

<b>Client</b>				<b>Project Nr.</b>	
<b>Submission</b>	Client	?????	Other		

<b>TICK SHEET FOR SUBMISSIONS</b>			<b>Signed</b>		<b>Needed for</b>	
	<b>Description</b>	<b>On file</b>	<b>Client</b>	<b>Draught</b>	<b>Building</b>	<b>Enroach</b>
1	Application					Yes
2	Memorandum					Yes
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					Yes
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					Yes
16	SACAP					Yes
17	Eng. Appointment					

<b>Ready for submission</b>	YES	NO
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Signed \_\_\_\_\_

Dated \_\_\_\_\_