

# DOCUMENTATION REQUIRED FOR OCCUPANCY

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## 1. Demolition Clearance:

- o Solid Waste Department – SWM002 - Annexure B

## 2. Land Surveyor's Completion Certificate:

- o A Site Plan diagram showing the position of the building and all dimensions in relation to the Erf boundaries
- o An Elevation diagram showing all finish floor levels and a level to the top of the ridge of the roof.
- o Base Level Certificate.

## 3. Structural Engineer's completion certificate: **FORM 4 (ALL MUST BE CLEARLY INDICATED)**

- o Structural System – Foundations, columns, beams, slabs & staircases
- o Roofing completion certificates
- o All structural glass (thickness > 12mm)

## 4. Energy Efficiency Requirements (Reg XA)

- o Form 4 – Regulation XA Architects **FORM 4**
- o SAGGA Approved Glazing certificate
- o Insulation Certificate from Supplier
- o Gas Certificate

## 5. Plumbing certificate.

- o All Piping (110mm) and fittings – Plumbers letter and CETA qualification Required
- o Solar Geysers and Heat Pumps - Must be **PIRB** Registered and Electronic Certificates
- o Waterproofing Certificate for Slabs and Roof Slabs

## 6. Civil Engineers Completion Certificate all Multi-storey and

- o Drainage, Plumbing & Storm water **FORM 4**
- o Geotechnical Report and **FORM 4**

## 7. Mechanical Engineer's completion certificate: **FORM 4 (to specify)**

- o Extraction System – Fresh Air Supply as per HVAC Drawing

## 8. Electrical compliance certificate:

- o 1 For each DB installation

## 9. Fire Engineer's completion certificate: **FORM 4**

- o Service Certificates from supplier/installer.
- o Form 4 – Fire Protection and Installation

## 10. Architects Letter(s)/Certificate

- o Confirmation of construction as per last approved plan

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Departmental Clearance Required: **REQUESTED BY THE BUILDING INSPECTOR**

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|---|----------------------------------|
| o Electrical Department                 | o Mechanical Health Department   |
| o Environmental and Heritage Department | o Roads & Storm Water Department |
| o Fire Department                       | o Solid Waste Department         |
| o Health Department                     | o Water Department               |

*ALL FORM 4's supplied by the Engineers and Consultants must coincide with the duties signed on the forms 1 and 2 appointment forms.*

*IF NOT: A form 1 and 2 must accompany the Form 4 or 3(ADDITIONAL ENGINEERS APPOINTED BY AND UNDER THE ORIGINAL APPOINTED ENGINEER IN THE FORM 2)*

**SITE TO BE CLEAN OF ALL RUBBLE AND BUILDERS SHEDS.**

*NOTE: All the requirements indicated above must be complied with where applicable prior to the issuing of an Occupancy Certificate.*

*Additional Certification may be required upon request by the Building Inspector.*

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### **Extract from the NATIONAL BUILDING REGULATIONS and BUILDING STANDARDS ACT 103 of 1977**

**In terms of Section 14 (4) (a) of the said Act, the owner of any building, or any person having an interest therein, erected with the approval of a local authority, who occupies or uses such building or permits the occupation or use of such building -**

**(i) Unless a certificate of occupancy has been issued in terms of subsection (1) (a) in respect of such building;**

**(ii) Except in so far as it is essential for the erection of such building;**

**(iii) During any period not being the period in respect of which such local authority has granted permission in writing for the occupation or use of such building or in contravention of any condition on which such permission has been granted; or (iv) Otherwise than in such circumstances and on such conditions as may be prescribed by national building regulation shall be guilty of an offence.**