

DEVELOPMENT MANAGEMENT DEPARTMENT

BUILDING INSPECTORATE PROCEDURES

Site plan inspections are carried out the day following the receipt of the plan from Plans Control, the Building Inspector visits site to check site conditions. On his return to the office the plan is then checked by the Senior Building Inspector and returned to the Plans Control Section with whatever comments are necessary.

Compulsory inspections (foundations, drains and completions) are carried out at the request of the public within 48 hours of receipt. With foundations and drains the builder or plumber meets the Inspector on site and the trenches or drains are either passed or failed according to the correctness of setting out, or workmanship and correct drainage materials. Section A22 NBR refers.

Completion inspections are also carried out with 48 hours notice. The property is either passed or failed depending on what the Inspector finds on site. In terms of Section 14 of the NBR Act, the Inspector has 14 days to notify the owner as to whether the property was passed or failed, and give reasons in writing as to why the completion certificate cannot be issued.

Complaints from the public are attended to within 24 hours with an inspection of the site. Some complaints may require more than one visit to site depending on the nature of the problem. This is a courtesy service to the public carried out at no cost to the complainant.

Inspections for demolition applications are carried out on the day of receipt if possible, and same day approval can be given verbally if there are no complications such as National Monuments Council involvement. A demolition permit is issued within 5 days. Part E NBR and National Monuments Council Act refer.

Creche and old age homes are inspected on request of the Health Department and Health notified in writing of the findings of the Building Inspectorate. This is a courtesy service to Health Department and the Department of Welfare.

Progress inspections are carried out on instruction from Internal Audit. Each Building Inspector progresses through his area on an alphabetical street list of his area, they attempt to check on every property where there is a current approved plan once every 2 months.

Enforcement Section follow up on contravention notices issued by the Building Inspector for contraventions of the National Building Regulations and Building By-laws and the General By-laws of the City of Durban. Summons is issued when it become necessary and all avenues of persuasion have failed to right the problem. They operate in terms of the Criminal Procedure Act and the various penalty clauses contained in the National Building Regulations and Building By-laws.

The Clerical Staff gather the data from the plan jackets and enter it onto an index control card. They are also responsible for sending completed plans and plans that require an interim valuation to the Valuation Section of the Real Estate Department. This enables the City Valuator to adjust the rates without undue delay.