



# EVERYTHING YOU NEED TO KNOW ABOUT GETTING COPIES OF YOUR EXISTING APPROVED BUILDING PLANS & RELATED DOCUMENTS

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## Overview

Thinking of submitting a building plan for additions or alterations to your home, you can apply for copies of any previously approved building plans at one of our [regional offices](#).

## Who can apply for a copy of an approved building plan?

Only the registered property owner, or duly authorised person (any 3<sup>rd</sup> party that is not the registered property owner such as an architect, draughtsperson etc.) will be provided with any copies of previously approved building plans or related documents.

To apply for copies of approved building plans you will need to provide the following documents.

### **Registered Property Owner**

- Copy of owners ID
- Proof of ownership such as recent rates bill (not older than 3 months) of the property for which plans are required or copy of title deed

### **Authorised Representative or Appointed Agent**

- Copy of owners ID
- Copy of authorised persons ID
- Proof of ownership such as recent rates bill (not older than 3 months) of the property for which plans are required or copy of title deed
- Letter of consent from registered owner

### **Managing Agent/ Body Corporate/ Business Owned Property/ Trust**

- Managing Agent
  - authorisation letter on official letterhead
  - copy of authorized persons ID
- Body Corporate
  - authorisation letter from the Chairperson
  - copy of Chairpersons ID
- Business Owned Property
  - copy of business registration document
  - copy of company representatives ID
- Trust Owned Property
  - copy of Trust resolution letter
  - copy of ID of all members of the trust
  - authorised letter to be signed by all members of the trust

### **Plans or Documents Requested by the State**

- Copy of request by authorised government official on official letterhead

### **Plans or Documents Requested Under Dispute**

- Authorization from a Magistrate (court order) or,
- Authorization from the Head: City Hall and Administration

## Payment

We charge a search & viewing fee per request for copies of plans, which will be determined as per the [tariffs](#) that is available on the 1<sup>st</sup> of July of each new financial year.

<b>PAYMENT: subject to changes on the 01<sup>st</sup> of July of each new financial year</b>		
<b>No.</b>	<b>Description</b>	<b>Fees (incl. VAT)</b>
1.	Search & View fee	R24
2.	Print per copy - size A0	R46
3.	Print per copy - size A1	R24
4.	Print per copy - size A2	R15
5.	Print per copy - size A3	R 3
6.	Print per copy - size A4	R 2

### Example 1:

1 x search fee per address for which records are requested	=	R24
10 x A4 printed pages (R2,00 x 10 pages)	=	R20
<b>Total:</b>		<b><u>R44</u></b>

### Example 2:

1 x search fee per address for which records are requested	=	R24
3 x A1 plan sheets (R24,00 x 3 pages)	=	R72
5 x A4 printed pages (R2,00 x 5 pages)	=	R10
<b>Total:</b>	=	<b><u>R106</u></b>

## Exemptions and/or Special Circumstances

1. No tariffs are applicable on applications made by the State (State is defined as any sphere of government or Department thereof including State owned Entities).
2. The tariffs may be reduced to a maximum of 50% of the applicable fee for Bad Buildings turn-around applications, on receipt of a detailed motivation, at the discretion of the Head: DPEM.
3. The tariffs may also be reduced to a maximum of 50% of the applicable fee for applications from registered non-profit organisations on receipt of a detailed motivation and proof of registration which must be submitted prior to the submission of the application, at the discretion of the Head: DPEM.

## What to do if we do not have your approved building plans?

In certain instances, we may not always have records of all approved plans submitted. In this case, the following routes may prove more fruitful:

1. If you know who designed and built the building or who worked on the latest alterations and additions, contact the architect or designer, and request a copy of the plans. Architects have to keep approved plans of all their projects for five years after completion.
2. If you are unsure as to who built or designed the building and it happens to look similar in style to the neighbouring buildings, it may be worth approaching your neighbours for information as, in this case, the buildings were most likely designed or built by the same architect, and they may just be able to help you out.
3. If you live in a complex or block of flats, the body corporate may have a copy of the latest approved plans.

If the above proves to be unsuccessful, and you have no way of knowing who might've designed or built the building it is unlikely that you will find copies elsewhere. The only option you have is to employ an architect or draughtsperson to measure up the building and to draw it up for you.

## Regional Office Contact Details

Copies of approved plans and/or relevant documents from our archives can only be made available on request in person or via email and upon submission of the completed application form and required documents. Such requests can be directed to one of our registry staff below:

Name	Work	Email
<b>CENTRAL REGIONAL OFFICE</b>		
166 KE MASINGA ROAD, DURBAN, 4001 (CITY ENGINEERS BUILDING – OLD FORT COMPLEX)		
Sagren Naicker (Manager: Administration)	(031) 311 7558	<a href="mailto:sagren.naicker@durban.gov.za">sagren.naicker@durban.gov.za</a>
Nelson Yegappen	(031) 311 7083	<a href="mailto:nelson.yegappen@durban.gov.za">nelson.yegappen@durban.gov.za</a>
Mpumelelo Magwaza	(031) 311 7083	<a href="mailto:mpumelelo.magwaza@durban.gov.za">mpumelelo.magwaza@durban.gov.za</a>
Nombuso Zungu	(031) 311 7083	<a href="mailto:nombuso.zungu@durban.gov.za">nombuso.zungu@durban.gov.za</a>

Name	Work	Email
<b>NORTH REGIONAL OFFICES</b>		
327 UMHLANGA ROCKS DRIVE, UMHLANGA RIDGE, UMHLANGA, 4319 (SIZAKALA CENTRE)		
Avril Joubert	(031) 311 6086	<a href="mailto:avril.joubert@durban.gov.za">avril.joubert@durban.gov.za</a>
Christopher Ntuli	(031) 322 2979	<a href="mailto:siboniso.ntuli@durban.gov.za">siboniso.ntuli@durban.gov.za</a>
151 WICK STREET, VERULAM, 4340 (SIZAKALA CENTRE)		
Zama Gumede	(031) 322 1809	<a href="mailto:zama.gumede@durban.gov.za">zama.gumede@durban.gov.za</a>

Name	Work	Email
<b>SOUTH REGIONAL OFFICE</b>		
9 MAYOR MEWS, WINKELSPRUIT, KINGSBURGH, 4126 (SIZAKALA CENTRE)		
Sipho Dlodla	(031) 311 5811 / 5790	<a href="mailto:sipho.dlodla@durban.gov.za">sipho.dlodla@durban.gov.za</a>

Name	Work	Email
<b>INNER WEST REGIONAL OFFICE</b>		
60 KINGS ROAD, NEW GERMANY, PINETOWN, 3620 (SIZAKALA CENTRE)		
Ewart Nzimande	(031) 311 6196	<a href="mailto:ewart.nzimande@durban.gov.za">ewart.nzimande@durban.gov.za</a>
Bonga Hadebe	(031) 311 6197	<a href="mailto:bonga.hadebe@durban.gov.za">bonga.hadebe@durban.gov.za</a>

Name	Work	Email
<b>OUTER WEST REGIONAL OFFICE</b>		
22 DELAMORE ROAD, HILLDENE, HILLCREST, 3610 (SIZAKALA CENTRE)		
Princess Mchunu	(031) 311 2758	<a href="mailto:princess.mchunu@durban.gov.za">princess.mchunu@durban.gov.za</a>

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