



DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA





Paarl | Wellington | Gouda | Saron | Simondium

Standard Operating Procedure

Building plan submission and approval/refusal

(In terms of the National Building Regulations and Building Standards Act, Act 103 of 1977 as amended)

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

Reviewed / Approved	Signature	Date
Manager: Building Control – Mr. M.F. Toyer		6.8.2019
Senior Manager: Planning Services – Mr. D. Delaney		6/08/2019
Executive Director: Planning and Development Ms. L. Waring		6.8.19
City Manager: Dr. J. Leibbrandt		12.08.2019

DRAKENSTEIN MUNICIPALITY
STANDARD OPERATING PROCEDURE

FUNCTION TO BE PERFORMED:

To coordinate tasks and activities associated with the examining and assessing of building plan applications in accordance with the requirements of the National Building Regulations and Building Standards Act and to refuse or approve applications.

Electronic building plan application system used by the applicant to prepare and submit applications online

PORTAL:

- the web part used by an applicant to create a user profile, create a building plan application, upload application documentation, submit an application and track application progress

ON PREMIS:

- the web interface used by Drakenstein Municipality to distribute, comment, finalize building plan applications and extract statistical reports

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	INITIAL STAGE <ul style="list-style-type: none"> • Applicant create a user profile • Applicant register practice • Applicant create and register building plan application • Applicant upload required documentation • Application request a pre-submission check and a pro-forma invoice 	Applicant	Applicant	Anytime (24 hours a day, 365 days a year)	

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
2	CHECK STAGE <ul style="list-style-type: none"> The application is checked for completeness If all in order, a pro-forma invoice is generated and made available to the applicant <p>Or</p> <ul style="list-style-type: none"> The applicant is notified of short comings (INCOMPLETE) 	Planning and Development (Building Control)	Building Plan Examiner	Within 2 days after being submitted for pre-scrutiny	48 hours
3	INCOMPLETE STAGE <ul style="list-style-type: none"> The applicant is notified of outstanding information, via e-mail on the portal and the application will be put in '<i>incomplete</i>' stage. The applicant is required to upload all outstanding document and resubmit via the portal 	Applicant	Applicant	Anytime (24 hours a day, 365 days a year)	
4	CHECKED STAGE <ul style="list-style-type: none"> The applicant is required to make payment and upload proof of payment via the portal 	Applicant	Applicant	After receiving Pro-Forma invoice via the portal Anytime (24 hours a day, 365 days a year)	

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> Applicant submit application via the online portal 				
5	SUBMITTED STAGE <ul style="list-style-type: none"> The application is distributed to the necessary departments simultaneously for commenting A plan number is automatically generated by the electronic building plan application system 	Planning and Development (Building Control)	Senior Clerks	Within 2 days after being submitted via the portal by the applicant	48 hours
6	DISTRIBUTED STAGE <ul style="list-style-type: none"> All relevant departments conduct a technical evaluation of the application and submit their comments 	Depending on the nature of the application: Building Inspector Electrical Department Land Use and Planning Land Survey Building Plan Examiner Environmental Management	Responsible/delegated official/s with the department	On receipt of application via the electronic building plan application system	Comment required within 5 days for building plan applications smaller than 500m ² 10 days for application larger than 500m ²

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
		CWDM Environmental-Health Service Civil Engineering Fire Protection Heritage			
7	REVIEW STAGE <ul style="list-style-type: none"> All departments comments will be reviewed Application forwarded to the Building Control Officer for recommendation 	Planning and Development (Building Control)	Senior Clerk	Within 2 days after all comments have been submitted via the electronic building plan application system	48 hours
8	RECOMMENDATION STAGE <ul style="list-style-type: none"> Building Control Officer evaluate comments and the application and submit recommendation to the decision maker 	Planning and Development (Building Control)	Building Control Officer	Within 2 days after the review stage has been completed via the electronic building plan application system	48 hours
9	COMPILE FINAL OUTCOME STAGE <ul style="list-style-type: none"> Section 13 applications will be approved/non approval (Prepare BC notice stage) 	Planning and Development (Building Control)	Building Control Officer	Within 2 days after the review stage has been completed via the electronic building plan application system	The local Authority must provide feedback to the applicant within 30 working days for applications smaller than 500m

