

# Building Development Management

**Information Booklet  
2022/2023**



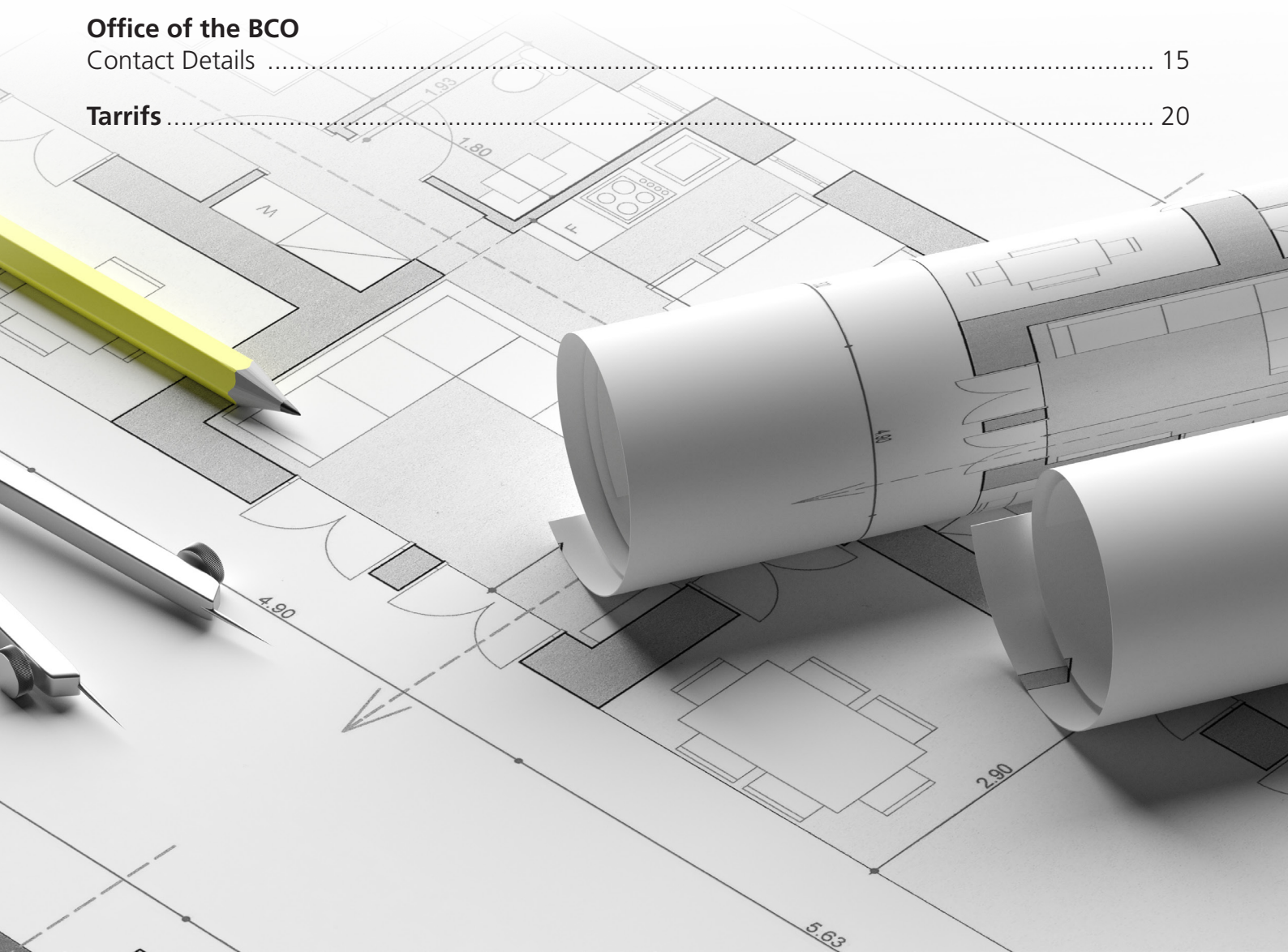
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# CONTENTS

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<b>Building Plans online submission (CPMS)</b> .....	03
<b>Occupancy Certificate</b> .....	05
<b>Demolition Permits</b> .....	06
<b>Excavation</b> .....	06
<b>Blasting Permits</b> .....	07
<b>Hoarding Permits</b> .....	07
<b>Overhead Crain Permits</b> .....	08
<b>Encroachments</b> Contacts Details.....	09
<b>Archives Section</b> .....	10
<b>Outdoor Advertising</b> Contactct Details .....	11
<b>Office of the BCO</b> Contact Details .....	15
<b>Tarrifs</b> .....	20



# Building Development Management

## What do we do?

- Processing of building plans and Outdoor Advertising applications
- Ensure sufficient Building Control and compliance.
- Conduct building inspections
- Regulate Outdoor Advertising.
- Building By-Laws Enforcement
- Establish and maintain Building Plan Records and Document Management

## Building Plans Online Submissions: CPMS

- **CPMS-** Construction Permit Management System
- The CPMS is the City of Joburg's digital solution specifically designed for building permit purposes.
- It seeks to enhance the operational efficiency and good governance of Development Planning and aligns with Joburg's Smart City programme.

