

GUIDELINES FOR BUILDING PERMITS

In terms of the applicable legislation, a Building Permit is required for the erection of any structure within the Windhoek Municipal jurisdiction to be obtained from the City of Windhoek. This includes alterations/renovations, conversion of one use to another as well as supplementary structures such as swimming pools and boundary walls.

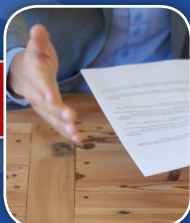
Step 1



Complete a Permit Application

An application has to be completed by the owner of the property or by his/her agent through a formal power of attorney. Application forms are available from the City of Windhoek website - www.windhoekcc.org.na

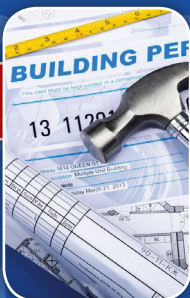
Step 2



Submit the Permit Application

The completed application form together with the required drawings and other documents as may be required is submitted against the payment of the gazetted fee at the respective Customer Care Centers.

Step 3



Building Permit Issued

Following a review of the application against the applicable regulations (Building, Fire, Health, Planning Scheme, etc.) and upon confirmation of compliance thereto a Building Permit will be issued. The permit legally allows the construction of the planned structures to commence and is an important document for safekeeping together with all drawings so approved.

Step 4



Scheduled Inspections

The Building Permit will require mandatory inspections by a Council authorised agent. These inspections are aimed at safeguarding the health, safety, and welfare of the building's future occupants. The successful completion of these inspections are also a pre-requisite for achieving certification for occupation. Attendance and oversight of the required inspections by the owner is therefore strongly recommended.

Step 5



Certificate of Occupation

The use and/or occupation of any structure erected in terms of a Building Permit issued by the City of Windhoek requires formal certification by an authorised agent of the Council. Such a certificate allows the owner to legally occupy a building or allow it to be occupied, hence is an important document for safekeeping.

For further enquires about the Building Permit process please contact our team at (061) 290 2066 or UTP@windhoekcc.org.na