

CHECKLIST FOR USE BY PLAN EXAMINER & ADMINISTRATORS

DESCRIPTION		YES	NO	NOT APPLICABLE
1. Requirements for submission: ADMINISTRATORS				
a)	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Layout Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Sections + General Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Mun. application & owners' signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Encroachment Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Signature on plan: Owner. / Arch. / Eng.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	H.O.A recommendation / Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Scrutiny fee paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Form 1 – signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Form 2 Architect / Technologist Engineer – signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Sans XA Fenestration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m)	Arch. / Techn. Compliance certificate / IDOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n)	Land Surveyors Diagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o)	Title Deed/ Proof of Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p)	Demolition application / certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q)	Town planning / Environmental - approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Site Plan/s (Urban/Residential)				
a)	Drawing Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	North Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Areas (sqm + %'s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Level Heights (Erf corners) / Contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Street Name & Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Erf Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Building Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Any trees Obstructed / Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Adjacent Erf Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Erf Measurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Electrical Connection Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m)	Water Connection Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n)	Sewer Connection Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o)	Vehicle Driveway / Road access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p)	Storm Water Drainage / Lead Away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q)	Position of Proposed Building/s & Existing Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r)	Plot out Measurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

s)	Position of Servitudes registered			
t)	Pool (Back wash water, Pump)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u)	Position of Existing Building/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v)	Solar Panels (Power supply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w)	Floodlines (1:50 & 1: 100) Years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.Layout Plan/s				
a)	Drawing Titles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Scales 1:100, 1:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Position of Section Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	All Measurements Building – Vertical & Horizontal dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Wall Thickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Fire Wall/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Fire Door/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Windows & Doors Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Floor Covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Usage / Description of Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.Elevations				
a)	Drawing Titles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Scale 1:100, 1:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Elevations (minimum 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Opening Sections of Windows & Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Wall Finishes (Descriptions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Gutters & Downpipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Floor Differences (in mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Chimney Heights & Distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Flashing (Roof / Wall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Boundary Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Heights & Levels indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.Section/s:				
a)	Drawing Titles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Scale 1:100, 1:50			
c)	Roof: Pitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Flashing (Roof / Wall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Purlins & spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Rafters & Trusses: Spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Rafters: Fixing/Joints (Detail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Wallplate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Description NGL & FFL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Height from FFL to Wallplate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Floor Differences (levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m)	Heights from NGL to FFL (mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n)	Foundations: Refer to NBR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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o)	Floor: Compaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p)	D.P.C. (microns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q)	Thickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r)	Finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s)	Ceiling: Branderling & Spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t)	Ceiling Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u)	Sections of Boundary Wall/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v)	Fascia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w)	Gutters & Downpipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x)	Chimney Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.Services				
a)	Connection to Mun. Supply (Meter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Warm water Cylinder: Gas, Solar, Heat pumps etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	New installation (Colored in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Connection to Mun. Supply (Meter box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Distribution Box / Show Load Control Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Light Switches / Position of Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Connection to Mun. Sewer (Manhole)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Scale 1:200, 1:100, 1: 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Pipe thickness (Ømm) Sewer & Waste)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j)	Fall of Sewerage 1:40 to 1:60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Ventilation pipe/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Gulley Drain/s (Minimum 1 per site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m)	Sewerage Section/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n)	Invert Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o)	Depth of sewage / Mun. sewerage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p)	New Sewerage / Grey Water (colored in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q)	Existing Sewerage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESCRIPTION		YES	NO	NOT APPLICABLE
10. Fire layout plan: if applicable				
a)	Floor Layout Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Fire Extinguisher/s (type & kg's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Scale 1:200, 1:100, 1: 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Escape Routes with Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Door equip with door slam mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Water connection/Pipe thickness (Ømm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Fire Hydrant/s & Fire Hose Reel/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Fire Staircase/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: *Complying to the above points will not ensure the approval of the building plan/s. The check list is only a tool to assist you to use to ensure the completeness of the application and the drawings.*