

PALINGGAT OORD	DOC No	POL-015
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	DATE	13/09/21
LOFT POLICY		

When amendments are made to the structure of homes at Palinggat, such amendments must be approved by the Board of Trustees. This also includes modifying the roof structure by inserting a loft.

The application to the Board of Trustees for the aforementioned amendment must be done BEFORE any building work commences. The application must be submitted in writing and accompanied by an engineering report and appropriate building plans containing the following information.

- How is it planned to change the current roof structure?
- How will it affect the current exterior wall?
- How much floor space is added to the current floor area?
- Will there be adequate ventilation in the room, if not, what is planned to provide the ventilation and necessary light?
- The plan must also indicate where the light switches and electrical plugs will be placed. Upon completion, a wiring certificate must be submitted.
- The floor structure used should be sufficient to support the weight.
- If there is currently a “firewall” between garage and rest of residence, the engineer must confirm that it is full. If there is not one, one must be installed according to specifications.
- Building Alterations must conform to the Building 103 of 1977

Further conditions are as follows:

- There must be sufficient insulation between the roof sheeting and the ceiling of the new room. This insulation must be fire resistant.
- An approved plan stamped by the municipality must be provided to the Council. Only then will the Council grant its final approval.
- It is the owner’s duty to ensure that the changes in the floor area are registered with the Deeds Office (see separate policy on this as contained in the letter of approval) and recorded on his title deed.

REV N°.	STATUS / CHANGE	DATE
1	7 th bullet-word engineer removed • Building Alterations must conform to the Building 103 of 1977 added	13/09/21