



EVERYTHING YOU NEED TO KNOW ABOUT GETTING COPIES OF YOUR EXISTING APPROVED BUILDING PLANS & RELATED DOCUMENTS

Last Updated: 30 July 2024

Overview

Thinking of submitting a building plan for additions or alterations to your home, you can apply for copies of any previously approved building plans at one of our [regional offices](#).

Who can apply for a copy of an approved building plan?

Only the registered property owner, or duly authorised person (any 3rd party that is not the registered property owner such as an architect, draughtsperson etc.) will be provided with any copies of previously approved building plans or related documents.

To apply for copies of approved building plans you will need to provide the following documents.

NOTE: The requirements for the Microfilm Office based at Old Fort and the Sizakala Centres are outlined below:

CENTRAL MICROFILM OFFICE – 166 KE MASINGA ROAD, CITY ENGINEERS BUILDING

NOTICE

Dear Customer

To **view** or **print** copies of building plans and/or documents the following documents are required:

YOUR PROPERTY

- Original + Copy of your **I.D.**,
- **Entire Utility Bill (not older than 3 months)**.

REQUESTS ON BEHALF OF A THIRD PARTY

- Original + Copy of **your I.D.**,
- Copy of the **Registered Owner's I.D.**,
- **Entire Utility Bill (not older than 3 months)** for the property.
- **Letter** from **ALL** the **Registered Owner/s** authorizing the release of the building plans and/or documents to you, clearly stating **your full name and ID number**.
- If the property is sold but not yet transferred, a copy of the **Purchase and Sale Agreement** and the **Utility Bill** for the property.

SIZAKALA CENTRE

Registered Property Owner

- Copy of owners ID
- Proof of ownership such as recent rates bill (not older than 3 months) of the property for which plans are required or copy of title deed

Authorised Representative or Appointed Agent

- Copy of owners ID
- Copy of authorised persons ID
- Proof of ownership such as recent rates bill (not older than 3 months) of the property for which plans are required or copy of title deed
- Letter of consent from registered owner

Managing Agent/ Body Corporate/ Business Owned Property/ Trust

- Managing Agent
 - authorisation letter on official letterhead
 - copy of authorized persons ID
- Body Corporate
 - authorisation letter from the Chairperson
 - copy of Chairpersons ID
- Business Owned Property
 - copy of business registration document
 - copy of company representatives ID
- Trust Owned Property
 - copy of Trust resolution letter
 - copy of ID of all members of the trust
 - authorised letter to be signed by all members of the trust

Plans or Documents Requested by the State

- Copy of request by authorised government official on official letterhead

Plans or Documents Requested Under Dispute

- Authorization from a Magistrate (court order) or,
- Authorization from the Head: City Hall and Administration

Payment

We charge a search & viewing fee per request for copies of plans, which will be determined as per the [tariffs](#) that is available on the 1st of July of each new financial year.

PAYMENT: subject to changes on the 01st of July of each new financial year		
No.	Description	Fees (incl. VAT)
1.	Search & View fee	R24
2.	Print per copy – size A0	R46
3.	Print per copy – size A1	R24
4.	Print per copy – size A2	R15
5.	Print per copy – size A3	R 3
6.	Print per copy – size A4	R 2

Example 1:

1 x search fee per address for which records are requested	=	R24
10 x A4 printed pages (R2,00 x 10 pages)	=	R20
Total:		<u>R44</u>

Example 2:

1 x search fee per address for which records are requested	=	R24
3 x A1 plan sheets (R24,00 x 3 pages)	=	R72
5 x A4 printed pages (R2,00 x 5 pages)	=	R10
Total:	=	<u>R106</u>

Exemptions and/or Special Circumstances

1. No tariffs are applicable on applications made by the State (State is defined as any sphere of government or Department thereof including State owned Entities).
2. The tariffs may be reduced to a maximum of 50% of the applicable fee for Bad Buildings turn-around applications, on receipt of a detailed motivation, at the discretion of the Head: DPEM.
3. The tariffs may also be reduced to a maximum of 50% of the applicable fee for applications from registered non-profit organisations on receipt of a detailed motivation and proof of registration which must be submitted prior to the submission of the application, at the discretion of the Head: DPEM.

What to do if we do not have your approved building plans?

In certain instances, we may not always have records of all approved plans submitted. In this case, the following routes may prove more fruitful:

1. If you know who designed and built the building or who worked on the latest alterations and additions, contact the architect or designer, and request a copy of the plans. Architects have to keep approved plans of all their projects for five years after completion.
2. If you are unsure as to who built or designed the building and it happens to look similar in style to the neighbouring buildings, it may be worth approaching your neighbours for information as, in this case, the buildings were most likely designed or built by the same architect, and they may just be able to help you out.
3. If you live in a complex or block of flats, the body corporate may have a copy of the latest approved plans.

If the above proves to be unsuccessful, and you have no way of knowing who might've designed or built the building it is unlikely that you will find copies elsewhere. The only option you have is to employ an architect or draughtsperson to measure up the building and to draw it up for you.

Regional Office Contact Details

Copies of approved plans and/or relevant documents from our archives can only be made available on request in person and upon submission of the completed application form and required documents. Such requests can be directed to one of our registry staff below:

Name	Work	Email
CENTRAL REGIONAL OFFICE		
166 KE MASINGA ROAD, DURBAN, 4001 (CITY ENGINEERS BUILDING – OLD FORT COMPLEX)		
Sagren Naicker (Manager: Administration)	(031) 311 7558	sagren.naicker@durban.gov.za
Nelson Yegappen	(031) 311 7083	nelson.yegappen@durban.gov.za
Nombuso Zungu	(031) 311 7083	nombuso.zungu@durban.gov.za

Name	Work	Email
NORTH REGIONAL OFFICES		
327 UMHLANGA ROCKS DRIVE, UMHLANGA RIDGE, UMHLANGA, 4319 (SIZAKALA CENTRE)		
Avril Joubert	(031) 311 6086	avril.joubert@durban.gov.za
Christopher Ntuli	(031) 322 2979	siboniso.ntuli@durban.gov.za
151 WICK STREET, VERULAM, 4340 (SIZAKALA CENTRE)		
Zama Gumede	(031) 322 1809	zama.gumede@durban.gov.za

Name	Work	Email
SOUTH REGIONAL OFFICE		
9 MAYOR MEWS, WINKELSPRUIT, KINGSBURGH, 4126 (SIZAKALA CENTRE)		
Sipho Dlodla	(031) 311 5811 / 5790	sipho.dlodla@durban.gov.za

Name	Work	Email
INNER WEST REGIONAL OFFICE		
60 KINGS ROAD, NEW GERMANY, PINETOWN, 3620 (SIZAKALA CENTRE)		
Ewart Nzimande	(031) 311 6196	ewart.nzimande@durban.gov.za
Bonga Hadebe	(031) 311 6197	bonga.hadebe@durban.gov.za

Name	Work	Email
OUTER WEST REGIONAL OFFICE		
22 DELAMORE ROAD, HILLDENE, HILLCREST, 3610 (SIZAKALA CENTRE)		
Princess Mchunu	(031) 311 2758	princess.mchunu@durban.gov.za

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