



# **CITY OF HARARE**

**DEPARTMENT OF WORKS**

**CITY ARCHITECTURE DIVISION**

**“BUILDING INSPECTORATE (3220)”**

**RISK BASED MANAGEMENT DEVELOPMENTAL  
STAGE INSPECTION (RBMDSI)**

**CONTRACT FORM  
(CF)**

*A Milestone to the Ease of Doing Business in Zimbabwe*

## **RISK BASED MANAGEMENT DEVELOPMENTAL STAGE INSPECTION STAGE FORM**

In line with ease of doing business in Zimbabwe, under Construction permits Reforms, Harare City Council, herein as the Local Authority has come up with Risk Based Management Developmental Stage Inspection (RBMDSI) in order to expedite building construction by;

- 1) Reducing in some cases frequency of inspection visits by Building Inspectors,
- 2) Allowing the client and contractor to proceed with building construction where both the client and contractor agree that work can proceed without inspection visit by the Local Authority and take the indemnity on such stage/s omitted,
- 3) Paying the requisite fees for the stages and avail proof of payment for record purposes to allow for issue of Certificate of Occupation at the completion of the project,
- 4) Allowing a Registered Engineer to supervise skipped stages where engineered works are involved and produce an Engineer's covering report and City Council structural certificate for the works.
- 5) Completing full details of the Applicant, Contractor, Engineer and append signature as proof of agreement to the terms and conditions emanating thereto,
- 6) Advising the Local Authority where there are some structural, internal and external adjustments of the approved working drawings prior to implementing to cab such cases like demolishing of built works non-compliant with Model Building By-Laws and also defray un due expenses,
- 7) Allowing the client and contractor to fully admit and absolve Council of any defects and deterioration which might arise from un inspected works and maybe due to poor workmanship or whatever the case might be,

### **8) THE LOCAL AUTHORITY**

- Without prior booking may visit any such works under RBMDSI without notice,
- Require all approved working drawings to be kept on site throughout the duration of work in progress to completion,
- Upon completion and satisfaction that all requirements have been met will issue a Certificate of Occupation upon payment of due fees,

- Deregister, blacklist, order arrest any practising professional or trade person operating without valid practicing Certificate interms of Schedule 25A of charges and fees By-Laws 2019 (Revised),
- Require the Developer, Client, Contractor to report the completion of the project within 14 working days from the date of completion to allow for issuance of Certificate of Occupation (C.O.O),

**THE FOLLOWING STAGES REMAIN EXCEPTIONAL**

1. Siting and Trenches,
2. Damp proof Course (DPC),
3. Roof (on condition that its prefabricated),
4. Drain open test.

**CONDITIONS OF CONTRACT**

This form shall be completed in triplicate;

- (1) One copy for the District Office,
- (2) One copy for the Head Office RBI’s office,
- (3) One copy for the Developer signed by either,
  - a) Owner and Contractor
  - b) Agent and Contractor
- (4) All forms shall bear the area Building Inspector’s full name and HM Number, District Building Inspector’s stamp to authenticate the agreement,
- (5) All forms shall denote proof of stage inspections binding the agreement, fees and receipt number.

**DEVELOPMENTS SL STAGE INSPECTION SELECTED**

|    | <b>Stage</b>             | <b>Tick Stage</b> | <b>Fees Paid</b> | <b>RC No.</b> | <b>BI’s Signature</b> |
|----|--------------------------|-------------------|------------------|---------------|-----------------------|
| 1. | Siting / Trenches        |                   |                  |               |                       |
| 2. | DPC/Compaction           |                   |                  |               |                       |
| 3. | Lintel / Window Level    |                   |                  |               |                       |
| 4. | Wallplate / Gable        |                   |                  |               |                       |
| 5. | Roof / Beams / Trusses   |                   |                  |               |                       |
| 6. | Drain Open Test          |                   |                  |               |                       |
| 7. | Final Inspection / C.O.O |                   |                  |               |                       |

**1. Clients Details:**

.....  
.....  
.....

**Date:.....**

**2. Contractor Details:**

.....  
.....  
.....

**Date:.....**

**3. Building Inspector's Details:**

.....  
.....  
.....

**Date:.....**

