

MUNICIPALITY OF SWAKOPMUND



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ENGINEERING SERVICES DEPARTMENT APPLICATION FOR APPROVAL OF BUILDING PLANS GENERAL CHECK LIST

V 2018
.11.22

(Note each application has its own merits and this list cannot cover all requirements nor be entirely applicable to all plans)

BUILDING INSPECTOR

No	Description	Tick	Yes/No	N/A	Initial
B_1	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 firms registered with the Namibia Institute of Architects will be considered for approval, for developments in excess of 500m ² (per erf) and other reserved buildings (warehouses excluded). Does (do) the title block(s) carry the name of the firm with the signature of responsible architect?	yes	no		
B_2	Copy of title deed / Proof of Ownership				
B_3	Coloured in correctly? RED : Brickwork, Sewer line, WC GREEN : Concrete YELLOW : Plaster, Wood BROWN : Wood	yes	no		
B_3	3 x Site Plan (1 : 200) – A4 / A3 Size (Unless project cannot fit)	yes	no		
B_4	Site plans shall be coloured as follows: - Proposed work: RED Existing work: Not coloured Work to be demolished: Drawn with black dotted lines	yes	no		
B_5	For additions / alterations - does the new plan complement the previous plan(s) (watch for attempt to have non-compliant structures approved)?	yes	no		
B_4	2 x Drainage Plan (1 : 200)	yes	no		
B_5	2 x Building Plan (1 : 100)	yes	no		
B_6	3 x Electrical Plan (1 : 100)	yes	no		
B_7	Legend for Electrical Symbols	yes	no		
B_8	Roof Plan - Roof Line/Layout – Fall(s) - (not onto the neighbour's erf)				
B_9	In all cases the scales employed shall be stated on the plans and drawings, and the letters and symbols used on such plans and drawings shall be not less than 2 mm in size in the case of upper case letters	yes	no		
B_10	Site Plan with Erf dimensions and adjacent erven	yes	no		
B_12	North Arrow shown and correct?	yes	no		
B_13	Check whether roof pitch is adequate for the specified material	yes	no		
B_14	Check whether truss span and specification is according SABS Roof Trusses Table – else an engineer or roofing specialist has to be appointed	yes	no		
B_15	Description of Rooms	yes	no		
B_16	Inside Areas of each room	yes	no		
B_17	(Outside / foot print) Areas of existing structures and additions	yes	no		
B_18	Length and height of new boundary wall(s); elevation on street boundary(-ies); street max. 1.8, or relaxed to max. height 2.25 m	yes	no		
B_19	Appointment letter for structural engineer; roofing specialist - where applicable.	yes	no		
B_20	Cross-sections correct and indicated on floor plan(s) correctly	yes	no		
B_21	Do the Elevations match the floor plan(s)? Named correctly?	yes	no		
B_22	Complete Truss/Rafter description	yes	no		
B_23	Door & Window Schedule	yes	no		
B_24	Floor Levels indicated; lowest level height than final street level (stormwater)	yes	no		
B_25	Foundation Sizes	yes	no		
B_26	DPC / DPM	yes	no		
B_27	Pool size, position and distance from two boundaries	yes	no		
B_28	new walls on boundary facing neighbour or street (fare face / bag plastered wall & PVA painted)	yes	no		
B_29	Structures and walls on common boundary plastered and painted towards neighbour	yes	no		
B_30	Corner Windows (check beam design)	yes	no		

FIRE CHIEF

No	Description	Tick	Yes/No	N/A	Initial
F_1	Fire installation drawing, Firewalls	yes	no		
F_2	Fire Doors and fire fighting equipment	yes	no		
F_3	Self-closing fire door(s) open into garage	yes	no		
F_4	Garage floor min. 100mm lower than floor of adjacent dwelling	yes	no		
F_5	The escape route drawn on any fire protection plan shall be coloured green and the direction of travel to a safe area shall be indicated by arrows drawn at short intervals along the plan route.	yes	no		

