

# BDM

## Building Plan Application Process

Section 4(1) of the National Building Regulations (Act 103 of 1977)

(1) No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act.

Proposed Submission  
**START** →

- Proposed Submission uploaded unto BPAMS
- CI check the Proposal complies to SANS10400
- ☒ Proposal proceed to BDM Admin
- ☒ BDM Admin Checklist + Fees Calculation
- ☒ Fees Verification + Invoicing
- ☒ **Proof of Payment = Formal Application**
- ☒ Incomplete = Proposal NOT accepted
- ☒ HWC or LUM or HOA outstanding
- ☒ Not cleared as eligible for submission issued
- ☒ **NO Application in System = Re-Start**

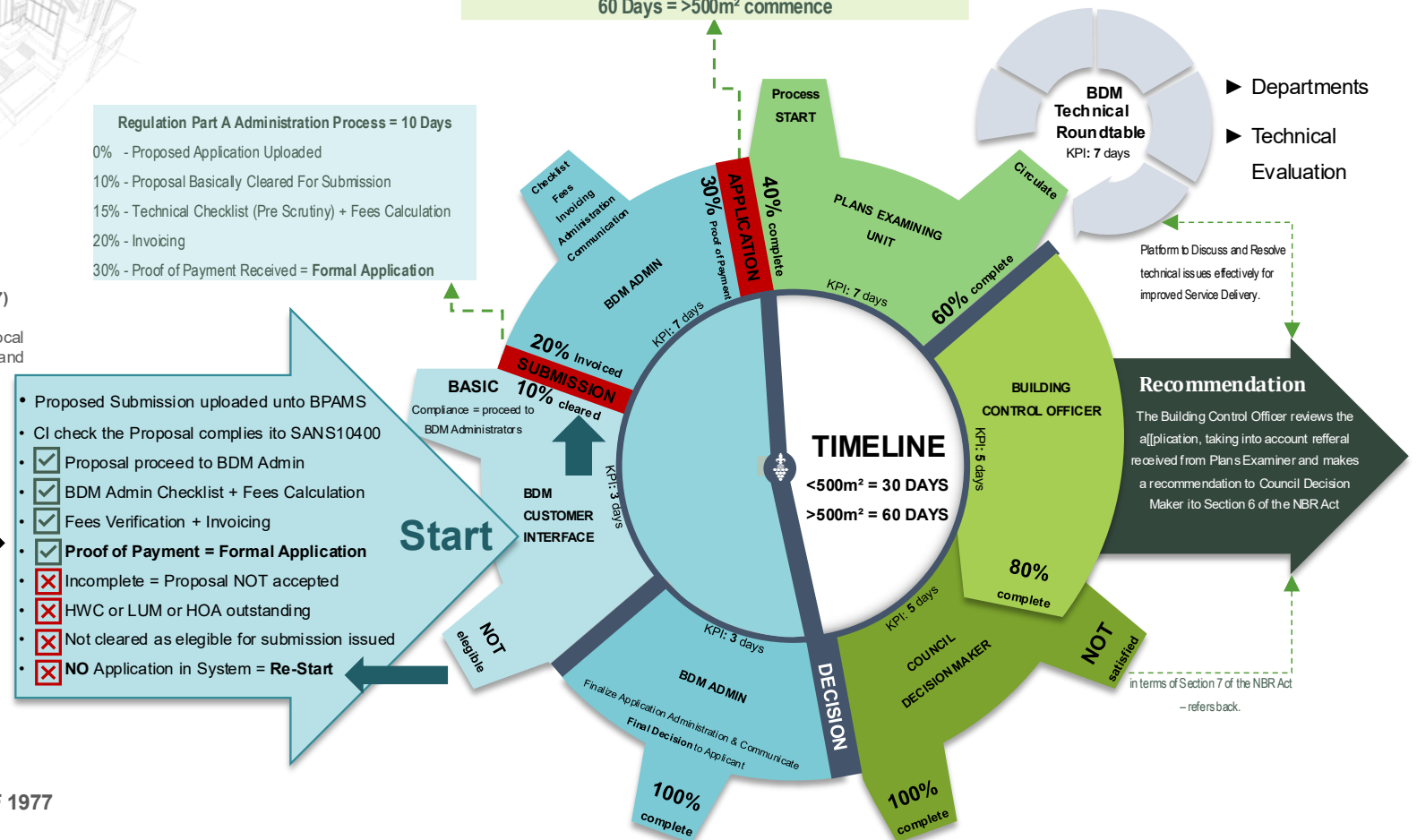
Regulation Part A Administration Process = 10 Days

- 0% - Proposed Application Uploaded
- 10% - Proposal Basically Cleared For Submission
- 15% - Technical Checklist (Pre Scrutiny) + Fees Calculation
- 20% - Invoicing
- 30% - Proof of Payment Received = Formal Application

Proof of Payment Communication date – Formal Application

30 Days = <500m<sup>2</sup> commence

60 Days = >500m<sup>2</sup> commence



FINAL DECISION ITO SECTION 7 OF NBR ACT 103 OF 1977

### APPROVED

s7(4) Any approval granted by a local authority in accordance with subsection (1) (a) in respect of any application shall lapse after the expiry of a period of **12 months** as from the date on which it was granted unless the erection of the building in question is commenced or proceeded with within the said period or unless such local authority extended the said period at the request in writing of the applicant concerned

### REFUSED

s7(5) Any application in respect of which a local authority refused in accordance with subsection 1) (b) to grant its approval, may, notwithstanding the provisions of section 22, at no additional cost and subject to the provisions of subsection (1) **be submitted anew** to the local authority within a period not exceeding **one year** from the date of such refusal-

(a) (i) if the plans, specifications and other documents have been amended in respect of any aspect thereof which gave cause for the refusal; and

(ii) if the plans, specifications and other documents in their amended form do not substantially differ from the plans, specifications or other documents which were originally submitted;