

(Scrutiny Form)

**Building Application Process**

1. Check with building inspector before submitting.
2. If approved by building inspector, get payment form
3. Pay scrutiny fee, and return form to Building Inspector.

**Scrutiny Fee Calculations**

1. Construction rate/m<sup>2</sup> = **E4'500.00 for residential/E3'800 for industrial.**
2. Multiply proposed development area by construction rate.
3. Thus getting total construction cost.
4. .001 of construction cost plus E **10.00** = scrutiny fee

**Preliminary Check List**

No.	Description	Comments
1.	4 set drawings	
2.	1 set colored accordingly	
3.	Proof of ownership (title deed)	
4.	Engineers letter if structure has storey levels	
5.	Site plan showing all features	
6.	Location plan must be in title block	

**Building Color Coding**

No.	Description	Color	Comments
1.	New block work	Red	
2.	Existing block work	Grey	
3.	Concrete	Green	
4.	Timber	Yellow	
5.	Steel	Red	
6.	Wastewater line	Blue	
7.	Sewer line	Brown	

### Town Planning Requirements

No.	Description	Comments
1.	Coverage area of development indicated	
2.	Area of property	
3.	Percentage coverage	
4.	Adequate parking	
5.	Indicate loading bays	
6.	Access compliancy	
7.	Development/Property ratio compliancy	
8.	Offset distance	
9.	Development code supported	

### Environmental and Public Health requirements

No.	Description	Comments
1.	Class of building complying	
2.	Development qualifying environmentally	
3.	Adequate change rooms if necessary	
4.	Adequately located toilets	
5.	Screen wall for toilets (intervening space principle supported)	
6.	Showers adequacy in design	

### Fire Services Requirements

No.	Description	Comments
1.	Indicate fire hydrant positions	
2.	Indicate fire break glass positions	
3.	Indicate fire extinguisher positions	
4.	Show fire symbols	
5.	Indicate wall sizes	
6.	Indicate fire doors (mainly at garage)	
7.	Indicate fire exit doors and signage	

### Water Services Requirements

No.	Description	Comments
1.	Size, depth & position sewer pipe within plot curtilage	
2.	Size & position of every manhole	
3.	Indicate gully's, sewer traps & vent pipe	
4.	Indicate sewer & waste water pipe with gradient	
5.	Mention water supply private/public	
6.	Mention pipe size of water supply	
7.	Mention rain water drainage system	

### S.E.C Requirements

No.	Description	Comments
1.	Proposed structure distance must be well off electrical lines	
2.	Make sure electrical, kiosk & transformers are not an obstruction	
3.	Indicate wall light switches, sockets, DB & meter box position on plan	
4.	Mention capacity of electrical power required for development	
5.	All industrial electrical symbols to be shown on plan	
6.	No landscaping of high rising plant/tresses under electrical line	

### Engineering Requirements

No.	Description	Comments
1.	Dpm below slab	
2.	Dpc at 150mm above ffl (finish floor level)	
3.	Slab at 100mm thick minimum	
4.	Indicate foundation depth, thickness and width	
5.	Indicate concrete filling at walls below ground level	
6.	Indicate North arrow	
7.	Indicate waste-water line by passing soak-pit	
8.	Indicate septic tank at 3m away from building	
9.	Septic tank must be accessible	
10.	Soak-pit at 6m away from boundary minimum	
11.	Indicate waste-water line in color	
12.	Indicate sewer line in color	
13.	Indicate Block/Brick work in color	
14.	Indicate concrete in color	
15.	Indicate Timber in color e.g trusses	
16.	Indicate steel in color	
17.	Indicate storm water drainage	
18.	Doe level at sewer connection support free flow	
19.	Indicate mesh reinforcement if necessary	
20.	Indicate trusses and rafters if necessary	
21.	Doors at passage must have fanlights panels	
22.	230mm sand filled fire wall between at garages	
23.	Screen wall for toilets where necessary	
24.	Adequacy of day lighting and ventilation in building	

**NB:** At all times make sure to submit a drawing that would be easily termed as a working drawing, neat and self-explanatory. Must indicate the following or will be rejected at submission:

1. Proper title block with accurate proposed development information.
2. Proper hatch indications and must be to scale.
3. **No construction shall commence on site of any new structure or development without an approved Certificate from the Swaziland Environmental Authority (S.E.A).**