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
10	COMPLETE FINAL OUTCOME STAGE <ul style="list-style-type: none"> Section 7 applications recommended by the Building Control Officer for Approval / Non-Approval for outcome by decision maker Decision maker make a decision on application (Approval/Non approval) (Prepare BC notice stage) Sign approved application documentation 	Planning and Development (Building Control)	Decision Maker Building: Control Manager	Within 2 days after the recommendation stage has been completed by the Building Control Officer via the electronic building plan application system	The local Authority must provide feedback to the applicant within 30 working days for applications smaller than 500m ² and within 60 working days for applications larger than 500m ²
11	FINAL OUTCOME STAGE (Application approved) <ul style="list-style-type: none"> Approval notice prepared 	Planning and Development (Building Control)	Senior Clerk	Within 2 days after the compile final outcome stage has been completed by the Manager: Building Control via the electronic building plan application system	48 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
12	APPROVED BUILDING PLAN AND UPLOAD APPROVED BUILDING PLAN <ul style="list-style-type: none"> • Scan approved documentation • Upload to the electronic building plan application system 	Planning and Development (Building Control)	Clerk	Within 2 days after the compile final outcome stage has been completed by the Manager: Building Control via the electronic building plan application system	48 hours
13	PREPARE BC NOTICE STAGE (To be Amended) <ul style="list-style-type: none"> • Amendment notice prepared and sent to applicant 	Planning and Development (Building Control)	Senior Clerk	Within 2 days after the to be amended outcome stage has been completed by the Manager: Building Control via the electronic building plan application system	48 hours
14	TO BE AMENDED STAGE <ul style="list-style-type: none"> • The applicant to amend application based on amendment notice • Upload revision as per amendment letter 	Applicant	Applicant	After receiving an Amendment letter	Within 12 month of receipt of the amendment notice
15	RE-CIRCULATE STAGE	Planning and Development (Building Control)	Senior Clerks	When submitted by the applicant	within 48 working hours

