

Submission of Building Plans



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Why must Building Plans be submitted?

In terms of the requirements of the Local Authorities Act, the Municipal Council of Walvis Bay adopted "The Standard Building Regulations" and amendments in October 1995. Building regulations do not only control building activities, but also protect residents and the environment. It is of paramount importance that structures that may endanger the well being of others not be allowed.

Any person who intends erecting any building, whether permanent or temporary, must make a written application to the Municipality. The local authority is obligated to inform the applicant within a maximum period of 30 days after receipt of the application, whether the application has been approved or denied. This time limit however depends on the size and type of building or any servitudes registered against the property.

Any person who erects a building, whether permanent or temporary, without the prior approval of Council is guilty of an offence, and if convicted will be liable to a fine not exceeding N\$2000 or, in default of payment, to imprisonment for a period not exceeding six months.

Processes involved

Development may only start once you have submitted buildings plan and you are in possession of a **Building Permit**. The issuing of a building permit is controlled by the Standard Building Regulations.

Building standards are determined by the relevant sections of the building regulations with regard to the following: structural elements, fire prevention, ventilation and lighting, etc.

Walvis Bay does not have different building standards, although certain areas such as the Central Business District and Langstrand are controlled from an aesthetics point of view.

All erven have a minimum building value equal to four times the municipal land value. Tataleni in Kuisebmond is regarded a designated resettlement area where a structure other than from bricks can be erected.

However such buildings must still comply with the minimum requirements as determined by Council.

How to submit a Building Plan.

Anyone who intends erecting a building is required to submit a written application to the Municipality. This involves completing the required **Application for Building Plan Approval Form** (obtainable from the municipal Design Office or the municipal website) accompanied by the required building plans. These are the steps to follow when submitting building plans.

1 Attach three (3) sets of copies of the building plan, folded to A4 size, to the completed **Application for Building Plan Approval Form**. All plans must be signed and dated.

- One copy of the building plan set should be drawn in the prescribed colours as determined by the regulations.
- All plans should clearly show the required site plan layouts, elevation sections, structural details, urban aesthetics and advertising, sewerage and drainage, electrical and mechanical.
- Architects/ Draftsperson should ascertain existing services and servitudes before submission of plans.
- For large developments applicant/ architect/ draftsperson must address bulk supply to the site right from the start.
- Developments that qualify as factories must also have the approval stamp from a factory inspector on the plans.

2 The prescribed fee as indicated on the application form must be paid at cashiers, and a copy of the receipt handed in with the application and the building plans at the Building Plans Office.

Once submitted the application and building plans are circulated to various Municipal Divisions and external institutions for input

and revisions to be made of the plans. These include the Health, Water, Sewer, Fire and Town Planning division as well as Erongo RED, and in some instances Telecom.

3 Once the circulation process has been completed and all relevant divisions have given their input the Engineer: Roads and Building Control, on final approval of the application, will issue a Letter of Approval also known as the Building Permit.

4 Once approved, the applicant has a period of 12 sequential calendar months to start the intended building. If construction of the building has not started within 12 months, the applicant will have to re-apply and repeat the whole process from scratch.

This process is also applicable for **extensions to existing structures** or buildings.

Relaxation of Building Line

In terms of the Town Planning Scheme any building must be erected three meters away from the boundary wall. This open space area is known as the Building Line. If an applicant wishes to build inside the three metre building line (e.g. garage forms the boundary wall) then he/she must submit an **Application for Relaxation of Building Line Form**. In cases of a new building, the application for relaxing the Building Line can be done together with the application for the approval of building plans.

Remember to attach three (3) sets of copies of the siteplan showing the encroachment and other relevant supporting documentation.

Note, the application and the site plan must also be signed and completed by the immediate neighbours that are affected by the relaxation of the building line.

At the Construction Site

Plans

It is compulsory to keep a set of the building plans and drawings at the construction site at all times. The plans must be kept in a legible condition and should be available for scrutiny at any time.

Building Rubble

Municipal by-laws clearly state that building rubble should be disposed of at the Municipal landfill site or may with the written consent of the Council and subject to the conditions which Council may deem fit, be deposited at a place other than the sanitary landfill site.

Uncontrolled dumping of building rubble creates a health hazard and unsafe living conditions. It also creates a breeding ground for all kinds of vermin and diseases. Building rubble includes waste generated during excavation, construction, alterations, repair or demolition of any structure, and includes building waste, earth, vegetation and rocks displaced during such excavation, construction, alteration, repair or demolition.

Dumping of building rubble at locations other than the refuse site or as directed by Council, is illegal, and building contractors who disregard the by-law may face stiff penalties and will be held liable for the removal or clean-up costs. Building material or rubble may not be placed in such a way that it will obstruct traffic (on roads or pavements) or endanger the safety of pedestrians.

Sanitation

Building contractors are required to adhere to statutory regulations regarding the sanitary, safety, health and working conditions at building sites.

Before the commencement of any building activities on a building site, the building contractor or owner of the erf is obligated to put up sanitary facilities on the erf for the workers to use. Pre-manufactured manhole toilets or chemical toilets are recommended.

Contacts

For more information contact:

■ Engineer: Roads & Building Control 201 3289