CPMS - WORKFLOW (building plans and inspections)	
STEPS	OUTCOME
<b>REGISTER ON CPMS:</b> All Registered Professionals ( SACAP ) must first register on the CPMS, and authenticate their good standing with SACAP, via the registration on the landing page <a href="http://cpms.org.za">http://cpms.org.za</a> . The RP will be asked to verify the information submitted via a confirmation email.	Registered Professional obtains a personal profile, with a unique password and username. A personal dashboard appears when the RP is logged in.
<b>SUBMIT YOUR BUILDING PLAN:</b> Follow the easy to understand, steps provided on the CPMS, to submit your plan. Populate all the relevant fields, and upload all the documents required, in pdf format. This includes your building plan. There are specific fields for all the relevant documents to be uploaded.	Successful submission of a building plan into the CPMS to the next stage.
<b>PRE-SCRUTINY STAGE:</b> When your submission have been accepted, you will receive a notification, and the plan moves to prescrutiny. The application will now be checked for completeness. Once this has been done, the fees for payment will be calculated, and the application will be sent for invoicing	Pre-scrutiny check for completeness, Calculation of submission fees is done
<b>PAYMENT CONFIRMATION:</b> An electronic invoice will be generated by the CPMS, and is sent to the RP's dashboard for payment to be made. The invoice will include the City of Joburg banking details. The payment can be made by EFT, or cash/card at a City Centre cashier. Once the proof of payment is downloaded on CPMS, the payment made will be confirmed	Submission fees are paid, proof of payment is uploaded, and confirmed on the CPMS.
<b>ROUND ROBIN ALLOCATION AND ASSESEMENT:</b> When payment has been confirmed the CPMS allocates the application on a round robin basis, to any Plans Examiner for a full assessment of the application. This is a comprehensive process, and requires a thorough examination of the documents, and plans to ensure compliance of the National Building Regulations, Town planning scheme and all applicable Legislation.	Plan is automatically allocated to a Plans Examiner to thoroughly assess it.
<b>RECOMMENDATION:</b> Once the examination is completed, the Plans Examiner will make a recommendation to Approve or Refuse the application. If the recommendation is a refusal, the examiner will provide reasons for such, and this can be viewed in the Review History field on the CPMS.	The Plans Examiner makes a recommendation to Approve or Refuse the application.

## CPMS - WORKFLOW (building plans and inspections)

STEPS	OUTCOME
<p><b>DECISION MADE:</b> The CPMS will again allocate the application on a round Robin basis to a Manager ( Chief ), who will consider the recommendation, and make a decision to Approve or Refuse. This decision will be in writing, and will be considered official. The CPMS will send an email notification to the RP, informing them of such. A letter of refusal, or Notice of approval will be sent to the dashboard of the RP to download or print. If a Notice of approval is sent, the approved plans will also be sent. The plans will carry an advanced digital signature of the Manager that approved the application.</p> <p>Th letter of refusal will also carry the Advanced digital signature of the Manager.</p>	<p>Decision to approve or Refuse is made by Manager, and the Architect and owner are informed via notification email. The letter and plans are sent to the Architects dashboard for download, and print.</p>
<p><b>RESUBMISSION AFTER REFUSAL:</b> If the application is refused, for reasons provided in the letter of refusal, the CPMS will inform the RP of such, and will allow the RP to correct the drawings and/or upload any outstanding documents / information that has been requested.</p>	<p>Portal is opened for RP to correct/amend the plan and upload any outstanding information requested.</p>
<p><b>REVIEW AND FINAL DECISION:</b> Once the outstanding information is uploaded on the CPMS, it will again allocate to a Plans Examiner (round robin), to make a recommendation, and following with a Manager ( round robin ) to make a decision.</p>	<p>Plan re-enters CPMS with corrections, is allocated to a Plans Examiner to recommend, and then a Manger to Approve/refuse.</p>
<p><b>BUILDING COMMENCEMENT STAGE:</b> The CPMS will now be updated, once the plan is approved. The CPMS will notify the RP and the owner via email, that the application is now at Building Commencement stage. This means that the construction can begin on site.</p>	<p>Application is moved from Approval stage to Building commencement and is allocated to the various regions via CPMS.</p>
<p><b>REQUEST FOR INSPECTION:</b> CPMS allows the client to book any inspection they require by requesting it online. This can be easily done at any stage of construction. There are 3 compulsory inspections that are required by law ( foundations, drainage, final inspection). The Fire inspection (if necessary) can also be booked. The client requests the date and time of the inspection on CPMS, and the Inspector will respond, and confirm.</p>	<p>Client can book any inspection on CPMS, and it is confirmed by the inspector.</p>
<p><b>CONDUCT INSPECTION:</b> The inspector will go to site and conduct the inspection, using a tablet. This device is configured on CPMS, and all observations made ( including photos, and notes ) are recorded directly onto the CPMS. The plans are viewable on the tablet, for the inspector to check compliance, and any deviation from the approved plans.</p>	<p>Inspectors use tablets on site to conduct inspections and have the plans loaded on the tablet, for easy access and to check compliance.</p>
<p><b>FINAL INSPECTION:</b> This is the most important inspection. The CPMS allows the client to upload all the necessary compliance certificates onto the portal in pdf format, and request the final inspection. The inspector will only confirm the inspection, if all the documents are in order. This will include the Fire clearance, once the Fire inspection has been conducted.</p>	<p>Inspectors use tablets on site to conduct inspections and have the plans loaded on the tablet, for easy access and to check compliance.</p>
<p><b>REQUEST FOR OCCUPANCY CERTIFICATE:</b> The client will request an Occupancy certificate when the final inspection is conducted. The inspector will conduct the final inspection and make his recommendation to the Chief Building Inspector for an Occupancy certificate to be issued</p>	<p>Inspector makes a recommendation on the CPMS, to the Chief Building Inspector for an Occupancy Certificate to be issued.</p>
<p><b>ISSUE OCCUPANCY CERTIFICATE:</b> If the Chief Building Inspector is satisfied with the recommendation, he will sign the preloaded Occupancy Certificate on the CPMS, using an Advanced Digital Signature. This will be sent to the client for download and print. The owner will be notified by email,</p>	<p>Occupancy certificate is issued electronically, and is sent to the client via CPMS</p>

# Occupancy certificate

## Occupancy certificates

- The Owner must contact the Inspector of the area to book for inspection, and the Inspector will conduct the Inspection within 48 hours (2 days) after the owner requested such inspection .
- In terms of the NBRs, A local authority, shall within 14 days after the owner of a building of which the erection has been completed, or any person having an interest therein, has requested it in writing, issue a certificate of occupancy in respect of such building- if it is of the opinion that such building has been erected in accordance with the provisions of the Act and the conditions on which approval was granted.
- The following documents will be required before the occupation certificate is issued. For residential:
  - Engineer's Certificate,
  - Electrical Certificate,
  - Plumbing Certificate,
  - Glazing Certificate,
  - Roof Certificate.
- The following documents will be required before the occupation certificate is issued for certain developments:
  - Engineer's Certificate, Electrical Certificate, Plumbing Certificate,
  - Glazing Certificate ,Roof Loading Certificate, Fire Certificate, Roads certificate, Storm water, Health and Pikitup.

Note that other certificates may be requested by the council depending on the complexity of a structure.