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HEALTH DEPARTMENT

No	Description	Tick	Yes/No	N/A	Initial
H_1	Sufficient ventilation, mechanical ventilation / extractor fans provided	yes	no		
H_2	Sufficient Light provided	yes	no		
H_3	Fat, oil and grease (FOG) traps provided for food and catering industry	yes	no		
H_4	Sand and oil traps provided for mechanical garages and car wash places	yes	no		

TECHNICIAN: TRAFFIC ENGINEERING & STORMWATER

No	Description	Tick	Yes/No	N/A	Initial
T_1	Position of garage, entrance, driveway and permissible relaxation of space in front of it	yes	no		
T_2	Second entrance applicable / permissible	yes	no		
T_3	Feasible / practical parking	yes	no		
T_4	Feasible / practical loading zone	yes	no		
T_5	Accommodation of stormwater	yes	no		
T_6	Drain holes in boundary wall(s)	yes	no		
T_7	Drainage of enclosed courtyard (not into gullies and sewer system)	yes	no		
T_8	Fall of roofs, gutters and downpipes not towards sidewalks and neighbours	yes	no		

TECHNICIAN: WATER & SEWER (WET SERVICES)

No	Description	Tick	Yes/No	N/A	Initial
W_1	Legend for drainage plan	yes	no		
W_2	On one copy of the drainage installation drawing contemplated in regulation A2(1)(d), the drainage installation shall be coloured in accordance with the following:	yes	no		
	(a) Drains and soil pipes: Brown				
	(b) Waste pipes: Green				
	(c) Soil and combined vents: Red				
	(d) Waste vents				
	(e) Pipes for the conveyance of industrial effluent: Orange				
	(f) Existing drains: Black				
(g) Stormwater drains: Not coloured					
W_3	Are any municipal services running through / underneath the erf	yes	no		
W_4	Is the sewer connection point indicated correctly	yes	no		
W_2	Existing and new drainage layout - Minimum fall: 1:60	yes	no		
W_3	Legend for drainage plan	yes	no		
W_4	Pool filter back-wash drainage indicated	yes	no		

TOWN PLANNING

No	Description	Tick	Yes/No	N/A	Initial
P_1	Is the zoning indicated on the application form correct(ly)?	yes	no		
P_2	Building Line Relaxation (if applicable; garage not less than 4-5m)	yes	no		
P_3	Double Story (=> Relaxation; slabs; height 8m for SING. RES. etc.)	yes	no		
P_4	Coverage on Erf according to zoning	yes	no		
P_5	Density (1:100, 1:250, 1:300, 1:600, 1:900, 1:ERF)	yes	no		
P_6	Bulk according to zoning	yes	no		
P_7	Height according to zoning (max. 15 m residential; max 40 m commercial)	yes	no		
P_8	No access from Aldridge St. , Welwitschia St., Dr. Schwietering St., etc.	yes	no		
P_9	max. 5 Garage(s) – less than or equal to a total area of 80 m ² (else consent to max. 100 m ²)	yes	no		
P_10	Parking and Loading zones (according to zoning provisions)	yes	no		
P_11	Are there any servitudes or reserves registered on the erf	yes	no		
P_12	Outbuilding max. 50% of floor area of main dwelling	yes	no		
P_13	Multiple vehicular access points from one or more streets (spec. permit. required)	yes	no		

AESTHETICAL APPROVAL N/A

No	Description	Tick	Yes/No	N/A	Initial
A_1	Is this property in the Conservation area? Yes No	yes	no		
A_2	Are there additions which are not visible from the street and do not affect the integrity of buildings older than 50 years.	yes	no		
A_3	If Yes, has it Aesthetical Approval? (Copy of approval attached) Yes No	yes	no		
A_4	If Yes, Has it National Heritage Approval? (Copy of approval attached)	yes	no		
A_5	Major project outside the Conservation Area with a floor area larger than 800m ²	yes	no		
A_6	If Yes, has it Aesthetical Approval? (Copy of letter attached?)	yes	no		

Remarks:

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