# INNITIAL SUBMISSIONS CHECKLIST

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<th><strong>YES</strong></th>
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## SUBMISSION DESK
- Submission form provided and completed
- Undertaking and indemnity form provided
- Engineer's appointment form provided *(w/n)*
- Approval from relevant body *(2)* submitted *(w/n)*
- Notifications to the Neighbours submitted *(w/n)* – (second storey additions in residential areas)
- Correct number of plans & fire plan *(w/n)* provided
- Proposed work coloured in full
- Clear 100mm strip to RHS of plans
- Plan suitable for microfilming
- Description of proposal provided on plans
- Address & sub description provided on plans
- Rate number provided on plans
- Title blocks correspond on all copies of plans
- Owner's name & telephone number provided on plans
- Author's name & address reflected on plans
- Application forms completed in black ink
- Plans & forms signed by owner/s *(1)*
- Postal address verified for new buildings *(w/n)*

## DEVIATION PLANS
- Approved plan number provided
- List of deviations provided
- Deviations list list cross referenced on plans

## SUBMISSIONS PRE-SCRUTINY CHECKLIST

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### FLOOR PLANS
- All areas designated
- Section lines shown
- Proposed work fully dimensioned
- Proposed & existing sewer / stormwater shown
- Modus operandi clarified where industrial use *(w/n)*

### SECTIONS
- Foundations & sizes shown
- Floor construction clarified
- Ceiling heights shown
- Roof construction to be clarified
- Sections related to section lines
- Drainage section & details provided
- Balustrade heights clarified
- Boundary / garden wall heights clarified

### ELEVATIONS
- All relevant elevations provided
- Finishes to elevations provided
- Elevations all related to North

## MISCELLANEOUS
- Lettering a minimum of 2mm high
- Schedule of areas and site area provided
- Area calculations checked

Scrutineer Name:

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*(w/n) - Where necessary
(1) Owner means – owner, chairman of body corporate, or where the owner is a company or other corporate body, a resolution from such company/corporate body authorizing signatory to sign the application on behalf of the company/corporate body is to accompany the application.
(2) Relevant body means - body corporate, shareblock, Portnet, Intersite, etc.

**NOTE:** Applications not meeting the Pre-Scrutiny & Sub-divisional checklists will be referred in terms of the National Building Regulations. Compliance with the above does not presuppose that the plans can be approved in terms of the National Building Regulations or any other applicable law.