



CLIENT GUIDE

Mogale City Old Building Plans & Property Information

How to request archived approved plans, obtain SG diagrams and check zoning information.

START WITH THE CORRECT PROPERTY DESCRIPTION

Before making any request, confirm the erf/stand number, township and extension, street address and owner details. Council and Surveyor-General records are indexed by legal property description; an address alone may not be enough.

A. Retrieving old approved building plans

1	Prepare the request Collect the owner's ID, proof of ownership or recent municipal account, signed authority if acting for the owner, and the full legal property description.
2	Complete form BDM 167 Complete Mogale City form BDM 167. Include owner identification, proof of ownership and signed authority where Cornerstone acts for the owner.
3	Hand-deliver the request Deliver it to Building Development Management, Furncity Building, Ground Floor, corner Human and Monument Streets, Krugersdorp. Published hours: Monday-Friday, 08:00-15:00.
4	Council searches the record Ask for a reference and expected follow-up. Timing depends on the age, indexing and availability of the municipal record.
5	Confirm availability and charges Council should confirm whether the plan was located, the copy format and the current tariff.
6	Pay and collect / receive Keep proof of payment and the request reference. Do not travel until Council confirms the plans are located and ready.

USE THE PUBLISHED MOGALE CITY COUNTER

Mogale publishes an in-person BDM 167 request at Furncity. Its separate online viewing facility currently says the service is suspended.

Where to go

FURNCITY BUILDING	Corner Human and Monument Streets, Krugersdorp. Building Development is on the Ground Floor; Land Use enquiries are published for the First Floor.
APPROVED PLAN COPIES	Submit BDM 167 at Building Development Management with the legal property description and proof of authority.
BEFORE TRAVELLING	Confirm date, time, reference number, payment requirement and exact counter/floor. Take ID, authority, property description and proof of payment.

Possible costs

ASK FOR THE CURRENT MOGALE CITY TARIFF

The public FAQ does not quote a fixed retrieval fee. Obtain the current amount from the counter before paying; charges may depend on sheet size, quantity and format.

- **Useful budget indication:** no fixed amount is stated because tariffs change and the published FAQ does not list the charge. The Council quotation or invoice controls.
- **Zoning/property products:** ask Land Use Management what formal zoning product is required and confirm the current fee and turnaround time.

If the plan cannot be found

- **Ask for the search result in writing.** Confirm whether the file is missing, off-site, at an archive, incorrectly indexed or whether no approved plan is recorded.
- **Search earlier property descriptions.** Consolidations, subdivisions, township-name changes and renumbering can cause records to sit under an earlier description.
- **Ask about newer electronic records.** Ask Building Development whether a newer approval is held electronically; the public viewing facility currently displays a suspension notice.
- **Plan for an as-built submission if necessary.** A missing archive copy does not prove that existing structures are approved; measurement and regularisation advice may be required.

B. Obtain an SG diagram electronically

1	Open the official CSG portal Go to csg.dlrrd.gov.za and select the scanned-images search.
2	Use the legal description Select Gauteng and search using the township/farm name, erf or portion number and diagram/general-plan details where known.
3	Open and download the image Check the result carefully and download the scanned diagram or general plan. Older records may be image files rather than neat PDFs.
4	If there is no result Email sgdatagp@dlrrd.gov.za ; the City also lists sgdata@dalrrd.gov.za . Include the property description and a screenshot of the failed search.
SG DIAGRAM VS BUILDING PLAN An SG diagram shows surveyed cadastral boundaries, dimensions and beacons. It does not show the approved building layout. Both may be needed.	

C. Check zoning electronically

1	Start with Mogale Land Use Management For formal zoning information, visit Land Use Management at Furncity, First Floor, or call 011 951 1734.
2	Provide the legal property description Provide the erf/stand or farm portion, township and extension, and street address. A title deed or municipal account helps.
3	Use electronic information carefully The Mogale City Land Use Scheme 2022 is online, but the scheme text alone does not confirm the assigned property zoning. Verify any portal result with Council.
4	Request formal information where needed Ask Land Use Management for the current zoning certificate/information procedure, fee and turnaround. Use formal confirmation for design decisions.

