

PED: BUILDING DEVELOPMENT MANAGEMENT

Molo

Dumela

Ndaa

Hello

Sawubona

Avuxeni

Lotjhani!

Goeie Dag

...and Welcome to this Presentation

on how the Request for an Occupation Certificate process works

(Download our FAQ's on our website for more info.)



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1. Download the request for final Occupation building inspection form from our website (Ref. to Section C, 2nd option) <https://stellenbosch.gov.za/planning>

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BUILDING DEVELOPMENT
OCCUPATION CERTIFICATE – CHECK LIST

Instructions: Please email this written request to the allocated building inspector in your area as indicate on the latest building inspector area document downloaded from the Stellenbosch Municipality website: <https://stellenbosch.gov.za>

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	
Gas Certificate	
Electrical 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 _____

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BUILDING INSPECTION REQUEST FORM

2. Please complete the inspection form in full and...

- Also download the OCCUPATION CHECKLIST FORM from the ST website.
 - Email the completed request inspection form to the applicable building inspector – download area for building inspectors within the WC024 area.
 - Allow for 2 working days lead time for a scheduled Occupation inspection.
- ***PLEASE NOTE:** This request for an Occupation Inspection Is done in terms of s14, NBR, Act 103, 1977)

2 working days to do scheduled inspection



3. Once the Building inspector has done a O.C. inspection...

- A formal inspection report must be emailed to the applicant/owner in writing in a prescribed manner in terms of s14(b), NBR.
- This must be done within 14 working days from the date that the inspection was scheduled by the building inspector and the applicant.
- S24(1A), NBR “...the owner of the building or any other person having an interest” can request an Occupation inspection in writing.

4. What happens after a O.C. inspection has been done?

- If the request has been...
- **APPROVED** – Then a formal Occupation certificate will be issued to the owner/applicant. This can only be signed off by the BDN Manager once the building has been built according to the Council approved plans & all COC’s received.
- **REFUSED** – Then the BI will notify the owner/applicant in writing the outstanding items required in terms of the O.C. checklist. All items must be completed to the satisfaction of the Local Authority before a Formal Occupation Certificate can be issued.

- S14(b), NBR, Act 103,1977
- Download BI inspection request
- Download BI contacts
- Download BI areas within WC024

*O.C. = Occupation Certificate
*B.I. = Building Inspector

IMPORTANT NOTICE:
According to NBR legislation **the Municipality has 14 days to conclude an O.C. request.** We, as the BDM team, will endeavor to issue Occupation Certificates as soon as practical possible. Please be patient in the regard. Feel welcome to discuss this with your B.I.

REQUEST FOR OCCUPATION CERTIFICATE

