

MINOR BUILDING WORK (MBW) Schedule and Application Requirements
AS CONTEMPLATED IN SECTION 13 OF THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT NO. 103 OF 1977 – wef: 01/04/2016

MBW SCHEDULE as DEFINED BY NBR&BS ACT [refer to notes contained in this schedule for additional clarity on requirements]			FEE TYPE	DOCUMENTION [refer to notes]
A	(i)	Poultry house not exceeding 10m ² in area;	MBW	MBW
	(ii)	Aviary not exceeding 20m ² in area;	MBW	MBW
	(iii)	Solid fuel store not exceeding 10m ² in area and 2m in height;	MBW	MBW
	(iv)	Tool shed not exceeding 10m ² in area;	MBW	MBW
	(v)	Child's playhouse not exceeding 5m ² in area;		NIL
	(vi)	Cycle shed not exceeding 5m ² in area ;		NIL
	(vii)	Greenhouse not exceeding 15m ² in area;	MBW	MBW
	(viii)	Open-sided car, caravan or boat shelter or a carport where such shelter or carport does not exceed 40m ² in area; [Also refer to G(ii) below] [Open-sided implies open on ALL sides, ie: free-standing, not enclosed on any sides, while Carport means a building intended to provide shelter for a motor vehicle, caravan or boat and having a roof but having walls on not more than two sides]	MBW	DRAWING
	(ix)	Any free-standing wall constructed of masonry, concrete, steel, aluminium or timber or any wire fence where such wall or fence does not exceed 1,8m in height at any point above ground level and does not retain soil; [Also refer to A(x) & G(iii), (v) & (vi) below]	MBW	DRAWING
	(x)	Any wire fence; [Also refer to G(v) & (vi) below]		NIL
	(xi)	Any pergola; [Where a pergola is to be erected with a non-permeable roof covering (excluding fabric / shade-cloth covering) the application shall as per G(ii) below]		NIL
	(xii)	Private swimming pool; [Include the method employed to discharge the waste water from the swimming pool]	MBW	MBW + Form 2
	(xiii)	Change room, not exceeding 10m ² in area, at a private swimming pool;	MBW	MBW
B	The replacement of a roof or part thereof with the same or similar material;		[Refer to G(xix) & (xx) below]	
	The replacement of a roof or part thereof with the same or similar material;		MBW	
C	The conversion of a door into a window or a window into a door without increasing the width of the opening; [Compliance with Part XA – Energy Efficiency will need to be accounted for]		MBW	MBW + Form 2
D	The making of an opening in a wall which does not affect the structural safety of the building concerned;		MBW	MBW + Form 2
E	The partitioning or the enlarging of any room by the erection or demolition of an internal wall if such erection or demolition does not affect the structural safety of the building concerned;		MBW	MBW + Form 2
F	The erection of any solar water heater not exceeding 6m ² in area on any roof or 12m ² when erected other than on any roof;		[Refer to G(xv) & (xvi) below]	
AS DEFINED BY BUILDING CONTROL OFFICER (Sec. 13 of NBR&BS Act)				
G	(i)	Prefabricated moveable hut not exceeding 10m ² in area; [Not for habitable purposes, ie: not for living, sleeping or preparing and eating food in, operating any form a business or professional activity in, etc.]	MBW	MBW
	(ii)	Shade shelter, not exceed 40m ² in area; [Supported by light-weight structure, enclosed on not more than two sides by existing walls, & having an easily removable, non-permeable, roof covering]	MBW	DRAWING
	(iii)	Any free-standing wall constructed of masonry or concrete where such wall does not exceed 2.8 m in height at any point above ground level and the excavations, foundations and wall construction and dimensions satisfy the requirements of SANS 10400-G, H & K;	MBW	DRAWING
	(iv)	Any retaining wall not exceeding 1.8 m in height and the excavations, foundations and wall construction and dimensions satisfy the requirements of SANS 10400-G, H & K;	MBW	DRAWING
	(v)	Barbed or razor wire along the top of walls or fences, not less than 1.8m above the ground and not encroaching over site boundaries or fixed to the inside of walls and fences; [Installations shall ensure that no person can inadvertently come into contact with the barbed or razor wire directly]		NIL

