

## **Department of Public Space and Building Affairs – Municipality B**

**Date:** 07.01.2013

**Subject:** Current Permit Submission Protocol – Internal Prechecks and Responsibilities

This document outlines the requirements that remain in effect for all building permit submissions received by the Municipality of B as of Q1 2013.

### **1. Submission Contents**

All applicants must submit a full dossier including:

- Completed permit application form P100
- Architectural drawings and technical specifications
- Proof of land ownership or usage rights
- Internal checklist form C52 (signed during intake)

No external certifications or third-party validation are required prior to intake. All reviews will be initiated **after submission**, with assigned case handlers conducting checks internally in coordination with the Spatial Planning and Technical Review Departments.

### **2. Departmental Responsibilities**

- Initial review and completeness check: Application Desk (01\_HOOFD\_010)
- Structural analysis: Technical Review Unit (01\_HOOFD\_070)
- Environmental compliance: Internal officer assigned via pool

### **3. Applicant Responsibilities**

Applicants are **not required to seek independent evaluation** before submitting. While they may optionally consult private architects, the municipality remains fully responsible for formal review and acceptance.

### **4. Intermunicipal Consistency**

While other municipalities have requested flexibility for pre-validated submissions, no such exceptions apply to Municipality B at this time. Intake remains centralized and standardized across all applicants.

Staff are instructed to reject any permit application referencing external consultants in place of internal validation.