



DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

Standard Operating Procedure

Building site inspections

(In terms of part A of SANS 10400 - regulation A22)

Department: Planning and Development
Division: Planning Services
Section: Building Control

Reviewed / Approved	Signature	Date
Manager : Building Control – Mr. F. Toyer		6.8.2019.
Senior Manager : Planning Services – Mr. D. Delaney		6/08/2019
Executive Director : Planning and Development Mrs. L. Waring		6/8/19
City Manager: Dr. J. Leibbrandt		12/08/2019

DRAKENSTEIN MUNICIPALITY
STANDARD OPERATING PROCEDURE

FUNCTION TO BE PERFORMED:

The main function is to ensure that inspections in respect of buildings within Drakenstein Municipal area is in compliance with National Building Regulations and Building Standards Act (Act 103 of 1977 as amended) conforms to the conditions of the approved building plans or documents.

DEPARTMENTS RESPONSIBLE:

Planning and Development:

Building Control

Additional comments required from:

Planning and Development:

Environmental Management

Planning Services:

Land Use Management and Survey

Spatial Planning, Heritage and GIS

Engineering Services:

Electro Technical Services

Civil Engineering Services

Community Services:

Fire Protection

Other state departments:

Heritage Western Cape

National Roads Engineer
Provincial Roads Engineer
District Roads Engineer
Cape Winelands District Municipality (Department of Health)

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
1	<u>A. Commencement Inspection – Notification by applicant</u> <ul style="list-style-type: none"> The applicant notifies the local authority stating a date of intention to commence the erection in the prescribed format provided by the local authority. 		The applicant	When notified by the applicant.	At least 4 days from the date of receipt of the notification.
2	Capturing and registering <ul style="list-style-type: none"> All notifications received need to be captured and registered. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.
3	Perform commencement inspection <ul style="list-style-type: none"> The building Inspector arrange with the applicant a date and time prior the execution of such inspection. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 4 days from the date of receipt of such notification and agreement between the applicant and the building inspector.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> The Building Inspector executes commencement inspection according to a pre-scribed checklist. 				
4	Referral to other departments <ul style="list-style-type: none"> The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days
6	Review by Building Inspector	Planning and Development	Building inspector	Allocated date of review task received.	12 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 				
7	Notify the applicant <ul style="list-style-type: none"> Once inspections is executed and comments were provided the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours
1	B. Demolition Inspection – Notification by applicant <ul style="list-style-type: none"> The applicant notifies the local authority stating a date of intention to demolish the building in the prescribed format provided by the local authority. 	Planning and Development	Applicant	When notified by the applicant.	At least 10 days from the date of receipt of the notification.
2	Capturing and registering <ul style="list-style-type: none"> All notifications received need to be captured and registered 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
3	Perform demolition inspection <ul style="list-style-type: none"> The building Inspector arrange with the applicant a date and time prior the execution of such inspection. The Building inspector perform a site inspection according to a pre-scribed checklist. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 10 days from the date of receipt of the notification and or agreement between the applicant and the building inspector.
4	Referral to other departments <ul style="list-style-type: none"> The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management Heritage Electro-Technical Services	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
		Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)			
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
7	Notify the applicant <ul style="list-style-type: none"> Once inspections is executed and comments were provided the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours
1	C. Excavation Inspection – Notification by applicant <ul style="list-style-type: none"> The applicant notifies the local authority stating a date of the excavation will be 	Planning and Development	Building Inspector	When notified by the applicant.	At least 2 days from the date of receipt of the notification.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	ready for inspection in the prescribed format provided by the local authority.				
2	Capturing and registering <ul style="list-style-type: none"> • All notifications received need to be captured and registered. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.
3	Perform excavation inspection <ul style="list-style-type: none"> • The building Inspector arrange with the applicant of a date and time prior the execution of inspection. • The Building inspector performs site inspection according to a pre-scribed checklist. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 2 days from the date of receipt of the notification and the agreement between the applicant and the building inspector.
4	Referral to other departments <ul style="list-style-type: none"> • The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments	Planning and Development Fire Services Civil Engineering	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Environmental Management Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)			
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
7	Notify the applicant <ul style="list-style-type: none"> Once inspections is executed and comments are provided, the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
1	D. Trench Inspection – Notification by applicant <ul style="list-style-type: none"> The applicant notifies the local authority stating a date of when trenches will be ready for inspection in a prescribed format provided by the local authority. 	Planning and Development	Building Inspector	When notified by the applicant.	At least 2 days from the date of receipt of the notification.
2	Capturing and registering <ul style="list-style-type: none"> All notifications received need to be captured, registered and verified within 24 hours after receipt of the notification. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.
3	Perform trench inspection <ul style="list-style-type: none"> The building Inspector need to arrange with the applicant a date and time prior the execution of inspection. The Building inspector perform a site inspection according to a pre-scribed checklist. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 2 days from the date of receipt of the notification and or agreement between the applicant and the building inspector.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
4	Referral to other departments <ul style="list-style-type: none"> The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
7	Notify the applicant <ul style="list-style-type: none"> Once inspections is executed and comments were provided the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours
1	<u>E. Drainage Inspection</u> – Notification by applicant <ul style="list-style-type: none"> The applicant notifies the local authority of a date of the drainage inspection in a prescribed format provided by the local authority. 	Planning and Development	Building Inspector	When notified by the applicant.	At least 2 days from the date of receipt of the notification.
2	Capturing and registering <ul style="list-style-type: none"> All notifications received need to be captured, registered and verified within 24 hours after receipt of the notification. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
3	Perform drainage inspection <ul style="list-style-type: none"> The building Inspector need to arrange with the applicant a date and time prior the execution of inspection. The Building inspector perform a site inspection according to a pre-scribed checklist. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 2 days from the date of receipt of the notification and or agreement between the applicant and the building inspector.
4	Referral to other departments <ul style="list-style-type: none"> The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management Heritage Electro-Technical Services Department of health (CWD)	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
		Provincial Roads Engineer (PRE) District Roads Engineer (DRE)			
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
7	Notify the applicant <ul style="list-style-type: none"> Once inspections is executed and comments were provided the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours
1	F. Completion Inspection – Notification by applicant The applicant notifies the local authority of a date of inspection in a prescribed format as contemplated in Regulation A22 of the SANS 10400.	Planning and Development	Building Inspector	When notified by the applicant.	At least 2 days from the date of receipt of the notification.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
2	Capturing and registering <ul style="list-style-type: none"> • All notifications received need to be captured, registered and verified within 24 hours after receipt of the notification. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.
3	Perform Completion inspection <ul style="list-style-type: none"> • The building Inspector arrange with the applicant a date and time prior the execution of inspection. • The Building inspector perform a site inspection according to a pre-scribed checklist. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 2 days from the date of receipt of the notification and the agreement between the applicant and the building inspector.
4	Referral to other departments <ul style="list-style-type: none"> • The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> • Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management	Relevant official from the department referred to.	Allocated date of the task received.	Within 5 days