# Demolition Permits

## Demolition Permits

### 1. Application must be completed on CPMS

- Application to be accompanied by the following documents:
  - If older than 60 years - approval letter from heritage.
  - If less than 60 years - approval stamp from Arts and Culture Department at no 2 President street, Newtown.
  - Water and sewer cut-off letter from a qualified plumber or Joburg Water.
  - Engineer's Certificate for partial demolition.
  - Electricity cut-off letter from a qualified electrician.
  - Copies of original/first approved plans of the building to be demolished.
  - If no copies of plans are available, Records Department will provide a letter attesting to that.
  - Photos of the building to be demolished from different angles.
  - If zoning will be changed for new development, a new zoning certificate to be submitted.

Turn around time: 5 -10 days, Permit is issued by the Chief Building Inspector in that region

# Excavation Permits

## Excavation permits

### 2. Excavation Permits

- Application to be completed on CPMS
- Application to be accompanied by the following documents:
  - Engineer appointment letter, specify bulk excavation and support.
  - Engineer's drawing for excavations.

Turn around time: 5 -10 days, Permit is issued by the Chief Building Inspector

# Blasting permits

## Blasting permits

### 3. Blasting Permits

- Application to be completed on CPMS
- Application to be accompanied by the following documents:
  - If older than 60 years - approval letter from heritage.
  - If less than 60 years - approval stamp from Arts and Culture Department at no 2 President street, Newtown.
  - Water and sewer cut-off letter from a qualified plumber or Joburg Water.
  - Engineer's Certificate for partial demolition.
  - Electricity cut-off letter from a qualified electrician.
  - Copies of original/first approved plans of the building to be demolished.
  - If no copies of plans are available, Records Department will provide a letter attesting to that.
  - Photos of the building to be demolished from different angles.
  - If zoning will be changed for new development, a new zoning certificate to be submitted.
  - Letters from all adjoining neighbours acknowledging and accepting the blasting.
  - Way-leave from Johannesburg Roads Agency (JRA).
  - Permit from SAP Blasting Inspector.
  - Explosive permit.

Turn around time : 5 -10 days. Permit is issued by the Chief Building Inspector in that Region.

# Hoarding permits

## Hoarding permits

### 4. Hoarding Permits

- Application to be completed on CPMS
- Turn around time: 1 - 2 days. Permit is issued by the Building Inspector.



# Overhead Cranes Permits

## Overhead cranes

### 5. Overhead Cranes permits

- Application to be completed
- Application to be accompanied by the following documents:
  - JRA approval Letter for a way-leave
  - Site plans showing radius of the crane's movement
  - Engineer's appointment letter stating stability of the base of the crane structure.

Turn around time: 5 -10 days. Permit is issued by the Chief Building Inspector.



The unit also provides expert advice about challenges of the built environment and also attend to complaints raised by the public such as encroachment, right of view, overlooking and others.

This document will explain the process of lodging complaints and address most common complaints.

### Process of lodging complaints

- Complaints must be lodged using an email, a letter (typed or hand written). This is to ensure that all complaints are recorded and registered and that a record of the original complaint is kept should a matter be referred to court for prosecution.
- The complainant must submit their contact details for feedback purposes.
- The relevant Inspector will contact the complainant to acknowledge the complaint in writing and provide feedback timeously to the complainant.
- Complaints can also be sent to **[bdmcomplaints@joburg.org.za](mailto:bdmcomplaints@joburg.org.za)**



# Encroachment Permit

## Encroachments

### 5. Encroachment

- Encroachment is a term which implies “advance beyond proper limits or an illegal intrusion on someone or neighbour’s property with or without the permission of the neighbour”.
- Encroachment can also mean the area illegally occupied by a structure.
- Encroachment can be a problem along property lines when a property owner is not aware of his property boundaries or intentionally chooses to violate his neighbour’s boundaries.
- It is the responsibilities of each owner to seek the help of a qualified land surveyor to identify and point out boundary pegs.

### BUILDING INSPECTIONS: CONTACT DETAILS

#### CHIEF BUILDING INSPECTORS

REGIONS	NAME	CELL NO:	OFFICE NO:	WORK ADDRESS	EMAIL
A	BRIAN MKHIZE	067 011 5499	(011) 237 8046	Alphen Square North Unit 3, 16th Road, Randjespark, Midrand	NkululekoMk@joburg.org.za
A	LEBOTO MASOOA	083 944 3844	(011) 237 8046	Alphen Square North Unit 3, 16th Road, Randjespark, Midrand	LebotoM@joburg.org.za
B	LEBO THELEDI	083 450 2949	(011) 761 0472	Roodepoort Civic Centre, 100 Christian de Wet Road, Florida Park	LeboMd@joburg.org.za
B	TUMELO IKANENG	083 702 8196	(011) 761 0472	Roodepoort Civic Centre, 100 Christian de Wet Road, Florida Park	Tumelol@joburg.org.za
C	PAMBILI MHLANA	083 465 2786	(011) 761 0313	Roodepoort Civic Centre, 100 Christian de Wet Road, Florida Park	Pambilim@joburg.org.za
C	ZINZI JELENI	060 960 5171	(011) 761 0313	Roodepoort Civic Centre, 100 Christian de Wet Road, Florida Park	ZinziJ@joburg.org.za
D	SAZI BANGANI	081 423 9471	(011) 986 0037	Jabulani Civic Centre, 1 Koma Road, Jabulani Soweto	SaziB@joburg.org.za
D	CEBILE KHUMALO	083 399 8663	(011) 986 0037	Jabulani Civic Centre, 1 Koma Road, Jabulani Soweto	CebileK@joburg.org.za
E	JOHANNES MOHLAPAMASWI	083 704 4982	(011) 582 1579	137 Daisy street, Sandown Sandton	Johannesmoh@joburg.org.za
E	SIPHO MOKINO	083 262 3341	(011) 582 1579	137 Daisy street, Sandown Sandton	SiphoMo@joburg.org.za
F	MFUNDO MKWANAZI	083 450 3021	(011) 376 8659	80 Loveday street, Johannesburg, CJ Cronje Building	Mfundom@joburg.org
F	FARANANI GETHE	082 075 0800	(011) 376 8500	80 Loveday street, Johannesburg, CJ Cronje Building	Farananig@joburg.org.za
G	MOIRA BAM	071 853 4780	(011) 211 8902	Ennerdale Civic Centre, 1 Smith Walk & Katz Road, Ennerdale Ext 9	Moirab@joburg.org.za
G	DENNIS MOLABA	081 491 5494	(011) 342 3674	Eldorado Civic Centre, 4064 Link Crest, Eldorado Park Ext 5	DennisMjoburg.org.za



## Archives Section Contact details:

- **Counter:** (011) 407-6103
- **Ops Manager:** Patrick Kgabe  
(011) 407- 6034 | 083 702 7689  
[patrickkg@joburg.org.za](mailto:patrickkg@joburg.org.za)

## Archives Section

- The Archives section is located on the 6th floor A block, Metro Centre, 158 Civic Boulevard, Braamfontein.

