



Building Plans & Project Guidance

CLIENT INTRODUCTION & BUILDING PLAN GUIDE

Welcome to Cornerstone Draughting

Thank you for considering Cornerstone Draughting for your building project. Our aim is to make the building-plan process clear, practical and as straightforward as possible—from the first discussion and site measurement through to the preparation and submission of plans.

Whether you are planning a new home, an extension, renovation, alteration, outbuilding, patio, garage, commercial development or another building project, we can assist you in understanding what is required and guide you through the relevant stages.

What Are Building Plans?

Building plans are drawings and supporting information that describe a proposed building or changes to an existing building. They typically show the layout, dimensions, rooms, doors, windows, elevations, sections, roof information and other details required to understand how the building is intended to be constructed.

Depending on the project, additional information may be required, such as site-development information, electrical and plumbing layouts, energy-efficiency information, structural engineering details and documentation from other professional consultants.

Building plans are not simply drawings for the builder. They form an important part of the approval process and help ensure that the proposed work complies with applicable municipal requirements, zoning conditions and building regulations.

When Do You Need Building Plans?

Building plans may be required when constructing a new building or when making changes to an existing building. This can include:

- New houses, second dwellings and other new structures.
- Extensions or additions to an existing building.



- Renovations or alterations that change the building layout or structure.
- New or altered garages, carports, patios, outbuildings and other structures.
- Enclosing existing areas or changing the use of a building or portion of a building.
- Commercial, office, retail, educational, public-use or other non-residential developments.
- Work where previously approved plans do not accurately reflect the existing building.

The exact requirements depend on the property, the proposed work, the zoning and the local authority. We recommend discussing the project with us before construction starts, particularly where additions, alterations or changes of use are planned.

Why Are Approved Building Plans Important?

Approved building plans help establish what has been approved for construction, provide a clear reference for the client and contractor, help identify compliance issues, and can be important when selling, financing or insuring a property.

Carrying out building work without the required approval can create complications with the local authority and may affect future property transactions. Requirements vary according to the circumstances, so Cornerstone Draughting will help identify the appropriate process for your project.

Getting Started – Information We May Need

To assess your project and prepare an accurate quotation, we may require some or all of the following: existing approved plans (if applicable); a site visit and measurements; title deed; recent utility or municipal account; Surveyor General (SG) information; and zoning information.

Our Typical Project Process

Every project is different, but the following three-stage process provides a clear framework for most building-plan projects.



Stage 1 – Draughtsman: Architectural Plans

The first stage is the preparation of the architectural drawings. We work with you to understand your requirements and develop the drawings around the intended design, existing conditions and applicable requirements.

- A quotation is prepared based on the scope of work.
- A 50% deposit is required upon acceptance of the quotation before work commences.
- A site visit and measurements are completed where applicable.
- Drawings are prepared and discussed with the client.
- Revisions are incorporated as agreed until the drawings are ready for the next stage.

Stage 2 – Structural Engineer

Where structural engineering is required, the architectural plans are provided to a suitably qualified structural engineer for the necessary structural design, calculations and details.

Structural engineering is a separate professional service and is quoted separately. The engineering stage can proceed when the client is ready to continue and has the required funds available.

Stage 3 – Council Submission

Once the required drawings and supporting documentation are complete, the project can proceed to submission to the relevant local authority, where required.

Submission costs and municipal fees are separate from the draughting fee unless specifically stated otherwise in the quotation. Council may request amendments, additional information or further professional input during assessment.

Additional Requirements That May Apply

Town Planning, Rezoning & Change of Land Use

Some projects require more than the standard building-plan route. Where the proposed development is not permitted by the existing zoning, or where a change in land use, consent use, rezoning, relaxation or



other town-planning approval is required, a town planner may need to be appointed. These services are quoted separately.

Fire Safety & Fire Consultant

Certain buildings and uses may require fire-safety input from a specialist fire consultant, including some commercial/public-use buildings and multi-unit developments. Projects involving thatch roofs may also require specific fire-safety measures and professional input. Fire consultant services are additional and quoted separately.

Other Professional Consultants

Depending on the project, additional consultants may be required, including structural engineers, civil engineers, town planners, fire consultants, land surveyors and other specialists. Their fees are generally separate from the draughting fee.

Payment Structure – At a Glance

Stage 1 – Draughting & Architectural Plans: 50% deposit upfront upon acceptance of quotation; balance as stated in the quotation.

Stage 2 – Structural Engineering: Separate quotation; payable when the engineering stage is ready to proceed.

Stage 3 – Council Submission: Submission and municipal costs payable when the client is ready to submit, unless otherwise stated.

Additional Services: Town planning, fire consultant and other professional services are quoted separately.

Important Things to Keep in Mind

- Requirements can vary between municipalities and properties.
- Approval times are controlled by the relevant authority and cannot always be guaranteed.
- Council comments or requests for additional information may result in additional work or consultant involvement where these fall outside the original quotation.
- Changes to the project brief after commencement may require a revised quotation.



- Existing plans that are unavailable, outdated or supplied only in PDF format may require additional time to redraw or reconstruct.
- Construction should only commence once the required approvals and professional documentation are in place.

Our Approach

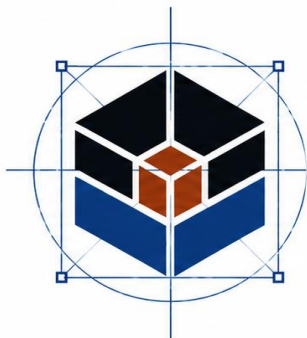
At Cornerstone Draughting, we believe that good communication at the beginning of a project prevents unnecessary confusion later. Our role is to help you understand what is required, develop clear drawings around your needs and coordinate the relevant stages as your project progresses.

We aim to keep the process transparent, practical and manageable, while working with you to move from an initial idea to a clear set of building plans suitable for the next stage of the project.

Ready to Discuss Your Project?

If you are unsure whether you need building plans, whether your existing plans are still suitable, or whether your project may require town planning, engineering or fire-safety input, please contact us before starting work.

We will be happy to discuss your project, establish the likely requirements and guide you through the next steps.



Cornerstone Draughting Solutions (pty) Ltd

Reg: 2026/529615/07

Professional Draughting Services

JACO ESTERHUIZEN

Professional Architectural Draughtsman

SACAP registered: PAD24749947

Cornerstone Draughting Solutions (pty) Ltd

084 735 2492

mr.esterhuizen@gmail.com

Krugersdorp, South Africa

Every 'something great' in life starts with a solid foundation and having a...plan...
We here at Cornerstone Draughting Solutions will gladly assist you...
putting our pencil to paper with our... ruler in hand... to assist in the drafting of any additions,
alterations or building designing requirements. We welcome you to get in contact with us...
Let the... plan... begin.

- Jeremiah 29:11 -