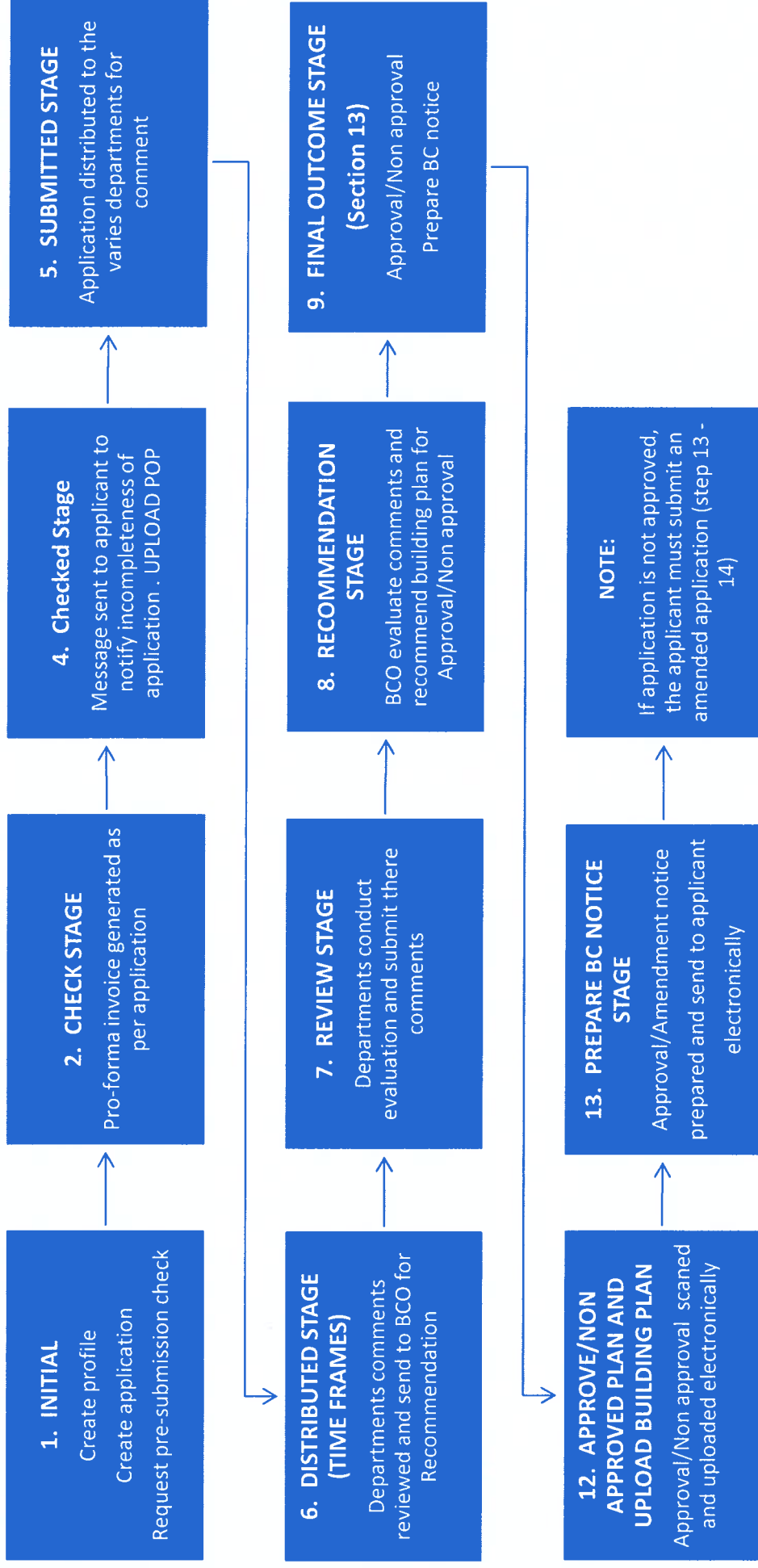
No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> The amended application is distributed to the necessary departments simultaneously for commenting 				
16	RE-CIRCULATED STAGE <ul style="list-style-type: none"> All relevant departments conduct a technical evaluation of the application and submit their comments 	Depending on the nature of the amendments: Building Inspector Electrical Department Land Use and Planning Land Survey Building Plan Examiner Environmental Management CWDM Environmental-Health Service Civil Engineering Fire Protection Heritage	Responsible/delegated official/s with the department	On receipt of amended application via the electronic building plan application system	Comment required within 2 days for building plan applications smaller than 500m ² 5 days for application larger than 500m ²
19	REVIEW STAGE <ul style="list-style-type: none"> All departments comments will be reviewed 	Planning and Development (Building Control)	Senior Clerk	Within 2 days after all comments have been submitted via the	48 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
	<ul style="list-style-type: none"> Application forwarded to the Building Control Officer for recommendation 			electronic building plan application system	
20	RECOMMENDATION STAGE <ul style="list-style-type: none"> Building Control Officer evaluate comments and the application and submit recommendation to the decision maker 	Planning and Development (Building Control)	Building Control Officer	Within 2 days after the review stage has been completed via the electronic building plan application system	48 hours
21	COMPILE FINAL OUTCOME STAGE <ul style="list-style-type: none"> Section 13 applications will be approved/non approval Prepare BC notice stage 	Planning and Development (Building Control)	Building Control Officer	Within 2 days after the review stage has been completed via the electronic building plan application system	The local Authority must provide feedback to the applicant within 30 working days for applications smaller than 500m

