

## Guideline For Building Procedures

### Step 1

Submit building plans to the Manager who will then liaise with the Company's Building and Aesthetic Committee in order to obtain Company approval:

- one electronic plan
- three hard prints

A set of drawings should include the following:

#### A. A.Site plan, indicating:

- the positions of all trees with a stem diameter of 100 mm and more
- the cadastrals and dotted lines in between
- the positions of the septic tanks, drains, generator, solar panels, wind turbine and desalination plant
- the beach line and high water mark if applicable

#### B. Dimension / Information plans, including:

- Roof plan
- Sewer plans, including detail of septic tank(s)
- Electrical plan
- Sections
- Elevations, indicating roof heights and external finishes

#### *Note:*

The building must comply with the Company's Architectural Criteria as set out in Annexure B to the SOA Rules and Regulations.

### Step 2

Once approved by the Building and Aesthetic Committee, five sets of paper prints must be submitted to the Manager's office. Four sets must be in Portuguese and one set in English. The Manager can facilitate the translation of building plans by a third party (cost to member).

### Step 3

The Manager will submit drawings for approval by a registered architect, recognised by Government, in Vilanculos (required by law) and will obtain all required documents from that architect.

### Step 4

The Manager will submit approved plans to the local authorities in order to obtain a Building License.

**Step 5**

An information board with all the required particulars must be displayed on site during the construction period.

**Step 6**

The Manager will do a site inspection with the Member or his appointed representative to confirm that the site plan has been laid out within the cadastral lines and according to the plans approved.

**Step 7**

The Manager will contact the local authorities for first inspection on site before any construction may commence (required by law).

**Step 8**

A site handover is done between The Manager and the Member or his appointed representative. See "Site Handover Document". Only then can construction commence.

**Step 9**

The Member must inform The Manager when reaching roof level, as a second inspection on site with the local authorities and responsible local architect is then required. Similarly with any on site changes during construction. It must be noted if during the construction there are any changes made to the original plans these must be approved by the local authority and the Company's Building and Aesthetic Committee prior to any actual construction changes being made.

**Step 10**

On completion of the building and before occupation by the Member, a complete set of "as built" drawings in Portuguese must be submitted to The Manager, where after a recommendation inspection is arranged with local authorities and the appointed local architect from Vilanculos.

**Step 11**

The Manager will request a final inspection by the local authorities and submit an application to register the building.