

BUILDING CONTROL STANDARD OPERATING PROCEDURE DURING COVID 19

The declaration of a National State of Disaster on 15 March 2020, the Nation-wide lockdown period stretching from 27 March 2020 to 30 April 2020, and the amended Regulations issued on 29 April 2020 as well as subsequent regulations issued for Level 3 refers.

As per abovementioned regulations and to minimize the risk of exposure, it was decided that the officials will return to work, but on a rotational basis.

METHODS OF COMMUNICATION:

- No public or consultants will be allowed in the offices.
- All communication must be via email or telephonically.

ENQUIRIES:

- For **General Enquiries** please email Reginald Jansen rjansen@bvm.gov.za
- For enquiries regarding the **submission of new applications** please email Reginald Jansen rjansen@bvm.gov.za or Lwazi Zulu lzulu@bvm.gov.za
- For **applications currently in process** please email Reginald Jansen rjansen@bvm.gov.za or Lwazi Zulu lzulu@bvm.gov.za or Regina Marone rmarone@bvm.gov.za
- [Copies/Scan of building plans please email Reginald Jansen rjansen@bvm.gov.za or Regina Marone rmarone@bvm.gov.za or Jocinda Noble jnoble@bvm.gov.za](mailto:rjansen@bvm.gov.za)
- For **occupation certificates** and **demolition applications** please email Reginald Jansen rjansen@bvm.gov.za
- For enquiries regarding **appeal applications** please email Pieter Hartzenberg pieter2@bvm.gov.za
- For all GIS enquiries please contact Adam Steer asteer@bvm.gov.za or Sinekhaya Maliwa smaliwa@bvm.gov.za

SUBMISSION OF BUILDING PLANS

- Building plans must be submitted to Security at the Main Entrance of the Municipal Building or one of the Building Control officials will collect and sign for it at Security.
- Building plans must be submitted Monday to Wednesday between 09h00 – 14h00 (until further notice).
- Building plans will be scrutinised by the Manager Building Control, invoices will be issued and applicants notified via email/sms/telephonically.
- Payments must be done by Thursday to allow plans to start circulating on Friday.
- Please send proof of payment to Annemarie Swart aswart2@bvm.gov.za or Richard Soldaat rsoldaat@bvm.gov.za and Regina Marone rmarone@bvm.gov.za.
- Complaint forms are available on the Breede Valley Municipality website or at Security at the Main Entrance for any complaints in terms of the National Building Regulations.
- Inspection forms must be submitted a day before via email to Mr Reginald Jansen rjansen@bvm.gov.za or drop off at Security at the Main Entrance

PROCESSING OF BUILDING PLANS

- Building plans will be processed as normal as per the National Building Regulations.

