



## CLIENT GUIDE

# Johannesburg 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 | <b>Prepare the request</b><br>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 | <b>Email Historical Plans / Archives</b><br>Send the request to KgolokoPatrickK@joburg.org.za. Use a clear subject such as "Historical building plan request - Erf [number], [township]"; attach documents and give your phone number. |
| 3 | <b>Follow up and obtain a reference</b><br>Patrick Kgabe: 083 702 7689. Ask where the record is held, whether an appointment is required and where collection will take place.                                                         |
| 4 | <b>Wait for the archive search</b><br>A straightforward file may take several working days; off-site or provincial/national archive records can take longer. Backlogs and missing files are possible.                                  |
| 5 | <b>Receive quotation / invoice</b><br>Confirm emailed scans or printed copies. Charges depend on sheet size, number of sheets and format.                                                                                              |
| 6 | <b>Pay and collect / receive</b><br>Keep proof of payment and the request reference. Do not travel until Council confirms the plans are located and ready.                                                                             |

### DO NOT ARRIVE AT THE OLD METRO CENTRE WITHOUT CONFIRMATION

The City closed the Metro Centre for structural reasons and relocated Development Planning services to Newtown. Confirm the Historical Plans collection point before travelling.

## Where to go

|                   |                                                                                                                                                                        |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NEWTOWN JUNCTION  | Old Nedbank Building / Newtown Junction Mall, Upper Ground Floor, 100 Carr Street, Newtown, Johannesburg. CGIS public help desk is confirmed at this location.         |
| HISTORICAL PLANS  | Contact the archive official first and use the collection location given in the confirmation. Do not assume the physical file is immediately available at the counter. |
| BEFORE TRAVELLING | Confirm date, time, reference number, payment requirement and exact counter/floor. Take ID, authority, property description and proof of payment.                      |

## Possible costs

### CURRENT COSTS MUST BE CONFIRMED ON THE INVOICE

City tariffs change annually. Expect a once-off service fee plus a charge per plan sheet. The amount depends on paper size (A4 to A0), number of sheets and whether electronic or hard copies are requested.

- **Useful budget indication:** the 2025/26 published schedule listed emailed plan copies from about R8 to R62 per sheet and printed copies from about R14 to R144 per sheet, plus an approximately R28-R29 once-off service fee. These are historical indicators only - request the current 2026/27 quotation.
- **Zoning/property products:** the current CGIS request page lists approximately R18 for a zoning information sheet and R75 for a zoning certificate. Confirm the tariff with [cgiscounter@joburg.org.za](mailto:cgiscounter@joburg.org.za).

## 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.
- **Check CPMS for newer approvals.** Plans approved through CPMS should be downloadable from the relevant application account.
- **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                                                                                                                                                                                   | <b>Open the official CSG portal</b><br>Go to <a href="http://csg.dlrrd.gov.za">csg.dlrrd.gov.za</a> and select the scanned-images search.                                                                                                                             |
| 2                                                                                                                                                                                   | <b>Use the legal description</b><br>Select Gauteng and search using the township/farm name, erf or portion number and diagram/general-plan details where known.                                                                                                       |
| 3                                                                                                                                                                                   | <b>Open and download the image</b><br>Check the result carefully and download the scanned diagram or general plan. Older records may be image files rather than neat PDFs.                                                                                            |
| 4                                                                                                                                                                                   | <b>If there is no result</b><br>Email <a href="mailto:sgdatagp@dlrrd.gov.za">sgdatagp@dlrrd.gov.za</a> ; the City also lists <a href="mailto:sgdata@dalrrd.gov.za">sgdata@dalrrd.gov.za</a> . Include the property description and a screenshot of the failed search. |
| <b>SG DIAGRAM VS BUILDING PLAN</b><br>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 | <b>Open COJ Online Maps</b><br>Go to <a href="http://eservices.joburg.org.za/online maps">eservices.joburg.org.za/online maps</a> . Registration is no longer required for the public viewer.                                                       |
| 2 | <b>Find the property</b><br>Search by stand/erf and township or street address. Confirm the selected property polygon.                                                                                                                              |
| 3 | <b>View zoning and property data</b><br>Turn on the zoning/property-information layers and inspect the zoning, area, address and map information. Save or print the view.                                                                           |
| 4 | <b>Request formal information where needed</b><br>Email <a href="mailto:cgiscounter@joburg.org.za">cgiscounter@joburg.org.za</a> for zoning information or a zoning certificate. Online Maps provides information, not professional interpretation. |