### What we do:

- Assisting property owners to access copies of their building plans.
- Make copies of archived plans.
- Keeping record of approved building plans in the City of Joburg.

## Archives: required documents

- **Please bring the following documents for identification:**
  - Copy of your ID
  - Proof of residence
  - Consent letter if you are applying on someone else's behalf.



## **OUTDOOR ADVERTISING**

### **What do we do?**

- Processing of Outdoor advertising signage (display of advertisements "out- of- home" devices).
- Regulate display out-of-home advertisements.
- Outdoor advertising by-law enforcement
- Establish and maintain outdoor applications records and documents or information management.
- Management and maintenance of appropriate standards of safety, and orderliness across the city.

### **Outdoor Advertising applications submissions**

City of Johannesburg's Outdoor Advertising Unit is centralized at the Civic Centre, No. 158 Civic Boulevard, Braamfontein

### **Applications Submissions**

- All forms of outdoor advertising applications must be submitted at the 6th floor A block, Metro Centre, No. 158 Civic Boulevard, Braamfontein.
- When submitting your applications, a pre-assessment fee will be worked out for you based on the Council's approved applicable tariffs which is payable before an application is processed further.
- You will be given a receipt /invoice for your payment and reference number which must be quoted every time you contact the unit to check the status of your application.
- A file will be opened with a reference number.

## Outdoor Advertising applications submissions

Required documentation when making an application:

### **In the Road Reserve: (All the following documents in A4 format)**

- Locality map (clearly depicting the exact location with Geographic positioning coordinates (Operations Manager)
- Block/ site plan with the use of an appropriate scale e.g. 1: 500, 1: 200 or 1: 1000.
- Advertising sign structural design signed by a competent professional Engineer with relevant experience (Certifying the design of the structure)
- A signed-off SANS 10400 forms in terms of the National Building Regulations and Building Standards Act, Act 103 of 1977 (undertaking the works to be preceded over accompanying signed structural designs/drawings) + valid public liability insurance.
- Consent letter from the relevant road authority certifying that the road concern is indeed under the authority of such road authority (if available, a copy of proclamation diagram and notice of that part/stretch of the road with a stamp certified by relevant road authority.
- Artistic impression of the proposed advertising sign with dimensions indicated on corresponding to the dimensions on the structural designs / drawings.
- Consent letter from the Johannesburg Property Company (JPC)
- Motivational Memorandum (where necessary)
- Zoning Certificate of the direct adjacent property
- Consent letter from the relevant road authority certifying that the road concern is indeed under the authority of such road authority (if available, a copy of proclamation diagram and notice of that part/stretch of the road with a stamp certified by relevant road authority.
- Artistic impression of the proposed advertising sign with dimensions indicated on corresponding to the dimensions on the structural designs / drawings.
- Consent letter from the Johannesburg Property Company (JPC)
- Motivational Memorandum (where necessary)
- Zoning Certificate of the direct adjacent property





## On private property/or any other property owned by any organ of the state

- \* In addition to the documents required as indicated under the applications on the road reserves.
- Letter of consent from the registered property owner



## On the property (private or public) where a sign is to be affixed onto a building.

- \* In addition to the documents required as indicated under the applications on the road reserves.
- A copy of an approved building plan of the building where a sign is to be affixed to.
- If the sign forms part of the fabric or façade of the building; such building plan must have been approved with the advertising sign's structural elements incorporated into the approved building plan.

## Outdoor Advertising - turn around times

- **For pre-assessment**

Turn around time is 10 (ten) working days (two weeks) from the date of accepted initial submission.

- **For full-assessment**

Turn around time is 60 (sixty) days from the date of the first correspondence following an accepted second submission. Payment of the full-assessment fee is in terms of the approved Council tariffs.



### Outdoor Advertising Contact details

Name	Number	Email
Ms. Nontobeko Sekhu	(011) 407 6360	NontobekoS@joburg.org.za
Mr. Siyabonga Mazibuko	(011) 407 6856	SiyabongaMaz@joburg.org.za
Ms. Mandisa Gaye	(011) 407 6856	SiyabongaMaz@joburg.org.za

For escalation on the progress of the full application assessment, contact;  
Operations Manager, Mr. Jack Sekgobela on (011) 407 6033/ 0814434609 [jackse@joburg.org.za](mailto:jackse@joburg.org.za)