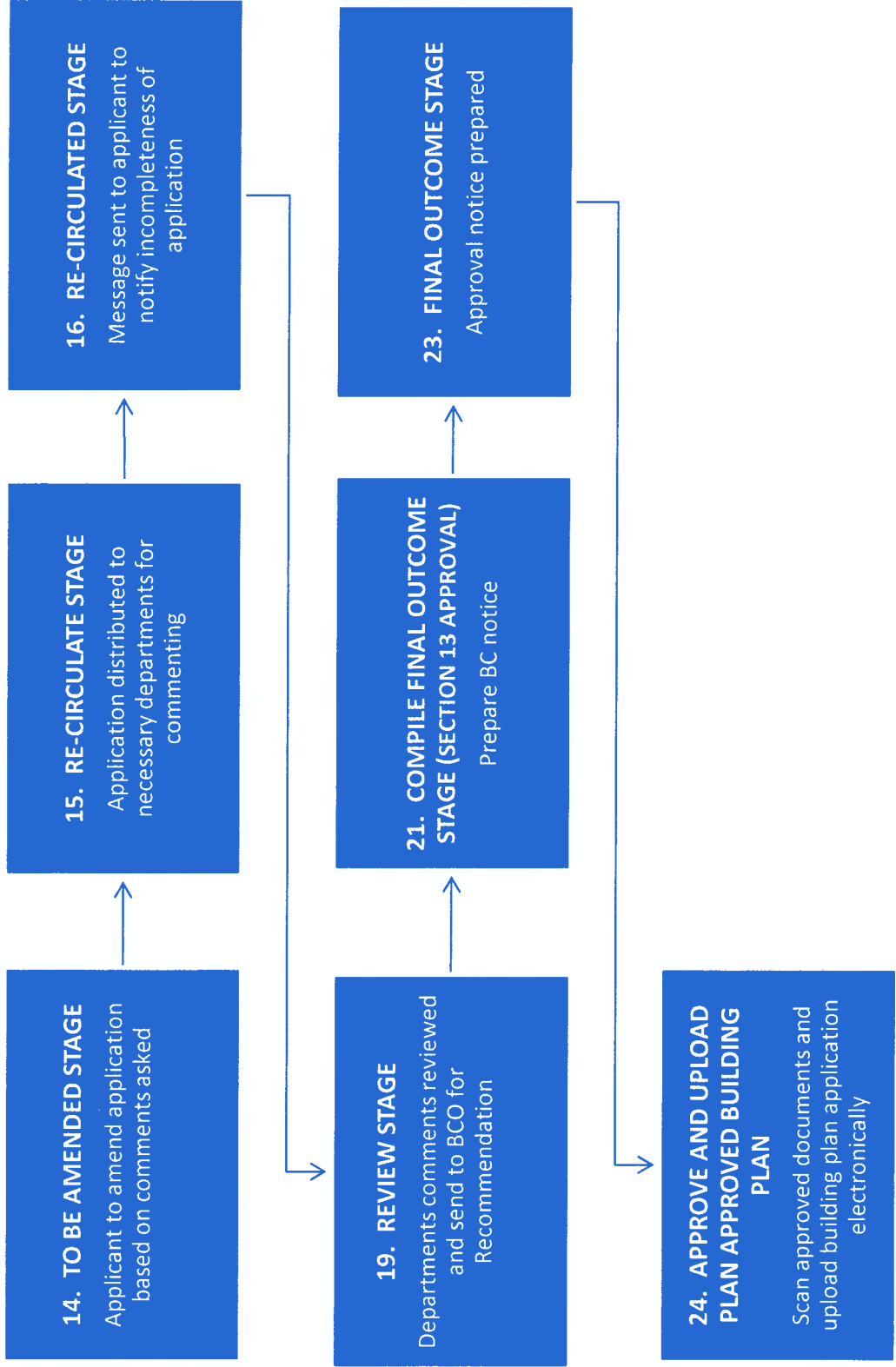
No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
22	COMPILE FINAL OUTCOME STAGE <ul style="list-style-type: none"> Section 7 applications recommended by the Building Control Officer for Approval / Non-Approval for outcome by decision maker Decision maker make a decision on application (Approval/Non approval) (Prepare BC notice stage) Sign approved application documentation 	Planning and Development (Building Control)	Decision Maker Building: Control Manager	Within 2 days after the recommendation stage has been completed by the Building Control Officer via the electronic building plan application system	The local Authority must provide feedback to the applicant within 30 working days for applications smaller than 500m ² and within 60 working days for applications larger than 500m ²
23	FINAL OUTCOME STAGE (Application approved) <ul style="list-style-type: none"> Approval notice prepared 	Planning and Development (Building Control)	Senior Clerk	Within 2 days after the compile final outcome stage has been completed by the Manager: Building Control via the electronic building plan application system	48 hours
24	APPROVED BUILDING PLAN AND UPLOAD APPROVED BUILDING PLAN <ul style="list-style-type: none"> Scan approved documentation Upload to the electronic building plan application system 	Planning and Development (Building Control)	Clerk	Within 2 days after the compile final outcome stage has been completed by the Manager: Building Control via the	48 hours

No	Action	Responsible Directorate	Responsible person (designation)	When	Service Standard
				electronic building plan application system	

