



BUILDING DEVELOPMENT

OCCUPATION CERTIFICATE – CHECK LIST

Instructions: Please email a written request to the **allocated building inspector in your area** as indicate on the latest building inspector area document (Section C, option 2) downloaded from the Stellenbosch Municipality website:

<https://stellenbosch.gov.za/planning>

Building Plan No:

Erf Number:

Date:

Address:

Inspector:

Certificate required (if applicable):

Written application – Act 103 of 1977 – Section 14 – (14 days’ Notice to Local Authority)

SACAP rational designs – Form 4 for each appointment in Form 2 (including SANS XA)

Plumbing Certificate

Electrical Certificate

Gas Certificate

Glazing Certificate

Lift Certificate

Fire Certificate

A 19 Certificate

Inspection requirements (if applicable):

Approved plans on-site

Access to all areas for inspection

Building work in accordance with approved plans

Parking (demarcated) completed

Facilities for disable persons completed (bath rooms, parking, signs, ramps)

Storm Water control completed

Balustrades and Handrails in accordance with SANS – Part M

Refuse yards / areas completed

Builders’ rubble removed from site and pavements

All scaffolding removed from building

Structural Engineers drawings submitted – (stairs, foundations, slabs, rc beams, steel)

Mechanical Engineers drawings submitted – Ventilation system

PART D – SAFETY - Change in levels

- Pool Protection

- Ramps & Driveways

OTHER

CHECKED: BUILDING CONTROL OFFICER:

SIGNATURE

DATE