# Office of the BCO



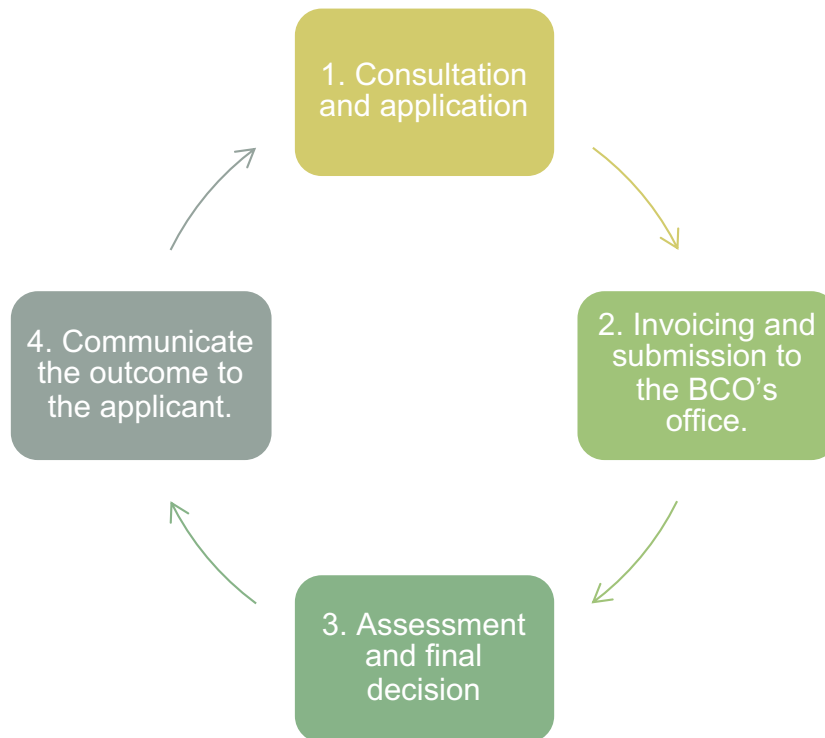
## BCO's OFFICE

- The office of the BCO (Building Control Officer) develops and deploys strategic and operational intervention to improve functionality and aesthetics of the built environment.
- Quality assurance.
- Processing of Sec. 7,6; Permission to Occupy/use a building; Minor works; Temporary structures applications; Exemptions
- Annual revision of Building plans tariff structure.
- Chief advisor on the application and interpretation of the NBR and Building Standard Act 103,1977 as amended.

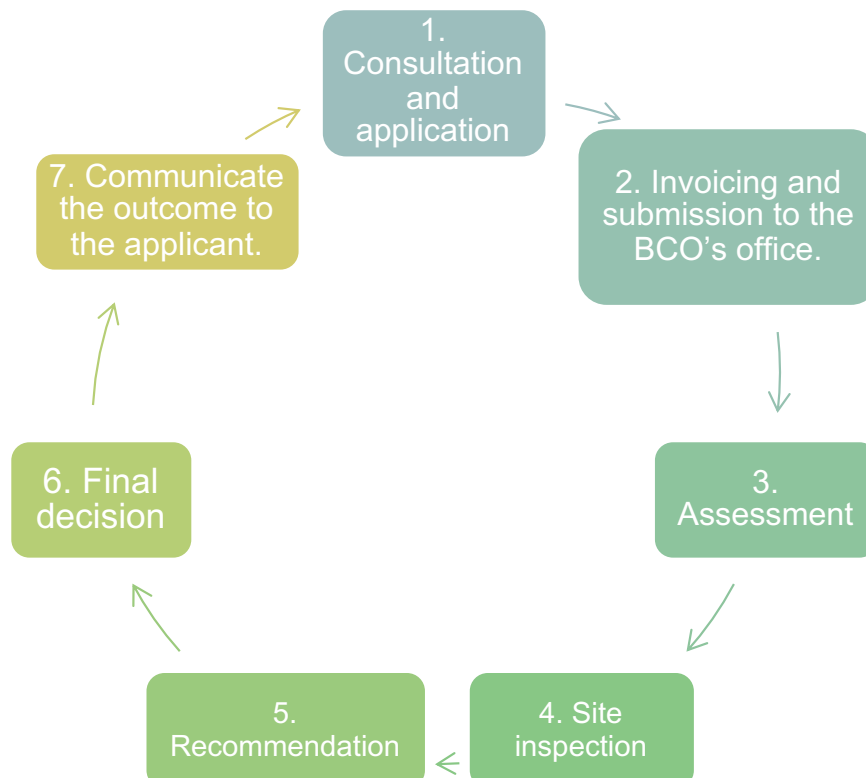
## BCO's Office: Provisional Authorizations

- Time Period: Provisional authorization is conditional and on a temporary basis for a 90 day period, but further extensions may be considered subject to conditions.
- Submission: The above mentioned documentation must be handed to the Chief Plans Examiner for the relevant area to make a recommendation to the Assistant Director: NBR for consideration of provisional authorization.
- Notification: A provisional authorization (if approved) will be issued within 7 (seven) days.
- Other conditions:
  - The provisional authorization may be limited to structural work and temporary occupancy certificates.
  - A provisional authorization is not approval of a building plan. It is still the responsibility of the owner to get the approval of the building plan.

