



**CITY OF JOHANNESBURG**

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A City of Johannesburg Press Statement by  
the MMC for Development Planning, *Cllr Lawrence Khoza*

## **MMC Khoza satisfied with Metro Link state of readiness to receive walk-ins**

23 June 2020

Release: Immediate

The Member of the Mayoral Committee (MMC) for Department of Development, Cllr Lawrence Khoza, has expressed his satisfaction with the state of readiness of the Metro Link, which has been identified as the interface centre of the Department under Alert Level 3 of the COVID-19 National Lockdown.

This follows the inspection walkabout he conducted at the building yesterday, upon its re-opening to the public with services by Building Development Management (BDM), Land Use Development Management (LUDM) and Corporate Geo-Informatics (GIS).

BDM officials took the MMC through the interim building plans submission, assessment and approval processes, alongside the measures they had put into place to adhere to regulations, as they will be providing members of the public with services allowed under Level 3.

A breakdown of the standard operating procedure for the submission of building plans online is attached in the annexure below this document, with respective building plan tariffs valid until 30 June 2020.

Added to the list of services made available during the lockdown, Development Planning's Outdoor Advertising Unit went live with its online applications yesterday. Members of the public can now submit their applications to [outdooradvertising@joburg.org.za](mailto:outdooradvertising@joburg.org.za), but are encouraged to first make an appointment and seek clarity on what is required for the process by calling 011 407 6032.

The LUDM helpdesk was available to receive both Land Use Management and Legal Admin applications. The GIS desk will be in operation as of tomorrow, Wednesday, 24 June 2020.

MMC Khoza thanked stakeholders of the Department and members of the public for their patience and understanding as services had been halted due to the implementation of the lockdown. He further added that he was pleased by the development application processes being up and running, as well as the enhanced electronic offerings by the Department.

"A working Johannesburg means a great deal for our country. We are hoping that now that our systems are back and somewhat operating normally, we will be able to attract investment to the City of Johannesburg," said MMC Khoza.

Over 90 people were assisted at the Metro Link today for various services. Of the 49 applications (7 online and 42 walk-ins) received today, nine building plans had been approved by 14h00.

Rina Prinsloo, a runner for 10 architects in Johannesburg, had an early start to what she called an “excellent day”, after one of her pending applications was approved in under two hours of her visit at the Metro Link.

“The service I received today made the long wait totally worth it. We appreciate the amount of thought and effort that went into making all of these services possible,” she added.

Rina’s sentiments were shared by home owner Vongani Siweya, whose house building plans were approved yesterday. “I thought COVID-19 would affect the efficiency of the process,” he said, “But I was pleasantly surprised that it took less than a day for it to be assessed and approved.”

Teboho Sehata of property developers, Valumax Projects, who yesterday submitted site development plan (SDP) for the application for a shopping centre, was impressed by how quickly the building plan was approved upon the SDP submission.

Teboho also received four Section 7(6) approvals, in terms of the National Building Regulations and Building Standard Act 103, 1977, as amended by the office of the City’s Building Control Officer. She further followed up on residential applications for 492 properties, which form part of the property developers’ project in Riverside View Ext 66 and 68.

Though Teboho was pleased by the measures put in place at the Metro Link to protect both members of the public and officials, she appealed to residents that did not have multiple application submissions to take advantage of the Department’s online platforms.

The City encourages online submission, as it minimises physical contact; therefore practicing social distance in compliance with COVID-19 regulations, through the use of cutting edge ICT technology. As of Tuesday, 29 June 2020, building plans and related applications must be submitted online, except bulk submissions and huge developments.

The Department will continue to communicate with residents and stakeholders as more services are made available during the lockdown period.

