



DEPARTMENT: CORPORATE AND PLANNING SERVICES
DIVISION: LAND DEVELOPMENT MANAGEMENT
SECTION: BUILDING CONTROL

PUBLIC NOTICE

Dear Drakenstein Client,

Kindly take note of the below information relating to Building Plan applications, Regulation A22 inspections and Certificate of Occupancy requests leading up to the festive period.

To ensure the efficient scrutinizing of building plan applications, and the timeous processing and execution of inspections, and issuing of occupancy certificates, please take note the following cut-off dates for submissions to the Building Control office in December 2025:

1. Requests for Commencement, Trench, Excavations, Drainage and/or Demolitions inspection shall be submitted no later than **5 December 2025**.
2. Requests for Completion Inspection shall be submitted no later than **28 November 2025**.
3. Requests for Certificate of Occupancy shall be submitted no later than **5 December 2025**.
4. The Collaborator Portal will be closed on **18 December 2025** for the submission of any new or amended building plan applications and will re-open on **08 January 2026**.

Written request must be completed and submitted on the prescribed form, and sent via email to buildingcontrolinspection@drakenstein.gov.za or by hand at the Building Control office.

Whilst the Building Control Section will endeavor to perform inspections after the above communicated cut-off dates, please be aware that any inspection requests submitted after these dates may only be processed and inspections executed in January 2026.

It is therefore recommended to plan accordingly to ensure timely submissions of requests to avoid delays. If there are any questions or concerns, please contact the Building Control office on 021 807 6244.

Thank you for your cooperation and understanding.

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CHARL PIETERSEN
MANAGER: BUILDING CONTROL

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HENK STRIJDOM
MANAGER: LAND
DEVELOPMENT MANAGEMENT