



KARIBIB

TOWN COUNCIL

PO. Box 19, Karibib, Namibia
 19 Kalk street, Karibib, Namibia
 +264 64 550 016
 +264 64 550 032
 pa2ceo@karibibtown.org
 www.karibibtown.org

APPLICATION FOR APPROVAL OF BUILDING PLANS

GENERAL CHECK LIST

(Note :1. each application has its own merits and this list cannot cover all requirements nor be entirely applicable to all plans 2. No mirrored images of plans allowed 3. No use of Tippex on plans 4. plans to be submitted in 3 x A3 (1 colored) All plans should be computerised and drawn to scale)

BUILDING INSPECTOR			
Description	Yes	No	N/A
General (Application form)			
Erf Number			
Description of plan/Title			
Street Name			
Area of Existing			
Area of Proposed Building			
Owner Full Details			
Architect/Draftman-full Details			
Availability of services			
Zoning			
Extras			
Appointment of structural Engineer/roof specialist			
Engineer's Drawings where applicable			
Neighbour's letter of consent where applicable			
Availability os Services			
Proof of ownership			
3 x Site Plan (1:200 min)			
Coverage Calculations			
Erf Dimensions			
Adjacent erven no.			
Building lines			
Correct North arrow			
Street names			
Drawing scale			
Distance from buildings to boundaries			
Roof plan			
Roofline/layout, Falls (not to neighbours's erf)			
3 x Building plan (1:100 min)			
For additions/ alterations - Does the new plan complement the previous plan(s)			
Description of rooms			
Inside area of each room			
Area of existing structure and additions			
Cross-section correct and indicated on floor plan correct			
Floor levels indicated,			
check beam design for corner windows			
Construction Notes			
Colored correctly: Proposed work (brickwork) : red			
Concrete : Green			
Plaster,wood: Yellow			
Existing work: Not colored			
Work to be demolished: Dotted yellow			
3 x Elevations layout (1:100 min)			
Do the Elevations match the floor plans? Named correctly?			
3 x Electrical Plan (1.100 min)			
Legend for Electrical symbols			
3 x Sections layout (scale 1:100 min)			
Section through new building			
Roof covering specification (No asbestos)			
Check whether roof pitch is adequate for the specified material			



Check whether the truss span and specifications is according to SABS Roof Trusses Table			
Roof support indicated			
Foundation sizes			
DPC/DPM			
Boundary wall plan and Section (weep holes indicated)			
Door and Window Schedule			
TOWN PLANNING			
Description	Yes	No	N/A
Is the Zoning indicated on the application correctly?			
Building relaxation (if applicable)			
Double storey relaxation (if applicable)			
Coverage according to Zoning			
Bulk according to Zoning			
Outbuilding max, 50% of floor area of main dwelling			
HEALTH DEPARTMENT			
Description	Yes	No	N/A
Sufficient ventilation, mechanical ventilation/extractor fans provided			
Sufficient light provided			
Fat, oil and grease (FOG) provided for food and catering industry			
Sand and oil traps provided for Mechanical garages and car wash places			
WATER AND SEWERAGE			
Description	Yes	No	N/A
Legend for drainage plan			
Sewer pipe material & slope			
Municipal sewer line/Manhole			
Storm water flow			
Existing & new water line			
Existing & new drainage layout (minimum fall: 1:60)			
Concrete casting for sewer pipes underfloor			
Plan coloured colored correctly: Sewer line - Red			
Water line - Blue			
Storm water -			
Are any municipal services running through/underneath the erf			
FIRE BRIGADE			
Description	Yes	No	N/A
Fire Walls (parapet height not less than 300mm above roof level)			
Fire Doors and firefighting equipment (where applicable)			
Self-Closing door open into garage			
Garage floor min.100mm lower than the floor level			