



ONIPA TOWN COUNCIL

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Onandjokwe, Namibia

Onandjokwe Road
Oniipa, Namibia

CHECKLIST: PREPARATION & SUBMISSION OF BUILDING PLANS

TITLE BLOCK INFORMATION	ACCEPTABLE MINIMUM PLAN PAPER SIZE IS A3 (in 2 x normal papers and 1x Durester)
Revisions table	SEWER SECTION (1:100)
Layout Name (e.g. For Construction or Municipal Submission)	Cover levels
Architect/Draughtman's name and contacts	Invert levels
Owner's full name and contacts	Fall (slope) (1:60 min)
Plan/ project description (including Erf No)	Distances
Schedule of areas & coverage (in m ² and %) - Please refer to Oniipa Town Planning Scheme for the specific zoning of your project on coverage & parking requirements .	110mm dia sewer pipe minimum
Project/ job No. & drawing No. (where applicable)	Indicate all drainage and sanitary notations
SUPPORTING DOCUMENTS	SITE LAYOUT (1:200)
Civil/Structural Engineer Consent letter (complex buildings / structures only)	Erf diagram (based on approved Surveyor General plan)
Electrical/Mechanical Engineer Consent letter (complex buildings / structures only)	Erf boundary dimensions
Completed side neighbours' consent form for relaxation of building lines (where applicable)	Erf No of all adjacent properties
	Building lines (3m on the sides and rear, 5m on the street side for "single" residential. Refer to Oniipa Town Structure Plan on other zonings). Apply for relaxation on a prescribed form if you want to infringe any of the building lines
	Contour lines and levels (optional)
FLOOR PLAN LAYOUT(1:100 min)	Gates
Detailed wall dimensions and openings	North point
Hatched brick walls in solid lines - all new buildings	Street name(s) (where applicable)
Unhatched brick walls in solid lines - existing buildings	Municipal sewer line & manholes
Demolitions in dotted lines	External water and sewer lines and internal sanitary notations
Window specifications (or on a separate schedule/ table)	Stormwater fro & direction openings in boundary walls
Electrical layout and legends table (in same floor plan or separate layout)	Existing buildings, if any (clearly labeled)
Labelled use and size of all units and BIC (specify if new or existing in case of alterations)	New buildings (clearly labeled)
Position of section lines	Existing sewer lines (if any)
Boundary wall plan (if included in the development)	New sewer lines
Roof support at walls to be demolished	Connection details (ss, vp,og, res, lrb)
Self closing fire doors between house and garage	Distances:
Min 100mm step between house + garagebuildings to boundaries
Pool backwash to internal sewerbetween buildings
windows min 1500mm to boundary
ELEVATIONS (1:100 min)	Concrete encasing for sewer pipes under floors
Headings - (North, South, East & West)	Sewer service ducts (where applicable)
Specify whether plastered and/ or painted or not	Thatch - Position, measurement & firewalls
SECTIONS (1:50 min)	BOUNDARY / GARDEN WALLS (1:100)
Section heading	Boundary wall plan & elevations
Section to be through new building	Plastered & painted (specify sides)
Specify foundation (concrete grade & footing size)	Section - indicating erf boundary
Indicate all opening heights and label all units	Foundation inside boundary line
Specify roof materials, pith, fixing, member sizes and spacing	Top of foundation on streetside to be 600mm below strrt level
Specify wall plate sizes and type of ceilings	
Specify position height of foundation, FFL, staircase landing, slab, lintel, beam ceiling,	PAVEMENT (1:100)
Height- FFL to NGL 150 mm min.	Section through pavement with levels
Foundation depth- NGLto top of foundation - 200 mm min.	Ramp 1:50 min. fall towards street
Specify FFL to ceiling height	
FIREWALLS (1:100)	THATCH (1:100)
1 brickwall, parapet walls height (300mm min. above roof level)	Sprinklers - 2.25l/min/m ² or waterpoint within 3m
Section through firewall	Firewalls on boundaries
Boundary wall foundation to be inside erf boundary	Thatch exceeding 20m ² to be at least 3m from boundaries
	Thatch 20m ² or less to be at least 0.5m from boundaries

Note: Payable building plans approval fees are coverage and zoning-based and will be provided to the owner of the plan to pay upon approval of the building plan.

3.3.2 SINGLE RESIDENTIAL

SINGLE RESIDENTIAL				
PERMITTED USES	COVERAGE	BULK	HEIGHT	PARKING REQUIREMENTS
Dwelling House	70%	N/A	Two Storeys	1 bay per unit
Supplementary Dwelling with a maximum size of 120 m ²	70%	N/A	Two Storeys	1 additional bay for supplementary unit
CONSENT USES	COVERAGE	BULK	HEIGHT	PARKING REQUIREMENTS
Occupational Practice as per the definition	70%	N/A	Two Storeys	1 bay for every 30 m Gross Leasable Area
Home Based Business	70%	N/A	Two Storeys	1 bay for every 30 m Gross Leasable Area
Place(s) of Instruction	70%	N/A	Two Storeys	Minimum of 2 bays for 1 - 6 students plus 0,5 bays per additional student
House of Worship	70%	N/A	Two Storeys	14 parking bays per 100m ² GLA
Place(s) of Assembly	70%	N/A	Two Storeys	1 bay per 4 seats
ADDITIONAL PROVISIONS				
Density:	1 dwelling per erf			
Minimum erf size:	In accordance with the minimum erf size map.			
Street building line(s):	At least 5 m			
Side and rear space(s):	At least 3 m			
Special Conditions:	Building lines may be relaxed with special consent of Council.			