

Section	Checklist item	Source / note	Site Plan	Layout Plan	Section	Elevation	Drainage	Fire Plan
General	Erf number	City of Cape Town DMI Building Plan Preparation and Submission Guideline	✓					
General	North point	City DMI guideline; SANS 10400-A	✓					
General	Street name onto which site fronts	City DMI guideline	✓					
General	Distance to nearest named cross street and its name	City DMI guideline	✓					
General	Site boundary dimensions	City DMI guideline / SANS 10400-A	✓					
General	Building lines shown	City DMI guideline / SANS 10400-A	✓					
General	Servitudes / right of way and width	City DMI guideline / SANS 10400-A	✓					
General	New proposed buildings coloured red	City DMI colour convention	✓					
General	Existing buildings uncoloured	City DMI colour convention	✓					
General	Existing structures and pools uncoloured	City DMI guideline	✓					
General	Demolition shown with dotted lines	City DMI colour/line convention	✓					
General	Distances of new and existing buildings from boundaries	City DMI guideline	✓					
General	Site ground levels	City DMI guideline / SANS 10400-A	✓					
General	Lowest floor level relative to abutting road	City DMI guideline	✓					
General	Municipal services and connection points	City DMI guideline / SANS 10400-A	✓					
General	Existing / proposed access from public road	City DMI guideline / SANS 10400-A	✓					
General	Street tree / furniture / apparatus relative to access	City DMI guideline / SANS 10400-A	✓					

General	Existing and proposed parking/loading bays	City DMI guideline	✓			
Layout	Sufficient plans, sections and elevations to illustrate every portion of the building	City DMI guideline / SANS 10400-A A7	✓	✓	✓	
Layout	Section lines clearly indicated on plan	City DMI guideline	✓			
Layout	Plans, sections and elevations fully dimensioned	City DMI guideline	✓	✓	✓	
Layout	Intended use of every room / compartment	City DMI guideline / SANS 10400-A	✓			
Layout	Sanitary and plumbing fixtures	City DMI guideline / SANS 10400-A	✓			
Layout	Water-heating installation: location, type and capacity where provided	City DMI guideline	✓			
Layout	Fenestration and insulation details for XA, where applicable	City DMI guideline	✓	✓	✓	
Drainage	Drain position, size, gradient and connection point	City DMI guideline				✓
Drainage	Drain reference point and ground levels, including finished floor level	City DMI guideline				✓
Drainage	Trapped gullies and sanitary fixtures	City DMI guideline				✓
Drainage	Soil, waste and ventilation pipe positions and sizes	City DMI guideline	✓			✓
Drainage	SANS A8 drainage symbols used	City DMI guideline / SANS 10400-A	✓			✓
Scale	Site plan scale 1:100 / 1:200 / 1:500 / 1:1000	City DMI guideline	✓			
Scale	Layout drawing scale 1:20 / 1:100 / 1:500; elevations may be 1:200	City DMI guideline	✓	✓	✓	
Scale	Drainage scale 1:50 / 1:100 / 1:200	City DMI guideline				✓
Scale	Structural arrangement/detail scales 1:1 to 1:100 as specified	City DMI guideline				
Scale	Fire plan scale 1:20 / 1:50 / 1:100 / 1:200	City DMI guideline				✓

Sheet format	Plans submitted as PDF	City current building-plan submission page	✓	✓	✓	✓	✓	✓
Sheet format	Minimum sheet size A4 (210 x 297 mm)	City DMI guideline	✓	✓	✓	✓	✓	✓
Sheet format	Maximum sheet size A0 (841 x 1189 mm)	City DMI guideline	✓	✓	✓	✓	✓	✓
Sheet format	Minor works: maximum A3 (297 x 420 mm)	City DMI guideline	✓	✓	✓	✓	✓	✓
Colour	New masonry red	City DMI colour convention		✓	✓	✓		
Colour	New concrete green	City DMI colour convention		✓	✓	✓		
Colour	New iron/steel blue	City DMI colour convention		✓	✓	✓		
Colour	New timber yellow	City DMI colour convention		✓	✓	✓		
Colour	New glass black	City DMI colour convention		✓	✓	✓		
Colour	Existing materials grey	City DMI colour convention		✓	✓	✓		
Colour	All other new materials: colour other than listed materials	City DMI colour convention		✓	✓	✓		
Drainage colour	Drains and soil pipes brown	City DMI colour convention					✓	
Drainage colour	Waste pipes green	City DMI colour convention					✓	
Drainage colour	Soil and combined vents red	City DMI colour convention					✓	
Drainage colour	Waste vents blue	City DMI colour convention					✓	
Drainage colour	Industrial effluent pipes orange	City DMI colour convention					✓	
Drainage colour	Existing drains black; stormwater drains uncoloured	City DMI colour convention					✓	
Fire colour	Emergency route green	City DMI colour convention						✓
Fire colour	Direction of travel shown by black arrows at short intervals	City DMI colour convention						✓
Structural	Structural design drawings where structural design is involved	City DMI guideline						

Structural	Structural arrangements and details plus certificate of appointment	City DMI guideline	
Other	Artificial ventilation/lighting drawings where proposed, with certificate of appointment	City DMI guideline	
Other	Fire protection plan for buildings other than a dwelling house	City DMI guideline	✓
Submission	SANS 10400 Forms 1 and 2, if applicable	City current submission page	
Submission	Regulation A1(9) agreement where applicable	City current submission page	
Submission	Surveyor-General diagram / general plan	City current submission page	
Submission	Title deed	City current submission page	
Submission	Zoning / development parameter information	City current submission page	
Submission	Architectural compliance certificate	City current submission page	