



# OTJIWARONGO MUNICIPALITY

## BUILDING CONTROL OFFICE

Private Bag 2209, Otjiwarongo, Tel: 067-302231

### APPLICATION FOR BUILDING COMPLIANCE CERTIFICATE

Erf Nr:	
Suburb:	
Street Address/Name:	
Postal Address:	
Name of owner:	
ID Number of owner:	
Contact details (Tel/Cell phone):	
Name and address of duly authorized Agent (if any):	
Use of building/structure:	
Details of Purchaser/Transferee:	
ID Number of Purchaser/Transferee:	
Conveyancing Firm:	
Contact person at Conveyancing Firm:	
Email & Contact Number of Conveyancing Firm:	
Contact name and number to give access to the property:	
Erf size (m <sup>2</sup> ):	
Zoning:	
Date of submission:	
Signature:	

**"By submission of this application, the owner's obligation to ensure that the buildings on the property correspond to approved building plans is acknowledged and that discrepancies therein will cause a delay in the issuing of the Building Compliance Certificate and result in issuing of penalties."**

#### BANK DETAILS

**Otjiwarongo Municipality, Bank Windhoek, Acc No 8000188256, Branch code 481-573**

**CHECKLIST FOR BUILDING COMPLIANCE CERTIFICATE - DIVISION OF BUILDING CONTROL**

**ERF NUMBER:**

ITEM	Please tick ✓ YES/NO/N/A			NOTES
<b>Site plan and general</b>				
House number displayed	YES	NO	N/A	
Building plans approved for all structures	YES	NO	N/A	
All inspections done by Municipal Building Control Officer	YES	NO	N/A	
Positions of buildings correct as on approved plan	YES	NO	N/A	
Firewalls correct as well as plastered and painted	YES	NO	N/A	
Municipal services accessible – building lines open	YES	NO	N/A	
Roof downpipes not disposing into sewer	YES	NO	N/A	
Carwash according to specification – wash water disposed into sewer through oil trap	YES	NO	N/A	
Air conditioning – condensation water to dispose into sewer	YES	NO	N/A	
<b>Dwelling:</b>				
Doors and windows in correct positions	YES	NO	N/A	
Sized of windows and sliding doors correct	YES	NO	N/A	
Roof vents supplied as indicated on plan and mechanical ventilators in bathrooms connect to light switch	YES	NO	N/A	
Arches – sized and positions correct	YES	NO	N/A	
Ceiling heights correct	YES	NO	N/A	
Floor levels correct as on approved plan	YES	NO	N/A	
<b>Garages:</b>				
Self-closing fire door – between dwelling and garage	YES	NO	N/A	
Garage floor 100mm lower than floor of dwelling	YES	NO	N/A	
Firewall between garage and dwelling	YES	NO	N/A	
<b>Flat:</b>				
Doors and windows in correct positions	YES	NO	N/A	
Sizes of windows and sliding doors correct	YES	NO	N/A	
Roof vents supplied as indicated on plan and mechanical ventilators in bathrooms connected to light switch	YES	NO	N/A	
Arches – sizes and positions correct	YES	NO	N/A	
Ceiling heights correct	YES	NO	N/A	
Floor levels correct as on approved plan	YES	NO	N/A	
Size of flat 50% of dwelling or maximum of 100m <sup>2</sup>	YES	NO	N/A	
<b>Outbuildings:</b>				
Doors and windows – correct sizes and positions	YES	NO	N/A	
Roof vents supplied as indicated on plan and mechanical ventilators in bathrooms connected to light switch	YES	NO	N/A	
Ceiling heights correct	YES	NO	N/A	
Layout of building correct as approved	YES	NO	N/A	
<b>Thatched lapas:</b>				
Size of lapa correct – measured on roofline	YES	NO	N/A	
Distances to boundaries correct	YES	NO	N/A	
Firewalls correct	YES	NO	N/A	
BBQ built as approved	YES	NO	N/A	
Water point/fire safety equipment supplied	YES	NO	N/A	
Roof slope 45 degrees	YES	NO	N/A	
<b>Pool:</b>				
Position correct	YES	NO	N/A	
Backwash to existing sewer	YES	NO	N/A	
Pool covered – compulsory	YES	NO	N/A	
<b>Boundary walls:</b>				
Boundary walls built as approved – height/structure	YES	NO	N/A	
Walls plastered and painted all sides	YES	NO	N/A	

Inspected by:	Signature:	Date:
According to the above inspection, the Division of Building Control hereby (please tick ✓)		
APPROVES	DOES NOT APPROVE	the release of a Building Compliance Certificate.