## Quick contact list

|                             |                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Historical Plans / Archives | <a href="mailto:KgolokoPatrickK@joburg.org.za">KgolokoPatrickK@joburg.org.za</a>   Patrick Kgabe: 083 702 7689            |
| Zoning information          | <a href="mailto:cgiscounter@joburg.org.za">cgiscounter@joburg.org.za</a>                                                  |
| Online Maps support         | <a href="mailto:ims@joburg.org.za">ims@joburg.org.za</a>                                                                  |
| General CGIS queries        | <a href="mailto:cgiscrm@joburg.org.za">cgiscrm@joburg.org.za</a>                                                          |
| SG diagrams - Gauteng       | <a href="mailto:sgdatagp@dlrrd.gov.za">sgdatagp@dlrrd.gov.za</a>   <a href="http://csg.dlrrd.gov.za">csg.dlrrd.gov.za</a> |
| Joburg Connect              | 0860 562 874                                                                                                              |

**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:** City of Johannesburg Development Planning contacts, June 2025 records relocation notice, COJ Online Maps/CGIS, tariff publications and the Chief Surveyor-General portal. Accessed 2 September 2026.

## D. How Cornerstone can proceed

|   |                                                                                                                                                                                                                                      |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Confirm the archive search</b><br>Obtain written or email confirmation that no usable approved plan was located. Check CPMS and earlier erf or township descriptions.                                                             |
| 2 | <b>Complete a measured site survey</b><br>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 | <b>Prepare full existing / as-built drawings</b><br>We draw the entire existing property, not only the proposed alteration. The drawing records what is present; it does not prove previous approval.                                |
| 4 | <b>Check development rights and constraints</b><br>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 | <b>Separate existing, unauthorised and proposed work</b><br>If approval history cannot be proven, Council may require existing work to be assessed as new or regularised.                                                            |
| 6 | <b>Consult Council before finalising</b><br>For uncertain properties, we request guidance from Building Development Management or the relevant Plans Examiner on the application route and supporting documents.                     |
| 7 | <b>Prepare and submit through CPMS</b><br>A SACAP-registered professional submits the complete application. Engineer, fire, Joburg Water, SDP, PHRAG or other approvals may be required.                                             |
| 8 | <b>Respond to comments and revise</b><br>Council may request corrections, further proof or changes to non-compliant structures. Existing construction does not guarantee approval.                                                   |

### COUNCIL RULE WHEN NO PREVIOUS PLAN IS AVAILABLE

The City's current CPMS pre-scrutiny checklist states that, for additions or alterations, if there are no previously approved plans, all work will be considered new. The whole affected property may therefore need to be shown and assessed.

## What help can Johannesburg provide?

- **Pre-submission and examination guidance:** officials can clarify the expected route, identify missing municipal information and issue formal comments. The professional remains responsible for a compliant submission.
- **Electronic submission and circulation:** CPMS accepts the application and routes municipal comments; it does not recreate a missing historical plan automatically.
- **Regularisation route:** City tariffs recognise applications for existing buildings without approved plans. This is an assessment process, not an amnesty; zoning and building regulations still apply.
- **SDP first where applicable:** the City's FAQ states that an SDP must be approved before the building-plan submission, including as-built situations where old plans cannot be traced.

### 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. The 2025/26 published regularisation tariff was R15/m<sup>2</sup> for the first 3 000 m<sup>2</sup> (R1 500 minimum) and R9/m<sup>2</sup> thereafter. Confirm current 2026/27 fees.

**Additional official sources:** COJ CPMS Submission Verification Checklist, CPMS FAQs, City structural-alteration guidance and tariff provisions for regularisation. Accessed 2 September 2026.