



APPLICATION FOR BUILDING WORKS IN TERMS OF SECTION 4 OF ACT 103 OF 1977

ERF NO: _____	TOWN: _____	OCC CLASS: _____
OWNER'S NAME: _____		Date: _____
Postal address: _____		
Telephone no: _____	Cell no: _____	
E-mail address: _____		Signature: _____

SACAP REGISTERED PERSON: _____		
Registration no: _____	Cell no: _____	
E-mail address: _____	Date: _____	Signature: _____

application: New dwelling / Additions / Amendmend			
Area of new Dwelling	m ²	Area of Additions	m ²
Area of Amendmend		m ²	

SUBMISSION:		SACAP	SITE PLAN:		SACAP	FLOOR PLANS:		SACAP		
Forms:	Application Checklist	☐	Info:	Scale 1:1000, 1:500, 1:200, 1:100	☐	Info:	Scale 1:100, 1:50, 1:20	☐		
	HWC: Permit & Stamped plan	☐			North point		☐		Name floor plans	☐
	DAFF: (Milkwood trees permit)	☐			Erf no.	☐	Show:	New & Existing works prescribed colours	☐	
	Power of Attorney	☐			Adjacent erfs	☐			Section lines	☐
Company/trust/BC:	Resolution letter	☐			Street name	☐	Rooms:	North point	☐	
Company: (CIPL)	Register of companies	☐		NG slope or s/w disposal	☐			Dimensions & walls	☐	
Trust:	Letter of authority	☐		method and direction	☐			Use of all rooms	☐	
	HOA / Body Corporate approval letter & HOA / Body Corporate approval on plan	☐	Show:	New & Existing prescribed colours	☐		Habitable room (6m ²)	☐		
	Form 1 (Only new edition)	☐			Boundary dimensions	☐	Fire:	Floor finish (wet areas)	☐	
	Form 2: Architect (Only new edition)	☐			Building lines	☐			Fire walls	☐
	Form 2: Eng. Structural (Only new edition)	☐			max 1m overhang/projection	☐			Fire doors	☐
	Form 2: Professional indemnity insurance	☐			relaxation required?	☐		Fire breaks (1m)	☐	
	Service application + ID	☐		Servitudes	☐	Health:	Ventilation 5%	☐		
	Title Deed	☐		New buildings - Municipal services	☐			Artificial ventilation?	☐	
Additional docs:	Neighbours concent form - boundary	☐		Vehicular entrance	☐		Natural lighting 10%	☐		
	Neighbours concent form - stormwater	☐	Drainage:	Parking	☐					
	Planning approval letter	☐			Municipal sewer connection + RE	☐				
Drawings:	Text size min 2.5mm	☐		Conservancy tank SABS / Constructed	☐	Specifics: (Business not H4)	Refuse area (with water source)	☐		
	Space for approval stamp (top left corner)	☐		Septic tank SABS / Constructed	☐			Grease trap	☐	
Signed & dated:	Owner / Authorised representative	☐	Specifics:	2500l rain water tank	☐			Health requirements	☐	
	Description of works	☐			Pool safety & backwash water		☐		Fire plan - SANS10400: A9	☐
Title block:	Erf no.	☐			Fire break @ garage	☐	Disabled persons:	Loading zone	☐	
	Owner name	☐		height: opening + 500mm	☐			WC / layout & accessories	☐	
	SACAP registration info & certificate	☐	Area schedule:	Erf area	☐			min 1.8 x 1.8m finished	☐	
				New & Existing	☐			Parking	☐	
				Coverage	☐		Ramps - max slope 1:12	☐		
							max distance between landings 6m	☐		
							min width 1.1m	☐		
							off-set landing	☐		

SECTIONS:		SACAP
Info:	Named as marked	☐
	Scale 1:100, 1:50, 1:20	☐
	In relation to floor plans	☐
Show:	New & Existing works prescribed colours	☐
	NGL, FGL, FFL	☐
	Allowed Max. height indicated	☐
	Ceiling heights	☐
	Foundations: boundary / scr walls & retaining walls	☐
Floors:	DPC vertical & horizontal	☐
	Structure	☐
Stairs/Barriers:	Filling below	☐
	Barrier / Balustrade height 1m	☐
	Barrier / Balustrade openings Ø100mm	☐
	Headroom min 2.1m	☐
	Max rise to landing (3m)	☐
	Min tread (250mm)	☐
	Max rise (200mm)	☐
	Min 25mm overlap (open staircase)	☐
	Width	☐
	Max 3 winders & 90°	☐
Roof cover:	Material	☐
	Pitch	☐
	Underlay & insulation if applicable	☐
Roof structure:	Specification and/or refer to Engineer specification	☐

DRAINAGE: (site & floor plan & elevations)		SACAP
All:	New & Existing prescribed colours	☐
Site & Floor plan:	Conservancy tank etc. - Distance from structure / boundary	☐
	Diameter 110mm pipes	☐
Floor plan & Elevation / Separate diagram	Slope min 1:60 max 1:40	☐
	Open vent/s 100mm above roof level -	☐
	Diameter 110mm and	☐
	highest point/s	☐
	Gutley/s @ lowest point/s	☐
Floor plan	Sanitary fixtures	☐
	Protected (100mm concrete) if passing under building	☐

XA requirements and Fenestration		SACAP
CALCULATIONS: and must indicate COMPLY! (on floorplan page)		
XA:	Fenestration - comply	☐
	Roof - comply	☐
	Walls (not brick) - comply	☐
Energy:	Energy consumption - comply	☐
	Hot water generation - details on plan	☐
	+ 50 % alternative - clearly indicated what type of alternative source is used	☐

OTHER BUILDING CLASSIFICATIONS excl., H4		SACAP
Specifics: (Business not H4)	Refuse area (with water source)	☐
	Grease trap	☐
	Health requirements	☐
	Fire plan - SANS10400: A9	☐
Disabled persons:	Loading zone	☐
	WC / layout & accessories	☐
	min 1.8 x 1.8m finished	☐
	Parking	☐
	Ramps - max slope 1:12	☐
	max distance between landings 6m	☐
	min width 1.1m	☐
	off-set landing	☐

ELEVATIONS:		SACAP
Info:	All relevant elevations	☐
	Scale 1:100, 1:50, 1:20	☐
	In relation to floor plans	☐
Show:	Wall finishes	☐
	Allowed Max. height indicated	☐
	FGL (cut & fill)	☐
Specifics:	Window opening sections	☐
	Chimney 1m above roof	☐
	Window & Door schedule	☐
	Safety glazing indicated on elevation and indicated on schedule	☐

SIGNED _____
DATE _____