



49 Voortrek Street, Swellendam | P.O Box 20, Swellendam 6740

BUILDING CONTROL SECTION

BUILDING INSPECTOR'S INSPECTIONS – PROGRESS REPORT: NAME OF BUILDING INSPECTOR: _____

APPLICANT			
ERF NUMBER		TOWN	
BUILDING PLAN NUMBER		FARM NUMBER	
CONTACT DETAILS			

NOTICE	DATE REQUESTED	DATE INSPECTION	DATE APPROVED	INSPECTOR SIGNATURE
Commencement/Trench Inspection				
Roof (before ceiling and covering)				
Plumbing and Drainage				
Final – Completion/Occupation				

1. COMMENCEMENT/TRENCH INSPECTION

- 1.1 Valid approved plan on site
- 1.2 Acceptable sanitary facilities on site
- 1.3 Damages to council property(pavement or curbs)
- 1.4 All boundary beacons visible
- 1.5 Width of foundation – comply with approved plan
- 1.6 Depth = 400mm min bottom of foundation below NGL
- 1.7 Steps checked on sloping site
- 1.8 Building dimensions to correspond with approved plan
- 1.9 Level pegs to be visible and checked
- 1.10 All plants and trees removed from excavation
- 1.11 No mixing of concrete on street reserve
- 1.12 No material on street reserve

DATE		DATE	
YES	NO	YES	NO
APPROVED		NOT APPROVED	

DATE

SIGNATURE

2. FLOOR HEIGHT INSPECTION

- 2.1 soil backfill to correct height
- 2.2 soil compacted
- 2.3 layer of sand
- 2.4 DPC laid
- 2.5 reinforcement mesh and space-blocks put in place
- 2.6 No mixing of concrete on street reserve
- 2.7 no material on street reserve
- 2.8 No street curbs and part of pavement damaged

DATE		DATE	
YES	NO	YES	NO
APPROVED		NOT APPROVED	

DATE

SIGNATURE

3. ROOF INSPECTION

- 3.1 New roof correspond with approved plan
- 3.2 Roof timber as per approved plan
- 3.3 Bracing in place
- 3.4 Engineer certificate available or required

DATE		DATE	
YES	NO	YES	NO
APPROVED		NOT APPROVED	

DATE

SIGNATURE

4. DRAINAGE INSTALLATION

- 2.1 Plumber registration checked
- 2.2 All trenches open to inspect full length of sewer line
- 2.3 All SABS codes visible on material
- 2.4 Sewer line laid straight
- 2.5 Drainage system adequately vented
- 2.6 Sewer line accesable for future cleaning
- 2.7 All gulleys in place
- 2.8 Waist pipes connected to sewer line by means of water seal/trap

DATE		DATE	
YES	NO	YES	NO
APPROVED		NOT APPROVED	

DATE

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5. COMPLETION INSPECTION

- 4.1 Request for occupation certificate received in writing
- 4.2 Any damages to council property
- 4.3 Overall completeness of building
 - 4.3.1 window sizes correct
 - 4.3.2 solar geyser/panel in place
 - 4.3.3 rain water channels in place
 - 4.3.4 water connection connected and turned on
 - 4.3.5 sewer connection connected, tested and working
 - 4.3.6 electrical connection connected and turned on
 - 4.3.7 all gulley's in place
 - 4.3.8 no storm water into sewerage system
 - 4.3.9 balustrades to balconies and stairways in place and correct
- 4.4 Requirements of the Chief Fire Officer met
- 4.5 Requirements of the Health department met
- 4.6 All wet trades complete – plastering of walls and screeding of floors
- 4.7 Swimming pool safety measures in place
- 4.8 Builders rubble removed and site clean
- 4.9 Builders shed removed
- 4.10 Supporting documents submitted for:
 - 4.11 Structural work – SANS 10400 - FORM 4
 - 4.12 Roof construction – SANS 10400 - FORM 4
 - 4.13 Fire design – SANS 10400 – FORM 4
 - 4.14 Mechanical ventilation – SANS 10400 – FORM 4
 - 4.15 Energy efficiency – SANS 10400 – FORM 4
 - 4.16 Plumbing certificate
 - 4.17 Electrical certificate
 - 4.18 Glazing certificate
 - 4.20 Gas installation certificate

DATE		DATE	
YES	NO	YES	NO
APPROVED		NOT APPROVED	

DATE

SIGNATURE

PROGRESS REPORT (FOUNDATION - 20% COMPLETE)

PROGRESS REPORT (FLOOR - 40% COMPLETE)

PROGRESS REPORT (OPEN SEWER - 60% COMPLETE)

PROGRESS REPORT - (ROOF CONSTRUCTION - 80% COMPLETE)

PROGRESS REPORT - (FINAL INSPECTION - 100% COMPLETE)

