and firefighting Equipment	Yes	No	
	<u>HEALTH DEPARTMENT</u>			
28.	Enough ventilation provided	Yes	No	
29.	Mechanical ventilation provided	Yes	No	
30.	Extractor fans installed	Yes	No	
	<u>TOWN PLANNING SCHEME</u>			
31.	Building Line Relaxation (if applicable; garage not less than 3m)	Yes	No	
32.	Double Story (=> Relaxation; slabs; height 12m for SING. RES. etc.)	Yes	No	
33.	Copy of Title Deed	Yes	No	
34.	for INDUSTRIAL zoning - Loading zones	Yes	No	
35.	for INDUSTRIAL zoning - Turning circle for lorries	Yes	No	
36.	2 x vehicular access points from one or two streets (spec. permit. required)	Yes	No	
37.	Garage(s) – less than or equal to a total area of 80 m ²	Yes	No	
38.	Are all structures indicate as “existing” previously approved	Yes	No	
39.	Are there any servitudes or reserves registered on the erf	Yes	No	
40.	If Yes, Has it National Heritage Approval? (Copy of approval attached)	Yes	No	
41.1	Is the additions which are not visible from the street and do not affect the integrity of buildings older than 50 years.	Yes	No	
42.	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	
43.	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 **28 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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