

BUILDING PROCEDURES

To be read in conjunction with the Design Manual and Construction Regulations.

1. The owner gives notice to the office administrator that he/she intends to develop the erf and pays the required deposit.
2. The planning process will be as stipulated in the Design Manual from clause 2 to 3 and the FHA architect certifies compliance thereto by signing the drawings.
3. The FHA Land surveyor shall confirm the boundaries of the erf. The FHA will confirm the connection points to the water, electricity and sewerage systems.
4. The client's architect certifies the correct placement by pegging out the plot on the erf and the temporary construction fence.
5. The owner gives notice to the Estate Manager that construction will start. This notice must clearly state:
 - a. the start and completion dates
 - b. the client's architect, the professional team involved and the contractor
6. The owner must register his/her contractor and all his workers at the FHA office as required by the Construction Regulations.
7. The FHA shall
 - a. install the water meter
 - b. the owner will ascertain that a duly qualified electrician installs the temporary electric distribution board and connects it to the system. A written confirmation will be submitted by the client electrician to the Estate Manager.
8. Prior to any building activities, a concrete berm or apron shall be created on the edge of the road for construction vehicles to enter the erf.
9. A chemical toilet will be used until the septic tank is in operation.
10. An information board as per specification will be erected that will supply the information as required in 5.b.
11. A site office will be established.
12. On completion of the septic tank, the owner will apply to the Estate Manager to arrange for certification.
13. The final placement of the electrical distribution board will be done by a duly qualified electrician and certified by the FHA electrical engineer.
14. Following final inspection by the professional team involved with the development, the client architect issues a certificate of compliance with the Design Manual to the Estate Manager.
15. The owner will submit an application for a completion inspection and as-built plans to the FHA architect.