

Client				Project Nr.	
Submission	Client	?????	Other		

TICK SHEET FOR SUBMISSIONS			Signed		Needed for	
	Description	On file	Client	Draught	Building	
1	Application				Yes	
2	Memorandum					
3	Power of Attorney				Yes	
4	Zoning Certificate				Yes	
5	SG Diagram				Yes	
6	Sewerage Diagram				Yes	
7	Copy Title deed				Yes	
8	Copy Elect. Bill				Yes	
9	Copy Old Building plans					
10	Interpartite agreement					
11	Sectional Title/ Duet					
12	HOA approval letter					
13	Color copy of Plans (1)				Yes	
14	B/W copy of Plans (3)				Yes	
15	Photo survey					
16	SACAP				Yes	
17	Eng. Appointment				Yes	

Ready for submission	YES	NO
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Signed _____

Dated _____