Buffalo City Metropolitan Municipality

East London • Bisho • King William's Town Province of the Eastern Cape South Africa

Website: www.buffalocity.gov.za



Office of the City Manager

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Revised 30.06.2015

DOCUMENTS REQUIRED FOR PLAN SUBMISSIONS

- 1. APPLICATION FOR APPROVAL OF BUILDING PLAN
- 2. SANS FORM 1
- 3. SACAP COMPLIANCE CERTIFICATE
- 4. TITLE DEEDS / CERTIFIED COPY OF TITLE DEED
- 5. SG DIAGRAM can be obtained from the survey dept. on the 1st Floor
- 6. DRAWING CHECKLIST
- 7. QUOTE / INVOICE OF SUBMISSION COST with PROOF OF PAYMENT
- 8. 4 x SETS OF PLANS (3 x Sets to be in COLOUR)

Additional documents required where applicable

- a) SANS FORM 2 and/or FORM 3 For the appointment of an Engineer, Rational Design, Incl. Stormwater
- b) CONSENT FORM For Building Line Departure together with Proof of Payment.
- c) FIRE PROTECTION LAYOUT REQUIRED FOR ALL PUBLIC BUILDINGS
- d) HERITAGE APPROVAL For all structures deemed as heritage and more than 60 years old.

NB - Should any documentation be incomplete or omitted, where applicable, NO plan submissions will be accepted.

- FOR OFFICE USE ONLY -

Comments / Attachments:		
Checked By:		
Date:		