## Section 7(6) applications



## Temporary occupation certificate







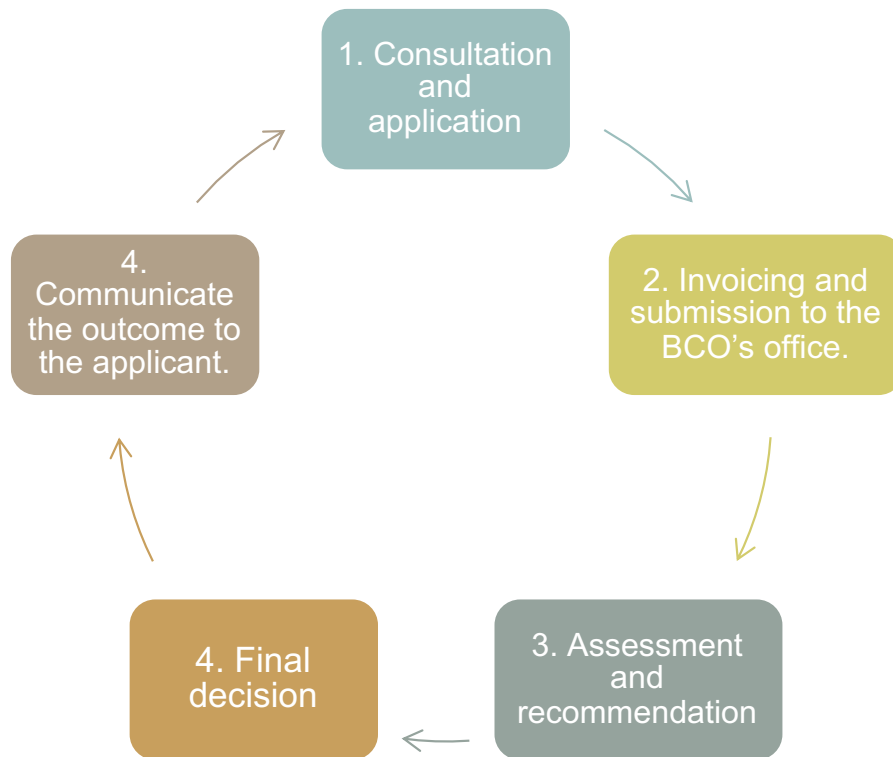
## BCO's Office: Minor works

### Minor Works

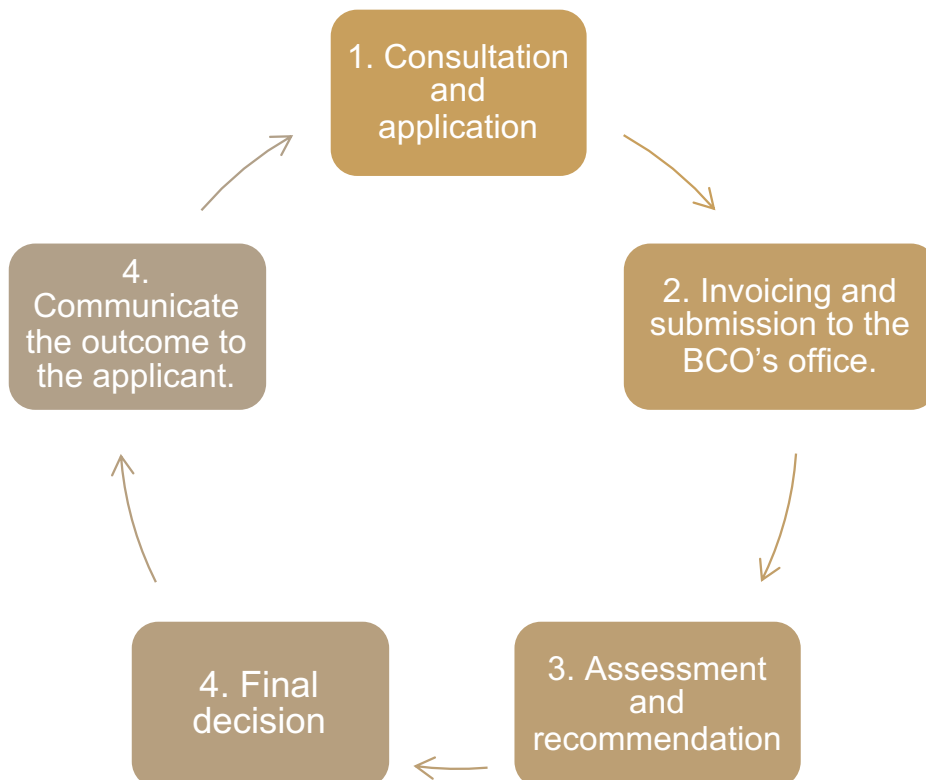
Minor works are structures that do not require formal submission of building plans, however the local office should be informed of the structures, a site plan provided and fees paid if required before the commencement of the work.

- (i) Poultry house not exceeding 10m<sup>2</sup> in area;
- (ii) Aviary not exceeding 20m<sup>2</sup> in area;
- (iii) Solid fuel store not exceeding 10m<sup>2</sup> in area and 2m in height;
- (iv) Tool shed not exceeding 10m<sup>2</sup> in area;
- (v) Child's playhouse not exceeding 5m<sup>2</sup> in area;
- (vi) Cycle shed not exceeding 5m<sup>2</sup> in area;
- (vii) Greenhouse not exceeding 15m<sup>2</sup> in area;
- (viii) Open-sided car, caravan or boat shelter or a carport where such shelter or carport does not exceed 40m<sup>2</sup> in area;
- (ix) Any free-standing wall constructed of masonry, concrete, steel, aluminium or timber or any wire fence where such wall or fence does not exceed 1,8m in height at any point above ground level and does not retain soil;
- (x) Any pergola;
- (xi) Private swimming pool;
- (xii) Change room, not exceeding 10m<sup>2</sup> in area, at a private swimming pool;
- (b) The replacement of a roof or part thereof with the same or similar material;
- (c) The conversion of a door into a window or a window into a door without increasing the width of the opening;
- (d) The making of an opening in a wall which does not affect the structural safety of the building concerned;
- (e) The partitioning or the enlarging of any room by the erection or demolition of an internal wall if such erection or demolition does not affect the structural safety of the building concerned;
- (f) The erection of any solar water heater not exceeding 6m<sup>2</sup> in area on any roof or 12m<sup>2</sup> when erected other than on any roof; and
- (g) The erection of any other building where the nature of the erection is such that in the opinion of the building control officer it is not necessary for the applicant to submit, with his application, plans prepared in full conformity with these regulations

