



DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

Standard Operating Procedure




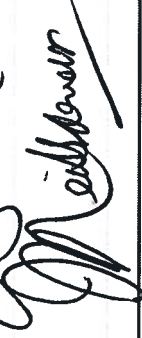
Certificate of occupancy in respect of buildings

(In terms of section 14 of the act)

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 the erection of a building 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 plan 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	Request by applicant <ul style="list-style-type: none"> The applicant apply for the certificate of occupancy in a prescribed format provided by the local authority The applicant can only apply after the completion inspection has been executed and approved by the local authority. 		The applicant	When applied for by the applicant.	
2	Pro-forma invoice generated <ul style="list-style-type: none"> A pro-forma invoice is generated in accordance with councils approved tariffs and provided to the applicant. 		Senior Clerk	When applied for by the applicant.	Immediately

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
3	Application submission requirements <ul style="list-style-type: none"> The applicant must ensure that the following requirements are provided at submission : <ol style="list-style-type: none"> proof of payment, completed occupancy checklist, Certificates of completion, Certificates of compliance 		The applicant	When applied for by The applicant.	Upon submission of an application.
4	Capturing and registering <ul style="list-style-type: none"> Once the request in writing is received by Building Control, the request is captured, registered on the electronic system. 	Planning and Development	Senior Clerk	Upon submission of such notification.	Within 12 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
5	Verification and referral to other departments <ul style="list-style-type: none"> The building inspector checks and verify that all relevant documents are provided and in compliance with the National Building Regulation and Building Standards Act 103 of 1977 and conforms to the conditions of the approved building plans. The building Inspector may refer the application to other departments for inspection and comments. 	Planning and Development	Building Inspector	Allocated date of task received.	Within 12 hours
6	Outcome of inspection and comments by departments <ul style="list-style-type: none"> The relevant department to inspect and or provide comment. 	Planning and Development Civil Engineering Environmental Management Heritage Electro-Technical Services Department of health (CWD) Provincial Roads Engineer (PRE) District Roads Engineer (DRE)		Allocated date of comment task received.	Within 48 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
7	Review comments by other departments <ul style="list-style-type: none"> The Building Inspector review all comments by other departments and verify that all documents are in order and in compliance with the National Building Regulations and Building Standards Act and conforms to the conditions of the approved building plans. 	Planning and Development	Building inspector	Allocated date of review task received.	12 hours
8	Recommendation by Assistant Building Control Officer <ul style="list-style-type: none"> The Assistant Building Control Officer recommends and certify that all documents are in order and in compliance with the National Building Regulations and Building Standards Act and conforms to the conditions of the approved building plans. 	Planning and Development	Assistant Building Control officer	Allocated date of recommendation task is received.	24 hours
9	Final outcome by BCO <ul style="list-style-type: none"> The Building Control Officer review and evaluate the application in order to determine the final outcome of the occupancy certificate in terms of section 14 of the Act. 	Planning and Development	Building Control Officer	Allocated date of final outcome task is received.	48 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
10	Notify the applicant <ul style="list-style-type: none"> The local authority shall notify the applicant in writing within 14 days upon receipt of the application of the approval or refusal. 	Planning and Development	Senior Clerk	Within 12 hours from allocated date of task received.	Within 14 days upon receipt of the application.
11	Re-apply by applicant <ul style="list-style-type: none"> If an application is refused, the applicant need to re-apply for the certificate of occupancy once all the requirements are adhered to. 	Planning and Development	The applicant	When re-applied for by the applicant.	

WORKFLOW DIAGRAM: CERTIFICATE OF OCCUPANCY