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## STANDARD OPERATING PROCEDURE: ELECTRONIC BUILDING PLAN SUBMISSION (INTERIM – ALERT LEVEL 3)

STEPS REQUIRED	PROCEDURE	RESPONSIBLE PERSON	REQUIRED DOCUMENTS / REQUIREMENTS
STEP 1 : PREPARATION	<p>CREATE SUBMISSION PACK :</p> <p>CREATE A FOLDER FOR SUBMISSION WITH A FILE NAME (ERF NO, TOWNSHIP AND EXTENSION, AND TYPE OF APPLICATION) EG : 123 DUNKELD EXT.5 – NEW HOUSE</p> <p>MANDATORY DOCUMENTS SCANNED TO PDF WILL BE IN THE FOLDER INCLUDING THE FOLLOWING :</p> <ul style="list-style-type: none"> <li>• REGISTERED TITLE DEED</li> <li>• POWER OF ATTORNEY, AND COMPANY RESOLUTION,IF OWNED BY AN ENTITY</li> <li>• POWER OF ATTORNEY TO AUTHORISED REPRESENTATIVE</li> <li>• ZONING INFO</li> <li>• SG DIAGRAMS</li> <li>• SACAP FORM</li> <li>• SANS 10400-FORM 1, 2 OR 3</li> <li>• COJ BUILDING PLAN SUBMISSION FORM</li> <li>• ANY LUM APPROVALS (SDP, BUILDING LINE RELAXATION, CONSENTS ETC.)</li> <li>• COLOUR SCANNED SET OF BUILDING PLANS IN PDF FORMAT</li> <li>• FIRE RATIONAL AND FIREPLAN STAMPED BY FIRE DEPARTMENT IN PDF FORMAT (IF NECESSARY)</li> <li>• BULK SERVICE CONTRIBUTION PROOF OF PAYMENT (IF NECESSARY)</li> </ul>	PROPERTY OWNER/ AUTHORISED REPRESENTATIVE (EG : ARCHITECTS, DRAUGHTSMAN)	FULL SUBMISSION PACK AS PER CHECKLIST
STEP 2 : SUBMISSION	<p>SUBMISSION PACK TO BE SUBMITTED TO CENTRAL EMAIL ADDRESS : <a href="mailto:BuildingApplications@joburg.org.za">BuildingApplications@joburg.org.za</a></p> <p>APPLICATION WILL BE RECEIVED, WITH NOTIFICATION OF RECEIPT FROM COJ. THE ASSISTANT DIRECTOR – NBR WILL SEND THE APPLICATION TO AN OPERATIONAL MANAGER / CHIEF PLANS EXAMINER FOR PRESCRUTINY.</p>	PROPERTY OWNER/ AUTHORISED REPRESENTATIVE (EG : ARCHITECT, DRAUGHTSMAN) ASSISTANT DIRECTOR - NBR	FULL SUBMISSION PACK AS PER CHECKLIST
STEP 3 : PRESCRUTINY	<p>THE APPLICATION WILL BE DISTRIBUTED INTERNALLY TO A MANAGER (CHIEF PLANS EXAMINER), FOR A PRESCRUTINY/CHECK.</p> <ol style="list-style-type: none"> <li>1. IF THE APPLICATION PASSES THE PRESCRUTINY CHECK, IT WILL BE SENT TO THE NEXT PHASE. (PAYMENT AND CAPTURE)</li> <li>2. IF THE APPLICATION FAILS THE PRESCRUTINY CHECK, IT WILL BE RETURNED TO THE CUSTOMER WITH REASONS FOR REFUSAL (VIA EMAIL)</li> <li>3. IF THERE IS A REQUIREMENT FOR A CITY DEPARTMENT TO COMMENT, THE APPLICATION WILL BE SENT VIA EMAIL BY THE CHIEF PEXA TO THE RELEVANT DEPARTMENTS REPRESENTATIVE. THE REPRESENTATIVE WILL BE REQUIRED TO RESPOND TO THE REQUEST WITHIN 2 DAYS.</li> </ol>	CHIEF PLANS EXAMINER / OPERATIONAL MANAGER	FULL SUBMISSION PACK, AND RELEVANT PREREQUISITE APPOVALS IF REQUIRED (FIRE, LAND USE) CALCULATED SUBMISSION FEES



