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**BUILDING CONTROL OFFICER NBR:  
CITY OF JOHANNESBURG  
BRAAMFONTEIN  
2017**

Dear Sir/Madam

**APPLICATION FOR PERMISSION TO OCCUPY OR USE OLD BUILDING (SEC 14(1 A))**

I Would like to lodge an application for Permission to Occupy an Old Building in terms of section 14 (1 A) of the National Building Regulations and Building Standard Act, 103 of 1977, on the following property.

Erf/Erven/Portion: .....

Township: .....

BAS Ref No: .....

I, the owner, herewith warrant that the following information provided is correct and I shall be held liable for any misrepresentation made herein. Any actions taken or information provided shall bind the owner of the property/ies. The owner further acknowledges that any discussions and or its delegated officials.

Attached please find the required documentation.

Yours faithfully

.....  
Owner signature

.....  
Date

Name of the owner: .....

Postal Address: .....

.....

Tel: .....Fax: .....Email: .....

**Checklist for Permission to Occupy Old Building**

Township	
Stand Number	
Project Description	
Project Total Area	
BAS Ref No./ Old Plan Ref No	
Google Maps Direction/Land Marks	

DOCUMENTS REQUIRED FOR SUBMISSION	Client		Official	
	Yes	No	Yes	No
Zoning Information & Title Deed				
Application Form				
Report from the Building Inspector				
Engineer Certificate				
Fire Certificate				
SAGGA Glazing Certificate				
Gas Certificate ( if Applicable)				
Health Certificate (if Applicable)				
Plumbing Certificate, Trade test and ID/ Plumbing Cert. from PIRB				
Mechanical ventilation Certificate where Applicable				
Electrical Certificate				
Copy of Approved Building plans				
Payment: R 6 000.00 any other Res and R800.00 for Res 1 only				

I.....the owner, herewith warrant that the information provided is Correct and I shall be held liable for any misrepresentation made herein. Any actions taken or information provided shall bind the owner of property/ies.

Time period: Provisional authorization is conditional and on a temporary basis, valid until a prescribed date, but further extensions may be considered subject to certain conditions

Turnaround time: 10 (Ten) working days after submission of completed application.

