

PREPARATION OF BUILDING PLANS

These instructions, which have been specifically drawn up to assist those contemplating the preparation of plans for submission to the City of Cape Town, set out the main requirements of the National Building Regulations, which should if necessary be consulted for dull details

Important Note: Any person who prepares building plans and specifications for submission to the City must be registered with the South African Council for the Architectural Profession.

Any person intending to erect a building (this includes altering or adding to a building) must submit the following together with the prescribed application form:

Site plan	
Layout drawings	
Drainage installation drawing (where necessary)	
Full constructional specifications applicable to the application	
Appointment Form : Architect/Draughts person	

These may be on one or more single sheets not smaller than:

A4 size (210 x 297mm)	
Not larger than A0 size (841 x 1189mm)	
For Minor Works not larger than: A3 size (297 x 420mm)	

Structural Design

In addition, where any structural design, (for instance reinforced concrete, structural steelwork or structural timber) is involved plans showing the structural arrangement and details together with a certificate of appointment must be submitted with the plans.

Artificial Ventilation

Where artificial ventilation or lighting is involved the necessary details together with a certificate of appointment must be submitted with the plans.

Fire Protection Plan

For the erection of any building other than a dwelling house a fire protection plan, if relevant, must be submitted with the plans.

Plans must be drawn to a suitable scale selected from the following:

Site Plan	1:00 or 1:200 or 1:500 or 1:1000	
Layout Drawings	1:100 or 1:500 or 1:20 elevations may be 1:200	
Drainage Installation drawings	1:200 or 1:100 or 1:50	
General structural arrangement drawings and structural details	1:100 or 1:50 or 1:20 or 1:10 or 1.5 or 1.2 or 1.1	
Fire protection plans	1:200 or 1:100 or 1:50 or 1:20	
	The scale(s) must be clearly stated on the plans.	

Sets:

Plans must be in sets of four (4)	
All sets to be white paper prints	

The requirements for colouring of plans are as follows:

Entirely new buildings	The drainage installation The Fire protection plan (As per detail in the table on page 4)	
Alterations and additions to existing buildings	All copies to be coloured as per detail in the table on page 4)	

Signing requirements:

The owner to sign the application forms as well as the plans in black ink.	
Any alterations must be similarly signed and dated.	

The site plan must show:

The North Point	
The distance to the nearest named cross road, and The name of such cross road	
The name of the street upon which the property fronts	
The dimensions of the site of which the building is to be erected. <ul style="list-style-type: none"> ▪ The boundaries of such site (fully dimensioned) ▪ The dimensional position of any building line ▪ The position and width of any servitude or right of way to which such site is subject 	
Proposed buildings (coloured red)	
Existing buildings	
Structures and Pools on the site (uncoloured)	
Buildings which are proposed to be demolished in dotted lines	
The distance of all buildings, new and existing, must be fully figure-dimension in relation to the boundaries.	
Ground levels of the site, and	
The levels of the lowest floor in relation to the abutting road	
The erf number of the site	
The position of any municipal service and any connection point thereto, and of any drain, stormwater drain, or surface channel on such site.	
Any existing and intended point of access from any public street and the position of any street, tree, street furniture, apparatus or equipment relative to such access	

The layout drawings must show:

Sufficient plans, sections and elevations to make clear the construction and layout of every portion of every building. (The position of section lines must be indicated on the plan view, and all plans, elevations and sections must be fully dimensioned).	
The intended use of every room or compartment.	
The sanitary fixtures	

The drainage installation drawings must show:

The position, size, gradient of and any connection point to any drain to a datum established on site and the ground level relative thereto including finished floor level.	
The position of any trapped gully and sanitary fixture.	
The position of, and size of, any soil pipe, waste pipe and ventilation pipe.	
Any symbols to signify details in accordance with the table attached to Regulation A8 of the National Building Regulations.	

Preparation of plans:

The application documents and plans must show the name of the person who prepared them and in the case of an architect, land surveyor or professional engineer, his registration number	
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Land Surveyors Certificates:

Land Surveyors Certificates in duplicate must accompany all plans, except where this is deemed unnecessary by the Department.	
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Additional information:

In certain cases, depending on the nature of the proposed work, additional information (eg coverage and floor area calculations, reinforced concrete details) will be required to be submitted
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Scrutiny Fees:

Full Scrutiny fees must be paid for every application on submission of the plans.

For further information and office hours please contact your area office:

Table Bay	021 400 6497	Helderberg	021 850 4357
Blaauwberg	021 550 1129	Khayalitsha	021 360 3351
Northern	021 980 6196	Cape Flats	021 684 4324
Tygerberg	021 938 8386	Southern	021 710 9448

Please Note: No tippex or stickers are permitted on any plans. Omissions are at the Building Control Officer's discretion.

Failure to observe any of these instructions will cause the application to be returned for compliance before further consideration.

COLOURING IN OF PLANS

MATERIALS	MATERIALS IN PLAN OR SECTION
a) New masonry b) New concrete c) New iron or steel d) New wood e) New glass f) Existing materials (all materials g) All other new materials	Red Green Blue Yellow Black Grey To be clearly indicated other than in colours above
SITE PLANS	MATERIALS OR SECTION
a) Proposed work b) Existing work c) Work to be demolished	Red Uncoloured Draw in black dotted lines
DRAINAGE INSTALLATION DRAWINGS	MATERIALS IN PLAN OR SECTION
a) Drains and soil pipes (fittings b) Waste pipes c) Soil and combined vents d) Waste vents (fittings) e) Pipes for conveyance of industrial effluent f) Existing drains g) Stormwater drains	Brown Green Red Blue Orange Black Not coloured
FIRE PROTECTION PLAN	MATERIALS IN PLAN OR SECTION
a) Emergency route b) Direction of travel to a safe area	Green Black arrows at short intervals along the plan route
MATERIALS	MATERIALS IN ELEVATION (Optional)
a) New Masonry b) New Timber	Yellow Brown