

INFORMATION REQUIRED FOR SUBMISSION
(All documentation must be original or certified copies)

Office
Use

Zoning Certificates with approved Land Use Rights	Land Use Legislation Administration (LULA)	
S.G. Diagram	Cartographic Services / Surveyor General Office	
Drainage diagram	Sewerage Division	
Title Deed / Letter of Ownership (Tribal property) / Lease Hold /	Owner	
3 x Blackprint on white background, colour in one according to NBR requirements	Owner	
Latest service statement - up to date	Owner	
Consent letter in group housing / Sectional Title	Board of Trustee / Co-owner	
Home Owners Association - Proof of approval/stamp	Home Owners Association	
Power of Attorney (if applicable)		

COLOURING OF PLANS

One copy of the plans and drawings shall be coloured as indicated below:					
PLANS AND SECTIONS		SITE PLAN		DRAINAGE	
New masonry	Red	Proposed work	Red	Drain and soil pipes	Brown
New concrete	Green	Existing work	no coloured	Waste pipes	Green
New iron or steel	Blue	Demolitions	Black dotted lines	Soil and combined vents	Red
New wood	Yellow				
New glass	Black				
Existing materials	Grey				
Other materials	Any other colour than the above			Stormwater drains	Black

PLAN SCALES

Plans, drawings and diagrams shall be drawn to a suitable scale selected from one of the scales as indicated below:	
Site plans	1:1000, 1:500, 1:300, 1:200 or 1:100
Plumbing installation drawings	1:200, 1:100 or 1:50
Layout drawings	1:100, 1:50 or 1:20
Layout drawings (elevations)	1:200, 1:100, 1:50 or 1:20
Structural details	1:100, 1:50, 1:20, 1:10, 1:5, 1:2 or 1:1
Fire protection plan	1:200, 1:100, 1:50 or 1:20