Quick contact list

Building Development Management	Palesa Morake: 011 951 2118 Ayanda Mbukushe: 011 951 2162 / 065 941 9735
Zoning information	011 951 1734 Furncity Building, First Floor
Land Use contact	Pauline Mokale: 011 951 2004 pauline.mokale@mogalecity.gov.za
Mogale City Call Centre	0861 664 253 customerservices@mogalecity.gov.za
SG diagrams - Gauteng	sgdatagp@dlrrd.gov.za csg.dlrrd.gov.za
Mogale City switchboard	011 951 2000

Important: Addresses, officials, processes and tariffs can change. Confirm the appointment, collection point and invoice before travelling or paying. This guide does not guarantee that an archive record exists.

Official sources: Mogale City Building Development and Land Use FAQs, Land Use Scheme 2022, online-viewing suspension notice and Chief Surveyor-General portal. Accessed 2 September 2026.

D. How Cornerstone can proceed

1	Confirm the archive search Obtain written or email confirmation that no usable approved plan was located. Ask about newer electronic approvals and check earlier erf, farm or township descriptions.
2	Complete a measured site survey Cornerstone measures the existing buildings, outbuildings, openings, levels and visible site features. A land surveyor may be required for certified boundaries, beacons or encroachments.
3	Prepare full existing / as-built drawings We draw the entire existing property, not only the proposed alteration. The drawing records what is present; it does not prove previous approval.
4	Check development rights and constraints We compare the buildings with the SG diagram, zoning, title restrictions, building lines, coverage, floor-area controls, parking and any SDP or heritage requirements.
5	Separate existing, unauthorised and proposed work If approval history cannot be proven, Council may require existing work to be assessed as new or regularised.
6	Consult Council before finalising For uncertain properties, we request guidance from Building Development Management or the relevant Plans Examiner on the application route and supporting documents.
7	Prepare and submit to Mogale City A SACAP-registered professional submits the complete application. Engineer, fire, municipal services, SDP, PHRAG or other approvals may be required.
8	Respond to comments and revise Council may request corrections, further proof or changes to non-compliant structures. Existing construction does not guarantee approval.

PRACTICAL ROUTE WHEN NO PREVIOUS PLAN IS AVAILABLE

Mogale City public guidance does not publish one automatic no-old-plan procedure. First confirm the archive result; then prepare a complete measured existing/as-built record and obtain direction from Building Development.

What help can Mogale City provide?

- **Counter and technical guidance:** officials can confirm the archive result, submission route and supporting documents. The registered professional remains responsible for a compliant application.
- **Building-plan submission:** Mogale City public FAQ directs applicants to hand-deliver three plan sets and supporting documents at Furncity. The archive service cannot recreate a missing plan.
- **Existing or unauthorised work:** Council may require existing work to be shown and assessed. This is not an amnesty; zoning, title restrictions and building regulations still apply.
- **SDP first where applicable:** Mogale City FAQ says an SDP is generally required before building-plan submission for developments other than a normal residential house. Confirm applicability.

DO NOT START ALTERATIONS WHILE THE POSITION IS UNCLEAR

Structural changes, additions, moved openings and drainage changes generally require approved plans. If unauthorised work is underway, Council may issue a stop notice and require plans. Obtain professional and Council guidance first.

Cost note: Professional measuring, drawing and consultant costs are separate from municipal fees. Municipal scrutiny and any regularisation-related charges must be confirmed from the current Council quotation or invoice.

Additional official sources: Mogale City Building Development and Land Use FAQs. Where the FAQ is silent, the no-plan pathway is practical professional guidance subject to Council direction. Accessed 2 September 2026.