



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES
(BUILDING CONTROL SECTION)



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APPLICATION FOR APPROVAL OF BUILDING PLANS

<u>PARTICULARS OF PROPERTY</u>	
Erf Nr	*
Suburb:	
Street Address/Name:	
Zoning of Erf	*
As-Built plans (Yes/No)	*
<u>OWNERS DETAILS</u>	
Name of owner:	*
Postal Address:	
Email Address:	
Owner ID no:	*
Contact number:	*
Owner Signature	*
<u>AUTHORISED AGENT DETAILS</u>	
Architect/Draftsman Company Name	*
Postal Address:	
Email Address:	*
Name of person who compiled Drawings:	*
Name of person submitting the Application:	*
Date of submission:	*
Agent Signature	*

*Disclaimer: It is hereby certified that the information provided on this form is correct. This application will be processed within 30 days of the submission if all the relevant information is provided and correct. As-Built submissions will be processed separately and there is no time frame or guarantee for approval thereof. Items marked with * must be filled in or this application will not be processed. Applications for Relaxation of Development Standards, Aesthetic Approval and Approvals from the Built Heritage Council to be obtained before submission for the approval of Building Plans as applicable. No Municipal staff is allowed to be privately appointed to render the service of producing any Private Building Plans.*



**SUBMISSION OF PLANS FOR APPROVAL
CHECK LIST**

Nr	Description	Tick		N/A
		Yes	No	
1.	<u>BUILDING INSPECTOR</u>			N/A
	Colored in correctly?			
	RED: Brickwork, Sewer line, WC	Yes	No	
	GREEN: Concrete			
	YELLOW: Plaster, Wood			
	BROWN: Wood			
2.	1 x Set for Relaxation of Development Standards	Yes	No	N/A
3.	2 x Set for Building Plan Submission	Yes	No	N/A
4.	Copy of Title Deed (Relevant proof of ownership)	Yes	No	N/A
5.	North Arrow	Yes	No	N/A
6.	Roof line/Layout	Yes	No	N/A
7.	Description of rooms	Yes	No	N/A
8.	Inside areas of each room	Yes	No	N/A
9.	Outside area of addition	Yes	No	N/A
10.	Engineer's letter if applicable.	Yes	No	N/A
11.	Legend for Electrical Symbols	Yes	No	N/A
12.	Cross-sections	Yes	No	N/A
13.	Elevations	Yes	No	N/A
14.	Complete Truss/ Rafter description	Yes	No	N/A
15.	Door & Window Schedule	Yes	No	N/A
16.	Slope of roof in accordance with roof material and	Yes	No	N/A
17.	Floor Levels	Yes	No	N/A
18.	Foundation sizes	Yes	No	N/A
19.	Boundary Wall - 1.2m Solid, > 1.2m? (max. height 2.25 m)	Yes	No	N/A
20.	DPC	Yes	No	N/A
21.	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 500m², Industrial Buildings excluded. Are these adhered to?	Yes	No	N/A
	FIRE CHIEF			
23.	Firewalls	Yes	No	N/A
24.	Fire Doors and firefighting Equipment	Yes	No	N/A
25.	HEALTH DEPARTMENT			
26.	Enough ventilation provided	Yes	No	N/A
27.	Mechanical ventilation provided	Yes	No	N/A
28.	Extractor fans Installed	Yes	No	N/A
29.	Window area of rooms exceeds 10% of floor area and	Yes	No	N/A

TECHNICIAN: WATER & SEWER				
31.	Are any municipal services running over the erf	Yes	No	N/A
32.	Is the sewer connection point indicated correctly	Yes	No	N/A
33.	Existing and New Drainage layout - Minimum fall: 1:100	Yes	No	N/A
34.	Sewage Longitudinal Sections indicated for new sewer line or extension	Yes	No	N/A
TOWN PLANNING				
36.	Building Line Relaxation (if applicable; garage not less than 5m)	Yes	No	N/A
37.	Double Story (=> Relaxation; slabs; height 8m for SING. RES. etc.)	Yes	No	N/A
38.	Coverage on Erf according to zoning	Yes	No	N/A
39.	Density (1:100, 1:250, 1:300, 1:600, 1:900, 1: ERF)	Yes	No	N/A
40.	Bulk according to zoning	Yes	No	N/A
41.	Height according to zoning	Yes	No	N/A
42.	No access from Aldridge St., Welwitschia st., Dr. Schwetering St., etc.	Yes	No	N/A
43.	Garage(s) - less than or equal to a total area of 80 m'	Yes	No	N/A
44.	Parking and Loading zones (according to zoning provisions)	Yes	No	N/A
45.	Are there any servitudes or reserves registered on the erf	Yes	No	N/A
46.	Outbuilding less than 50% of floor area of existing dwelling	Yes	No	N/A
47.	2 x vehicular access points from one or two streets (spec. permit. required)	Yes	No	N/A
48.	Is this property in the Conservation area?	Yes	No	N/A
49.	Are there additions which are not visible from the street and do not affect the Integrity of buildings older than 50 years.	Yes	No	N/A
50.	If yes, has it Aesthetical been approved? (Copy of approval attached)	Yes	No	N/A
51.	If yes, has its National Heritage been approved? (Copy of approval attached)	Yes	No	N/A
52.	Are there additions which are not visible from the street and do not affect the integrity of buildings older than 50 years.	Yes	No	N/A
53.	Is this a Major Project outside the Conservation Area with a larger floor area than 800m²	Yes	No	N/A
54.	If yes, has its Aesthetical been Approved? (Copy of letter attached)	Yes	No	N/A

Remarks:

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