



BUILDING CONTROL

REQUEST FOR CERTIFICATE OF OCCUPANCY or COMPLETION

I/We, the undersigned, hereby apply, in terms of Section 14(1) of Act 103 of 1977 for an certificate of occupancy for the located property as stated below

APPROVED BUILDING PLAN REFERENCE NUMBER:

FOR WHICH A COMPLETION NOTICE WAS SUBMITTED ON DATE:

D	D	M	M	Y	Y	Y	Y
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SECTION A: LOCALITY & OWNER OF PROPERTY

ERF/FARM NO:

STREET NAME & NO.:ZONING:

TOWN: SUBURB: DEVELOPMENT:

OCCUPANCY CLASSIFICATION: NEW BUILDING (TYPE):

ALTERATIONS / ADDITIONS (TYPE):

PROVIDE THE TOTAL OF THE FOLLOWING (INFORMATION COMPULSARY):

REFUSE: SEWERAGE: BEDROOMS: BATHROOMS: GARAGES:

EST COST OF WORK: R..... EXISTING AREA:m² NEW AREA:m² TOTAL AREA : m²

SECTION B: OWNER OF PROPERTY

FULL NAMES: SURNAME:

ID NO: COMPANY:

CONTACT NO: EMAIL:

ADDRESS: POSTAL CODE:

CORRESPONDENCE TO - OWNER ☐ AUTHORISED PERSON ☐

That I am fully aware of the contents of this application. That I appoint the person identified below as my **Legal Agent**, who has the required qualification, to submit the application on my behalf. I accept full responsibility for all actions carried out by my agent on my behalf. That I accept communication by email as a legally valid and binding method of communication.

I hereby declare that I have erected/installed completed the building work in accordance with the approved building plans including all conditions in accordance with the application in respect of which approval was granted in terms of Section 7 of the National Building Regulations and Building Standards Act, Act No 103 of 1977, and I am fully aware of the fact that an **Certificate of Occupancy** must be obtained from the Municipality prior to **OCCUPANCY** of the premises.

I nominate: to be my lawful representative and to

act on behalf in the submission of this application in terms Section 14(1) of Act 103 of 1977 and to do all things lawfully required by the Local Authority to ensure this application complies with the provision of the National Building Regulations and Building Standards Act No. 103 of 1977 and any other applicable law. I certify that the answers and documentation provided on this application are to the best of my knowledge, correct. Notwithstanding the aforesaid, should Council have reason to conclude that incorrect or fraudulent information has been knowingly provided, the Council reserves the right to direct a complaint with relevant professional bodies and/or to institute criminal proceeding for fraud.

SECTION C: AUTHORISED PERSON

FULL NAMES: SURNAME:

ID NO: COMPANY:

CONTACT NO: EMAIL:

ADDRESS: POSTAL CODE:

SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D.....



I confirm that I am compliant with the relevant sections of the Occupational Health and Safety Act, Act No 85 of 1993. This notice must reach the Building Inspectorate **two (2) working days** before the inspection is required any owner who fails to comply with the requirements of this regulation shall be guilty of an offence.

REGISTERED OWNERS SIGNATURE: **DATE:**Y.....Y.....Y.....Y.....M.....M.....D.....D.....

(1) A local authority shall within **fourteen (14) days** after the owner of a building of which the erection has been completed, or any person having an interest therein, has requested it in writing to issue a certificate of occupancy in respect of such building-

- (a) issue such certificate of occupancy if it is of the opinion that such building has been erected in accordance with the provisions of this Act and the conditions on which approval was granted in terms of Section 7, and if certificates issued in terms of the provisions of subsection (2) and where applicable, subsection (2A), in respect of such building have been submitted to it;

I ATTACH A CERTIFICATE CERTIFYING THAT THE INSTALLATION IS IN ACCORDANCE WITH THE PROVISIONS OF ALL THE APPLICABLE LAWS.

1.	Completion Notice attached	Y	N
2.	Electrical Installation COC	Y	N
3.	Plumbing Certificate COC	Y	N
4.	Glazing Certificate COC	Y	N
5.	Gas Installation COC	Y	N
6.	the Structural system (SANS 10400 form 04)	Y	N
7.	the Mechanical ventilation system (SANS 10400 form 04)	Y	N
8.	Fire Protection system (SANS 10400 form 04)	Y	N
9.	Fire installation system (SANS 10400 form 04)	Y	N
10.	Energy efficiency (SANS 10400 form 04)	Y	N
11.	Balustrade's Test Certificate & (SANS form 3)	Y	N
12.	Electrical Specialist (SANS 10400 form 04)	Y	N
13.	Home Owners Association Approval Letter	Y	N
14.	Fire Brigade inspection and Fire Safety COC	Y	N
15.	Health Inspection: Garden Route District Municipality COC	Y	N
16.	Land Surveyor Certificate:	Y	N
17.	Placement of Beacon(s)	Y	N
18.	Placement of Structure(s)	Y	N
19.	Height of Structure(s)	Y	N
20.	Licence issued from Department Forestry, Fisheries and the Environment (DFFE)	Y	N
21.	Oscaer Permit conditions been complied with	Y	N
Other (specify):			
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

NOTE: Please note that the municipality reserves the right to ask for any additional documentation, as may be necessary to process this application. Re-Inspection fee will be charged if not completed on first inspection. Illegal occupation prior to inspection will be fined as per council approved tariffs.

For queries you may contact the Building Control Office at Tel: (044) 302 6325 or (044) 302 6533