<p>STEP 4 : PAYMENT AND CAPTURE</p>	<p>SUBMISSION FEES WILL BE CALCULATED AND INVOICE GENERATED. INVOICE WILL BE SENT TO APPLICANT VIA EMAIL TO EFFECT PAYMENT USING THE ATTACHED BANKING DETAILS. PLEASE USE THE BC 5057/... (ON THE TOP RIGHT HAND SIDE OF INVOICE), AS A PAYMENT REFERENCE.</p> <p>ONCE PAYMENT HAS BEEN MADE BY THE APPLICANT, PROOF THEREOF MUST BE EMAILED TO THE CHIEF PLANS EXAMINER CONCERNED. THE CHIEF PLANS EXAMINER WILL VERIFY AND CONFIRM PAYMENT. THE APPLICATION WILL THEN BE CAPTURED ON THE BAS AND A REFERENCE NUMBER WILL BE GENERATED</p>	<p>CHIEF PEXA / ADMIN OFFICER / APPLICANT</p>	<p>GENERATED INVOICE PAYMENT METHOD (EFT, DIRECT DEPOSIT) BANKING DETAILS CONFIRMATION OF PAYMENT</p>
<p>STEP 5 : ALLOCATION</p>	<p>ONCE A REFERENCE NUMBER IS GENERATED ON THE BAS, THE APPLICATION WILL BE ALLOCATED TO A PLANS EXAMINER BY THE OPERATIONAL MANAGER/ CHIEF PLANS EXAMINER.</p>	<p>CHIEF PEXA / ADMIN OFFICER</p>	<p>PROOF OF PAYMENT PLAN REFERENCE NUMBER</p>
<p>STEP 6 : EVALUATION</p>	<p>BAS UPDATED TO EVALUATION PHASE, WITH RESPONSIBLE MANAGER AND PLANS EXAMINER. PLANS EXAMINER DOES A FULL EXAMINATION OF THE APPLICATION. COMMUNICATION WITH THE APPLICANT DURING EVALUATION VIA EMAIL OR TELEPHONE.</p> <ul style="list-style-type: none"> <li>• PLANS EXAMINER RECOMMENDS APPLICATION FOR APPROVAL/ OR REFUSAL AND UPDATES ON BAS. APPLICATION SENT TO THE CHIEF PLANS EXAMINER FOR FINAL DECISION.</li> <li>• BAS UPDATED.</li> </ul>	<p>PLANS EXAMINER</p>	<p>COMPLIANCE WITH NBR, LAND USE AND ALL APPLICABLE LAW.</p>
<p>STEP 7 : APPROVAL / REFUSAL</p>	<p>CHIEF PLANS EXAMINER APPROVES ELECTRONIC SUBMISSION, AND REQUESTS THE APPLICANT TO HAND IN HARD COPIES OF THE SAME, FOR ENDORSEMENT. THIS IS DONE BY APPOINTMENT OR ARRANGEMENT WITH THE PLANS EXAMINER. THE APPLICANT WILL RECEIVE ONE HARD COPY OF THE APPROVED BUILDING PLAN.</p> <p>IF CHIEF PLANS EXAMINER REFUSES APPLICATION, IT IS SENT BACK TO THE PLANS EXAMINER , AND COMMUNICATED TO THE APPLICANT VIA EMAIL, TELEPHONE, AND IS UPDATED ON BAS</p>	<p>CHIEF PLANS EXAMINER / PLANS EXAMINER / APPLICANT / ADMIN OFFICER</p>	<p>ARRANGEMENT TO BE MADE TO ENDORSE PLANS. 2 SETS OF HARD COPIES OF PLANS TO BE HANDED IN. (1X COLOUR, 1 X B/W) PROOF OF OWNERSHIP OR POWER OF ATTORNEY / PROXY REQUIRED TO COLLECT APPROVED PLANS. SIGN FOR RECEIPT OF APPROVED PLANS.</p>
<p>STEP 8: POST APPROVAL/ CONSTRUCTION STAGE</p>	<p>THE FILE IS PREPARED TO BE SENT TO THE BUILDING INSPECTORATE PER ALLOCATED REGION. THE ASSISTANT DIRECTOR ASSIGNED TO EACH REGION WILL COLLECT THE FILES AND TAKE THEM TO THE REGIONAL OFFICES TO BEGIN THE CONSTRUCTION STAGE. BAS IS UPDATED TO THE CONSTRUCTION AND CLEARANCE PHASE.</p>	<p>ADMIN OFFICER, ASSISTANT DIRECTOR – NBR</p>	<p>COLLECTION OF FILES TO BE DONE DAILY BY AD'S. ADMIN OFFICER TO ENSURE THAT ALL DOCUMENTATION IS PUT ON FILE.</p>