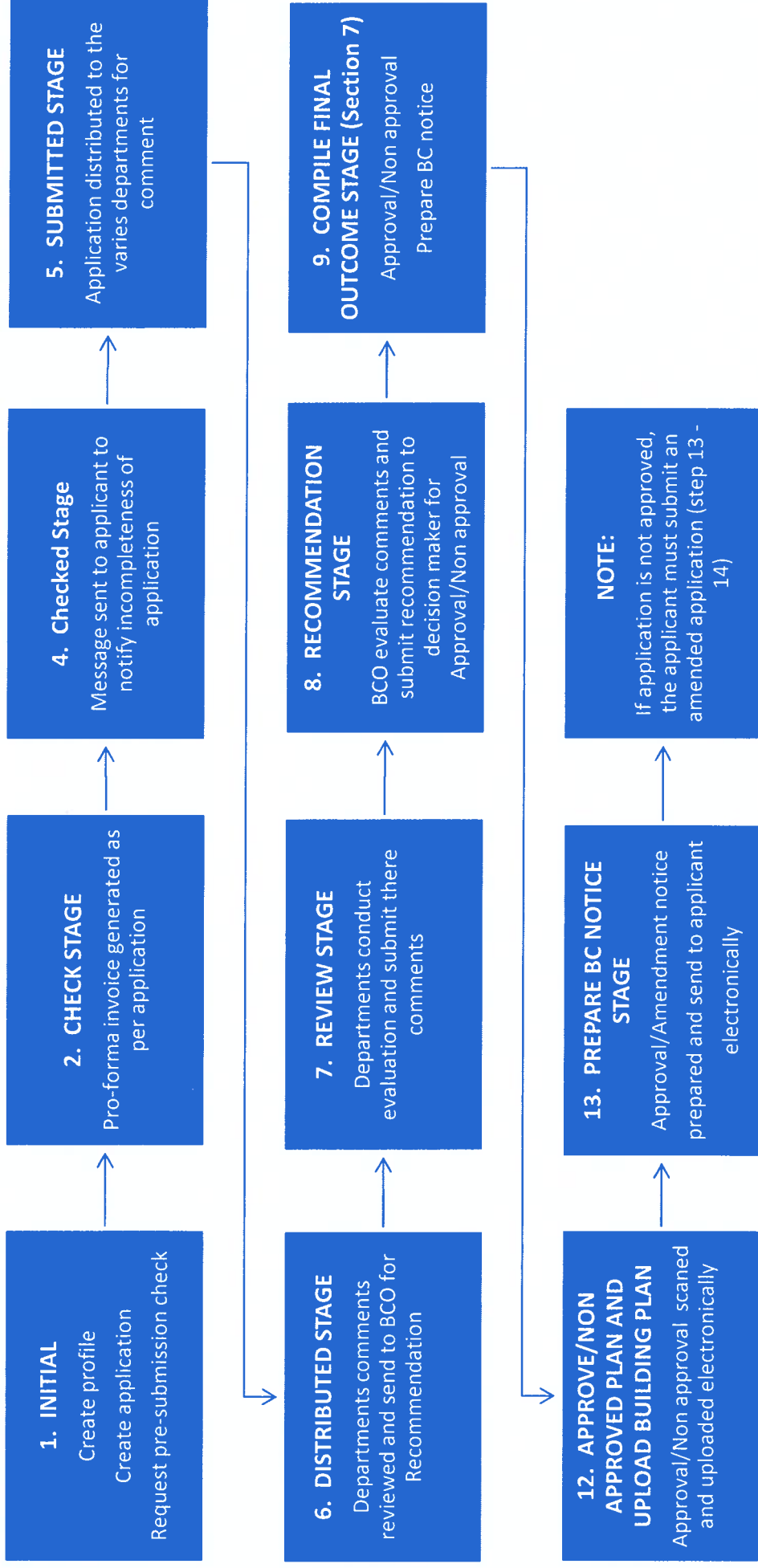
WORKFLOW DIAGRAM: 1ST CIRCULATION OF THE BUILDING PLAN APPLICATION PROCESS (SECTION 13)



WORKFLOW DIAGRAM: RE-CIRCULATION OF THE BUILDING PLAN APPLICATION PROCESS (SECTION 13)



WORKFLOW DIAGRAM: 1ST CIRCULATION OF THE BUILDING PLAN APPLICATION PROCESS (SECTION 7)



WORKFLOW DIAGRAM: RE-CIRCULATION OF THE BUILDING PLAN APPLICATION PROCESS (SECTION 7)