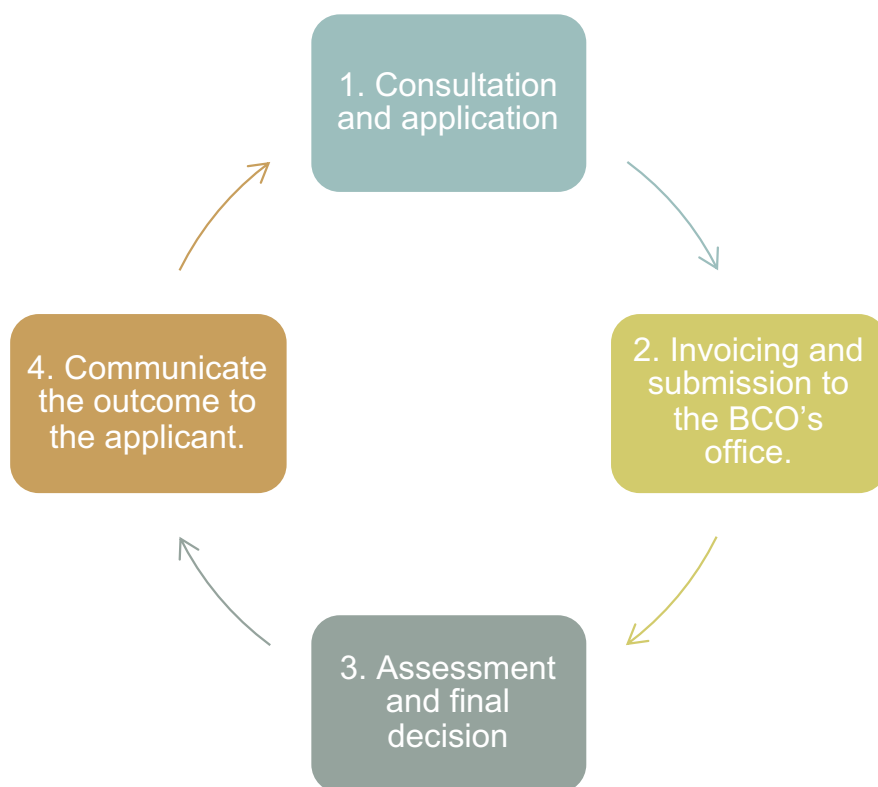
## Minor building works



## Temporary structure application



# Permission to occupy an old building



## CONTACTS DETAILS: BCO's OFFICE

BCO	Quality Assurance Officer	Quality Assurance Officer	Secretary
Mr. Maruping Broderick Chiloane Tel: 011 407 6078 Cell: 083 702 6830 Fax: 011 403 2492 Email: MarupingC@joburg.org.za	Mr. Gabriel Ramaila Tel: 011 407 6078 Cell: 083 469 4995 Fax: 011 403 2492 GabrielRa@joburg.org.za	Mr. Jonathan Madisha Tel: 011 407 6078 Cell: 083 607 4110 Fax: 011 403 2492 JonathanM@joburg.org.za	Ms. Girly Nemutshili Tel: 011 407 6078 Fax: 011 403 2492 GirlyN@joburg.org.za

# National Building Regulations Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
1.1	Per m <sup>2</sup> or part thereof for the first 1 000 m <sup>2</sup> of building work.	R 23 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 22 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 20 per m <sup>2</sup>
1.4	Application: Building work for alterations to existing buildings and buildings of a special character such as factory chimneys, spires and similar structures, per erf per application. 0,3% of the Value with minimum of R2 734	0.3% of the value with minimum of R2734
1.5	A fee for a new dwelling house of 50 m <sup>2</sup> or less in area.	R 532
1.6	In the case of mass-contracted low-cost housing projects 100% 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 (one dwelling unit per Erf) or unit on which the master plan is repeated.</li> </ul> The tariff applies only for 100% government funded projects, without any mortgage or beneficiary paying a cent	R 302 R 72
1.7	The minimum charge in respect of any building plan, other than contemplated in 1.5 and 1.6 shall be	R851
1.8	The Portion of buildings projection over Council owned land : Areas of 10 m <sup>2</sup> and less  Areas in excess of 10 m <sup>2</sup> ,  The above charges are in addition to normal plan submission fees.	R845  R851 plus R21 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	R374
3	To authorize the erection of a temporary building in terms of Regulations A23(1) a fee of	R374
4	To permit the use of a street by a person undertaking any work of erection or demolition in terms of Regulation F1(4): (Hoarding).	a fee of R22 per m <sup>2</sup> for every week or part thereof, with a minimum fee of R 374
5.	To authorise a permit for the demolition of a building:	
5.1	Residential 1 per erf per application	R1 075
5.2	Other buildings per erf application	R4 374
5.3	Demolished structures without a permit (illegal): Other building per erf per application	R1 583
5.4	Demolished structure without a permit (illegal): Other building per erf per application	R6 562
6	To authorise a permit for excavations	R1,013
7	To authorise a permit for encroaching over Council owned land for the purpose of building operations	R1,013
8	Approval of cellular phone structures and masts ( per application).	R6,000
9	Provisional authorization to commence with building work in terms of Section 7(6) of the National Building Regulations and Building Standards Act, of 1977, as amended, per erf per application: first application	50% of building plan fees paid



# National Building Regulations Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
9.1	Provisional authorization to commence with building work in terms of Section 7(6) of the National Building Regulations and Building Standards Act, of 1977, as amended, per erf per application: Second application	40% of building plan fees paid
9.2	Provisional authorization to commence with building work in terms of Section 7(6) of the National Building Regulations and Building Standards Act, of 1977, as amended, per erf per application: Third and Final application	35% of building plan fees paid
10	Permission to occupy a new building in terms of Section 14 (1A) of the National Building Regulations and Building Standards Act, 103 of 1977, as amended, per erf per application: First application	50% of building plan fees paid
10.1	Permission to occupy a new building in terms of Section 14 (1A) of the National Building Regulations and Building Standards Act, 103 of 1977, as amended, per erf per application: Second Application	40% of building plan fees paid
10.2	Permission to occupy a new building in terms of Section 14 (1A) of the National Building Regulations and Building Standards Act, 103 of 1977, as amended, per erf per application: third and final application	35% of building plan fees paid
10.3	Permission to occupy an old building in terms of Section 14 (1A) of the National Building Regulations and Building Standards Act, 103 of 1977, as amended, per erf per application: Third and final application	R800
11	Re-Inspection per booking	R547
12	Extension of building plan validity period, provided there is no change on the building plans and relevant applicable legislation. Within validity period. Extension to be valid for the next 12 months	25% of Building plan fees paid
12.1	Resubmission of previously approved Building plan that lapsed, provided there is no change on the building plan and relevant legislation. Within 12 months after expiry, the approval to be valid for the next 12 months.	50% of Building plan fees paid
13	SANS 10400: Part XA Exemption	R315
14	<b>Miscellaneous charges: Printed hard copies black &amp; white (paper)</b>	
14.1	Copies of plans A 4	R11/copy + R 26 Once off service fee irrespective of the number of copies made
14.2	Copies of plans A3	R21/copy + R26 Once off service fee irrespective of the number of copies made
14.3	Copies of plans A 2	R 58/copy + R26 Once off service fee irrespective of the number of copies made
14.4	Copies of plans A 1	R 125/copy + R26 Once off service fee irrespective of the number of copies made
14.5	Copies of plans A 0	R126/copy + R26 Once off service fee irrespective of the number of copies made
15.	<b>Miscellaneous charges: Email Soft copies (Electronic)</b>	

## National Building Regulations Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
15.1	Copies of plans A 4	R6/copy + R 26 Once off service fee irrespective of the number of copies made
15.2	Copies of plans A 3	R11/copy+ R26 Once off service fee irrespective of the Number of copies made
15.3	Copies of plans A 2	R 21/copy + R26 Once off service fee irrespective of the Number of copies made
15.4	Copies of plans A 1	R 26/copy + R26 Once off service fee irrespective of the number of copies made
15.5	Copies of plans A 0	R 63/copy + R26 Once off service fee irrespective of the Number of copies made