## BUILDING PLAN TARIFFS VAILD UNTIL 30 JUNE 2020:

**The following charges will be effective from 1 July 2019 – 30 June 2020**

:	DESCRIPTION	PROPOSED NEW TARIFF 2019/2020
1.1	Per m <sup>2</sup> or part thereof for the first 1 000 m <sup>2</sup> of building work.	R 20 per m <sup>2</sup>
1.2	Per m <sup>2</sup> or part thereof for the second 1 000 m <sup>2</sup> of building work.	R 19 per m <sup>2</sup>
1.3	Per m <sup>2</sup> or part thereof for the balance greater than 2 000 m <sup>2</sup> of building work	R 17 per m <sup>2</sup>
1.4	0,30% of the value of building work for alterations to existing buildings and buildings of a special character such as factory chimneys, spires and similar structures.	0,30% of the value of building work
1.5	A fee for a new dwelling house of 50 m <sup>2</sup> or less in area.	R 466
1.6	In the case of mass-contracted low cost housing projects funded by means of National Housing capital subsidies: <ul style="list-style-type: none"> <li>• a fee per master plan</li> <li>• and a fee per erf on which the master plan is repeated.</li> </ul>	R265 R63
1.7	The minimum charge in respect of any building plan, other than contemplated in 1.5 and 1.6 shall be	R 748
1.8	Portion of buildings projection over Council owned land : <ul style="list-style-type: none"> <li>(a) Areas of 10 m<sup>2</sup> and less</li> <li>(b) Areas in excess of 10 m<sup>2</sup>,</li> </ul> <p>The above charges are in addition to normal plan submission fees.</p>	R 742 R 748 plus R18 m <sup>2</sup> or part thereof
2	To authorise minor building work in terms of Section 13 of the National Building Regulations and Building Standards Act, 1977, a charge of	R 328
3	To authorise the erection of a temporary building in terms of Regulations A23(1) a fee of	R 328
4.	To permit the use of a street by a person undertaking any work of erection or demolition in terms of Regulation F1(4):	A fee of R19 per m <sup>2</sup> for every week or part thereof, with a minimum fee of R 328
5	To authorise a permit for the demolition of a building:	R 943



:	DESCRIPTION	PROPOSED NEW TARIFF 2019/2020
6.	To authorise a permit for excavations:	R 889
7.	To authorise a permit for encroaching over Council owned land for the purpose of building operations:	R 889
8	Approval of cellular phone structures and masts (per application).	R 4374
9.	Provisional authorisation to commence with building work in terms of Section 7(6) of the National Building Regulations and Building Standards Act, of 1977, as amended:	R5 545
10.	Provisional authorisation to occupy a building in terms of Section 14 (1A) of the National Building Regulations and Building Standards Act, 103 of 1977, as amended:	R4 150
11.	<p>Miscellaneous charges:</p> <p>11.1 Copies of plans A 4</p> <p>11.2 Copies of plans A3</p> <p>11.3 Copies of plans A 2</p> <p>11.4 Copies of plans A 1</p> <p>11.5 Copies of plans A 0</p>	<p>R9.50 + R 23 once-off service fee, irrespective of the number of copies made.</p> <p>R18 + R23 once-off service fee, irrespective of the number of copies made.</p> <p>R 44 + R 23 once-off service fee, irrespective of the number of copies made.</p> <p>R51 + R23 once-off service fee, irrespective of the number of copies made.</p> <p>R109 + R22 once-off service fee, irrespective of the number of copies made.</p>