SCHEDULE		FEE TYPE	DOCUMENTATION
[refer to notes contained in this schedule for additional clarity on requirements]			[refer to notes]
(vi)	Electric fence; [Compliance with Reg. 12 & 13 of Electrical Machinery Regulations (2011) of the Occupational Health and Safety Act (1993) required with installations designed and erected in accordance with SANS 10222-3]	MBW	MBW
(vii)	Open slatted timber sundeck that does not exceed 40m ² in area;	MBW	DRAWING
(viii)	Temporary event viewing stands;	MBW	MBW + Form 2
(ix)	Jacuzzi; [Include the method employed to discharge the waste water from the jacuzzi]	MBW	MBW + Form 2
(x)	Fishpond not exceeding 300mm deep ;	MBW	MBW
(xi)	Replacement of suspended timber floor with solid concrete floor and complies with requirements of SANS 10400-H & J;	MBW	DRAWING
(xii)	Re-positioning and/or replacement of sanitary fixture/s within a toilet, bath/shower room, or similar; [Applicable to sanitary fixtures installed in groups not ranges, ie: residential type occupancy]	MBW	MBW
(xiii)	Enclosure of a balcony or verandah;	MBW	DRAWING
(xiv)	Conversion of sewer disposal system from septic or conservancy tank to sewer main connection; [Additional fees i.r.o connection/inspection fees may apply. Consult with eThekweni Water & Sanitation for further clarity]	MBW	MBW
(xv)	Any solar photovoltaic system where such installation is free-standing, or where attached to the roof of a building the installation does not exceed a height of 1.2m above the top of the flat roof or 500 mm above the apex of the pitched roof; [Any supporting structural system shall be screened appropriately to integrate with the aesthetic of the building on which erected. Compliance required with NBR&BS Act, Part-L Roofs and additional loading will need to be accounted for]	MBW	MBW + Form 2
(xvi)	Any solar water heating system where such installation is free-standing, or where attached to the roof of a building the installation does not exceed a height of 1.2m above the top of the flat roof or 500 mm above the apex of the pitched roof; [Any supporting structural system shall be screened appropriately to integrate with the aesthetic of the building on which erected. Compliance required with NBR&BS Act, Part-L Roofs and additional loading will need to be accounted for]	MBW	MBW + Form 2
(xvii)	A wind turbine attached to a building (NOT free-standing) with a swept turbine blade area not exceeding 3.8m ² ; [Compliance required with NBR&BS Act, Part-L Roofs and additional loading will need to be accounted for]	MBW	MBW + Form 2
(xviii)	Above-ground rainwater storage tanks, supported directly on the ground, with a height not exceeding 1.8 m and suitably screened;	MBW	MBW
(xix)	The replacement of a roof covering (incl. batten/purlin/underlay), due to maintenance or normal wear and tear, by replacing like with like; [No changes to underlying structural system permitted]	NIL	Letter of intent to Building Inspectorate
(xx)	The replacement of a roof/roof covering (including the whole or part of the structural system) due to maintenance or normal wear and tear, by replacing like with like; [Changes to the roof or roof covering, not previously approved, will require the submission of a building application i.t.o sec. 4 of the Act and require compliance with all regulatory requirements incl. Part-L Roofs & Part XA – Energy efficiency]	MBW	MBW + Form 2

- Notes:**
- The type of application to be prepared, fees applicable and the number of proposals contained in the application shall be as identified in this schedule. The requirement for an application under the column 3, "DOCUMENTATION", shall be as follows:
 - NIL** : No application is required to be made to the Building Control Officer (BCO) or Local Authority;
 - MBW** : The application for MBW shall be made on the prescribed MBW Application form, contain a site plan and sketch of the proposal and the applicable fee as identified in the column 2;
 - MBW + Form 2** : The application for MBW shall be made on the prescribed MBW Application form, contain a site plan and sketch of the proposal and the applicable fee as identified in the column 2, and shall include the appointment (SANS 10400-A Form 2) of the competent person responsible for the design and certification of the work on completion;
 - DRAWING** : The application for MBW shall be made on the prescribed MBW Application form, be accompanied by drawings providing sufficient detail as may be required to show compliance with the Regulations and shall include (where necessary) the appointment (SANS 10400-A Form 2) of the competent person responsible for the design and certification of the work on completion;
 - Any proposal** contained in this schedule in relation to a **Listed Building** or **National Monument** shall be submitted in accordance with the requirements for BUILDING PLAN identified above.
 - Where "FEE TYPE", column 2, is identified as "MBW" the Minor Building Fee as contained in the Tariff of Fees of the municipality shall apply.
 - All applications shall contain one (1) ORIGINAL of the prescribed MBW Application Form and two (2) copies thereof and where documentation is identified as BUILDING PLAN, three (3) copies of the prepared drawings. All applications shall also be accompanied by a copy of the Title Deed and SG Diagram together with any 3rd party, Body Corp, Trust, Share-block, Management Association, etc. authorisations, that may be necessary.
 - Application types identified in this schedule shall be submitted via the Submission Counters of the department.
 - Compliance and authorisations i.r.o the related Heritage, Environmental legislation and Town Planning Schemes will need to accompany applications submitted in terms of this schedule.
 - The above requirements do not preclude the submission of a MBW type application as an application i.t.o sec.4 of the NBR&BS Act.