# Outdoor Advertising Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
1	<b>In terms of Section 3, applications for consideration of advertising signs relating to free-standing advertising signs for both on-premises and third-party advertising purposes - irrespective of whether the sign is erected on Private or Council land and or public places</b>	
	All applications shall be subject to a non-refundable pre-evaluation and admin fee unless indicated in the Schedule	*(R 424 + R 1 1435) = R1 859
1.1	A non-refundable application fee for static advertising display.	R 284 per square meter
1.2	A non-refundable application fee for LED (electronic) display	R814 per m <sup>2</sup> for a LED (electronic) display
1.3	Illuminated Advertising signs (scrolling)	R 814 per m <sup>2</sup> for a (scrolling) display
1.4	Section 10- Signs suspended under verandas or canopies	EXEMPTED
1.5	Section 11- Signs on verandas or canopies over public streets	EXEMPTED
1.6	Section 12- Projecting signs	EXEMPTED
1.7	Section 13- Pylon signs for on-premises advertising (STATIC)	R 276/m <sup>2</sup>
1.8	Section 13- Pylon signs for on-premises advertising (LED)	R 788/ m <sup>2</sup>
1.9 (a)	<b>Section 14- Advertising signs placed flat on buildings and on bridges (signs outside the Inner-city Renewal Projects)</b>	A non-refundable pre- evaluation and admin fee consisting of R 424 + R 1435= R 1859 773 ), thereafter : an amount of R 284 per m <sup>2</sup> of advertising display - irrespective of whether the sign is erected on Private or Council land.
1.9 (b)	LED advertising Signs or electronic Advertising signs in terms of Section 14	A non-refundable pre- evaluation and admin fee consisting of R 424 + R 1 435= R 1859 773 ), thereafter : an amount of R 284 per m <sup>2</sup> of advertising display - irrespective of whether the sign is erected on Private or Council land.
1.9 (c)	Section 14(3) - Subject to an annual prescribed financial contribution to be utilized for an Inner-City Renewal project. (signs within the Inner-city Renewal Projects)	R 86/m <sup>2</sup>
1.9 (d)	Section 15 (2) - Signs relating to the development of townships and properties (Development Boards)	R 6314 up to a total of 40m <sup>2</sup> . A sign larger than 40m <sup>2</sup> R 6 314 plus an amount of R 284 per m <sup>2</sup> to a maximum of 80m <sup>2</sup> .
1.9 (e)	Section 16- Requirements for Sky Signs (Static) A non-refundable application Fee (Static signs)	An amount of R 284 per square meter of advertising (static) display.

## Outdoor Advertising Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
1.9 (f)	Section 16- Requirements for Sky Signs A non-refundable application fee. (LED electronic lights)	A non-refundable pre-evaluation and admin fee consisting of (R 424+ R 1 435 = R 1859 thereafter: an amount of R 780 per m <sup>2</sup> for a LED electronic) display - irrespective of whether the sign is erected on Private or Council land.
1.10	<b>Section 18- Signs on residential buildings, dwelling houses and dwelling units</b>	EXEMPTED
1.11	Section 19- Sun-blind advertisements	EXEMPTED
1.12	Section 21-Advertisement on blimps	A non-refundable pre-evaluation and admin fee consisting of ( R424 + 5 967= R6 391), thereafter: An amount of R814 per m <sup>3</sup> – irrespective of whether the sign is erected on private or Council land.
1.13	Section 22 – Painted advertisement  An application in terms of section 22, that is, painted advertisements and murals for both on-premises and third-party advertising purposes, shall be accompanied by a non-refundable application	A non-refundable pre-evaluation and admin fee consulting of (R424 + 1 435 = R 1 859), thereafter:  An amount of R284 per m <sup>2</sup> – irrespective of whether the sign is erected on private or Council land.
1.14	Section 23 – Advertising signs relating to selling and letting of property	Exempted
1.15	Section 24- (2) Any advertising sign not exceeding 4m <sup>2</sup> in extent and not more than 3m above the ground level immediately below it. Auction signage	R 574 - irrespective of whether the sign is erected on Private or Council land – and if approved, approved for period of not more than 180 days.
1.16	Section 25- Advertisements on construction sites.	A non-refundable pre-evaluation and admin fee consisting of R 424 + R 1 435=R 1859 , thereafter : an amount of R 274 per m <sup>2</sup> for first 100 m <sup>2</sup> , and R 271 per m <sup>2</sup> of advertising display for the second 100 m <sup>2</sup> and R 134 per m <sup>2</sup> of advertising display for the balance (greater than 200 m <sup>2</sup> ).



## Outdoor Advertising Tariffs 22/23

NO.	DESCRIPTION	TARIFFS 2022/2023
1.17 (a)	Section 26(1) Transit advertising Application for displays- n authorized official	A non-refundable pre- evaluation and admin fee consisting of R 424 + R 1435 =R 1859 , thereafter: an amount of R 3790 per transit advertising signs.
1.17 (b)	Section 26(3) Transit advertising- (3) If a transit advertising sign is used in contravention of subsections (1) and/or (2) above or any other provision of these By-laws, an authorized official may, without prior notice, remove and impound such sign.	R 3 249 for each transit advertising sign removed by the Council or its agent(s)
1.18	Section 27- Approval of posters	An admin fees of the amount of R 46 per poster of advertising display erected for a period of up to 30 calendar days to be affixed on street lamp poles that vest in the municipality or any other state organ.
1.19 (a)	Section 30- Costs of removal and storage	R99.00 for the removal of each advertising poster.
1.19 (b)	Section 30 (1) The cost incurred by the Council for the removal and storage of an advertising sign, other than a poster, and other costs incurred by the Council as contemplated in Section 29, may be recovered from the owner of that advertising sign or any other person whose name or activity is displayed on that advertising sign. (3) Any advertising sign which has been removed and stored in terms of these By-laws may be released to its owner subject to payment of a prescribed fee.	R 328 per m <sup>2</sup> for each removal of the advertising sign other than a poster removed by the Council or its agent(s).
1.20	Section 37- Appeals (An appeal lodged in terms of Section 37 shall be accompanied by a non-refundable fee.	R 6 314





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