

# MUNICIPALITY OF SWAKOPMUND

Rev: 15/03/2018

## FLOW DIAGRAM – BUILDING PLAN APPROVAL PROCESS



### Prior to submission of building plans

Owner of a property or his or her appointed representative (Power of Attorney)

APPLICANT

**DESIGN by DRAFTSMAN / ARCHITECT**  
Size < 500 m<sup>2</sup> or as per Namibian Institute of Architects

**DESIGN by REGISTERED ARCHITECT**  
Size > 500 m<sup>2</sup> or as per Namibian Institute of Architects

**Note:** It is the responsibility of the designer / applicant to ensure that the submitted plans meet the required standards and necessary pre-approvals – thus avoiding unnecessary delays in the approval process

**Designer to verify:**

- Position of Erf Pegs
- Sewer connection
- Water connection
- Telekom Services
- Electrical Services
- Zoning
- Consent / relaxations
- Standards
- Engineering design
- Levels
- Other requirements

### BUILDING LINE RELAXATION (± 4 weeks)

TOWN PLANNING

Get Consent Form

NEIGHBOURS

Ask neighbours for permission:

- Building line or height relaxation
- High boundary wall
- Consent Use

TECHNICIAN: WATER AND SEWER

Verify connection points

LAND SURVEYOR

Confirm pegs

**ERONGO red**  
The leading electricity provider

**telecom namibia**

APPROVAL FROM BODY CORR. OR HOME OWNERS' ASSOCIATION

If > 800 m<sup>2</sup> or in Heritage Area submit to: AESTHETICS COMMITTEE and HERITAGE COUNCIL

Demolition Certificate

APPLICANT

Get, complete and submit building plan Application Form

BUILDING PLAN RECEPTION

### Building Plan Approval Process (± 30 days)

Pre-screening



Calculate fee & issue invoice

APPLICANT

APPLICANT

Pays

Issue receipt

CASHIER

**Verify:**

- 3 sets of plans; 1 in colour
- Title deed
- Standard plan details
- Telekom approval
- Erongo RED approval

Check receipt



BUILDING INSPECTOR

Major fire issues



CHIEF FIRE OFFICER

TOWN PLANNING

2<sup>nd</sup> Access; Traffic / street issues



TECHNICIAN: ROADS AND STORMWATER

HEALTH INSPECTOR

Mayor issues

MANAGEMENT COMMITTEE

TOWN COUNCIL

TECHNICIAN: WATER AND SEWER



Objections

GENERAL MANAGER: ENGINEERING SERVICE

MINISTRY OF LOCAL GOVERNMENT AND HOUSING



Informs Client or Designer to collect plans for correction(s)



Comments on issues

APPLY FOR DEMOLITION CERTIFICATE FOR REDUNDANT STRUCTURES

APPROVED

LABOUR / FACTORY INSPECTOR  
If factory or place of employment / production

APPLICANT

Collects plans

Informs Applicant to collect plans

BUILDING PLAN RECEPTION

Filing

Issues Building Permit

**Approved**



= yes



= no

Note: this depicts only the routine flow; there may be additional requirements.