

Design Process for Municipal Approval

i Get a quote and plan your budget

We have special Draughtsman fees for general building work. When a design or project is of a more technical nature, the standard Architectural fee will apply. Our special Draughtsman fees: Minimum fee for building work under 50m². Anything above 50m² is charged per square meter (R/m²).

Information we need to give a proper quote:

- Contact Details: Name & Surname of property owner, Contact Number, Email Address
- Property Information: Address, Erf number, Existing plans(if available)
- Project Type: As-built, Renovation, Additions & Alterations or a New Building
- Scope of works in m²: It can be an estimate, as it will probably change later.

Fees that might be applicable to your property:

- Heritage Application: Compulsory if a building is older than 60 years.
- Encroachment on a building line: Permission needs to be given by the municipality to encroach on a building line.

Other consultants to be taken into account:

The following consultants are NOT INCLUDED in our fees:

- Site Surveyor: We may request the assistance of a site surveyor; depending on the topography, the nature and/or the scale of the project.
- Town Planner: Only applicable for re-zoning of a property or to get consent use i.e. application for B&B/Guest House, etc.
- Structural Engineer: This appointment is COMPULSORY according to the National Building Regulations. The structural engineer has to sign off on the structure and ensure that it is safe to occupy the building.
- Mechanical Engineer: Usually not applicable for a standard dwelling/home.
- Fire Engineer: Usually not applicable for a standard dwelling/home.

Note: The Municipality has their own fees with regards to the approval of plans.

1 Site Survey

A standard survey fee has to be paid before we commence with the survey.

We will have to arrange a date and time to meet on site. Access is needed to ALL structures on the property.

Documents we need beforehand:

- Title deed of property

2 Concept Stage

A 50% appointment fee must be paid before commencement of any drawings.

Drawing of concept plans which will be guided by your needs and expectations of the building. Once these drawings are completed, we will contact you to get your feedback.

3 Sketch Design

Depending on the project, an interim payment may be charged before commencement of drawings.

These drawings are more detailed and need to be finalized.

Upon your approval of the sketch design drawings, we will commence with municipal submission drawings.

4 Municipal Submission

The design should be finalized at this stage and no changes should be made after the approval of the sketch design drawings. An additional fee will be charged per change.

Documents needed for submission:

- Owner of property ID
- Partner's ID (if applicable)
- Power of Attorney (if applicable)
- Proof of Residence (preferably in the form of a municipal account)

5 Submission of drawings at the Municipality

All our outstanding fees must be paid before submission. Building plan application fees must also be paid before submission; depending on the municipality.

The owner of the property must sign all documents and drawings as requested.

6 End of Drafting Service

We will provide you with an extra set of drawings, along with your stamped municipal approved plans. It is compulsory to have stamped plans on site while building work is in progress.

! Occupation Certificate

All necessary certificates must be obtained and submitted before the municipality will issue an Occupation Certificate at the end of the project and before you may inhabit the building. It is the responsibility of the owner to get all the necessary certificates to obtain the Occupation Certificate. We can assist you at an additional fee.