



NDLAMBE MUNICIPALITY
MUNICIPAL MANAGER
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BUILDING CONTROL SECTION
REQUEST FOR TEMPORARY CERTIFICATES OF OCCUPANCY

PLAN NUMBER.....
PROPERTY OWNER NAME.....
ERF NUMBER.....
ADDRESS.....
REASON FOR REQUEST.....
30 DAYS.....60 DAYS.....90 DAYS.....

The following is a guideline used in establishing the minimum criteria necessary for a temporary Certificate of Occupancy. These conditions will be evaluated on a case-by-case basis to make sure that an acceptable level of safety is met for the occupants of the building.

1. Final Electrical inspection must have been approved
2. Water and sewer connections must have been approved. This includes DER acceptance of any new potable water lines. This is to also have Development Review and Commitment approval prior to issue.
3. Address to be posted on the building.
4. All exit systems are to be operational
5. A fire watch procedure is to be in effect for fire safety systems that are incomplete (alarm, suppression, etc). Fire extinguishers must have also been installed
6. An exception is that all educational and assembly occupancies where any and all fire safety systems are planned, must have these in place and functional.
7. An inspection is to be done to determine the outstanding issues for all above disciplines. The Chief Inspectors should then make a recommendation to the Building Control Officer as to whether a TCO can be issued. For some mercantile occupancies, to the Chiefs can make a determination as to whether the occupants may start stocking merchandise or installing fixtures prior to the Certificate of Occupancy (CO). This should only be considered once the building is substantially complete
7. All outstanding fees are to have been paid. These fees are non-refundable
- 8. OWNER TAKES FULL RESPONSIBILITY SHOULD ANYTHING HAPPEN TO THE BUILDING**

Inspections required:

- Building
- Fire
- Plumbing
- Development Review Division
- Commercial Permitting Building Official

Review By (inspector):Date.....

Authorized By (Building Control Officer/Building Committee Chairman):Date.....

**Ndlambe Municipality incorporating Port Alfred, Bathurst, Kenton-On-Sea, Boesmansriviermond,
 Alexandria, Seafield, Boknes, Cannon Rocks, and surrounding Rural areas**