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CLIENT GUIDE

Mogale City Building Plan Submission Progress

A practical guide to the usual submission, assessment and decision process for building plans in Mogale City.

THE KEY POINT

Mogale City does not publish a fixed numbered stage list or examiner count. The application follows an administrative and technical review route that can vary by project. A file may pause or return for corrections before a decision is made.

Typical workflow

1 LAND-USE / SDP CHECK Required rights, relaxations or SDP approval are addressed first where applicable.	2 DOCUMENTS & PLAN SETS Application forms, plans and supporting documents are prepared.	3 LODGE WITH MOGALE CITY The application is submitted to Building Development Management.	4 ADMIN CHECK / FEES Completeness, registration and applicable municipal fees are dealt with.
5 TECHNICAL & DEPARTMENTAL REVIEW Plans are assessed; other municipal inputs may be required.	6 FINAL DECISION The authorised municipal decision is prepared and recorded.	7 APPROVED / NOT APPROVED The applicant is informed of the outcome and any next steps.	
COMMENTS & CORRECTIONS CAN REPEAT A STAGE If Mogale City requests an amendment, clarification, supporting document or departmental compliance item, the plan is corrected and resubmitted. The relevant administrative or technical check is then repeated before the application can proceed.			

How many people review the plans?

- **There is no reliable fixed number published:** Mogale City's public guidance does not state that every application must pass through a set number of named examiners.
- **The review team depends on the project:** Building Development Management assesses the application, while town planning, fire, engineering or other municipal inputs may be required where relevant.

UNDER REVIEW DOES NOT YET MEAN APPROVED
Review progress is encouraging, but the application remains subject to all outstanding checks and comments. **Only a formal approval confirms approval.** A verbal update or intermediate internal status should not be treated as permission to commence building.

What clients should expect

SUBMISSION ROUTE Mogale City's published FAQ currently directs applicants to hand-deliver applications to the Building Development Management counter.	PROJECT-SPECIFIC ROUTE An SDP, land-use right, building-line relaxation, fire input or engineering documentation may be required before approval.
NO GUARANTEED TIMELINE A stage does not guarantee how soon approval will follow; workload and comments affect timing.	ONGOING MONITORING Cornerstone follows up on progress and responds when Mogale City requests information or amendments.

Important: This guide explains a practical high-level route and is not an official stage schedule or a guarantee of sequence, turnaround time or approval. Mogale City determines the actual route and project-specific requirements.

Official reference: Mogale City Building Development FAQ (mogalecity.gov.za/mogale-city/work-in/building-development/). Accessed 2 September 2026.