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
		Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)			
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
7	Notify the applicant <ul style="list-style-type: none"> Once the inspections is executed and comments were provided the building inspector compile a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. If a completion inspection is approved, the building inspector must formally notify the applicant of the relevant documentation required for processing and issuing a 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	Certificate of Occupancy in terms of section 14 of the Act (Act 103 of 1977 as amended)				
1	G. Fire installation Inspection (communication pipe) – Notification by applicant WHEN IS THIS INSPECTION APPLICABLE <ul style="list-style-type: none"> The applicant notifies the local authority of a date of inspection in the prescribed format prescribed format as contemplated in Regulation A22 of the SANS 10400. 	Fire Services department Planning and Development	Fire Chief Building Inspector	When notified by the applicant.	At least 2 days from the date of receipt of the notification.
2	Capturing and registering <ul style="list-style-type: none"> All notifications received need to be captured, registered and verified within 24 hours after receipt of the notification. 	Planning and Development	Senior Clerk	Upon receipt of the notification received.	Within 24 hours after receipt of the notification.
3	Perform fire installation inspection <ul style="list-style-type: none"> The building Inspector need to arrange with the applicant a date and time prior the execution of inspection. 	Planning and Development	Building Inspector	Date agreed and confirmed between the applicant and the building inspector.	At least 2 days from the date of receipt of the notification on the agreement between the applicant and the building inspector.

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> The Building inspector perform a site inspection according to a pre-scribed checklist. 				
4	Referral to other departments <ul style="list-style-type: none"> The Building Inspector may refer any inspection to a department for comment or clearance. 	Planning and Development	Building Inspector	Upon execution of site inspection and determination of the Building Inspector.	Within 12 hours from the date of the inspection executed.
5	Inspection and comment by departments <ul style="list-style-type: none"> Departments perform inspection and provide comments to the Building Inspector for review. 	Planning and Development Fire Services Civil Engineering Environmental Management Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)	Official from the department.	Allocated date of the task received.	Within 5 days

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
6	Review by Building Inspector <ul style="list-style-type: none"> The Building Inspector review comments provided by other departments and determine the final outcome of the inspection. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
7	Notify the applicant <ul style="list-style-type: none"> Once the inspection is executed and comments are provided the building inspector compiles a consolidated list and notify the applicant in writing of the approval or refusal of such inspection. 	Planning and Development	Building Inspector	Once all comments are provided by the departments.	Within 24 hours

FLOW DIAGRAM – SANS 10400 REGULATION A22 INSPECTIONS

