



## **BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION**

### **DAMS Overview:**

*The Development Application Management System or DAMS allows for the electronic submission, processing and tracking of building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and links the City's central property repository – which also fully integrates with our Geographic Information System (GIS) – with the City's digital financial system and the main electronic document/records management system.*

*The Development Management Department only accept building plans and land use applications submitted online via **e-Services**. Read or download our [DAMS Registration Booklet](#) for guidelines on how to register.*



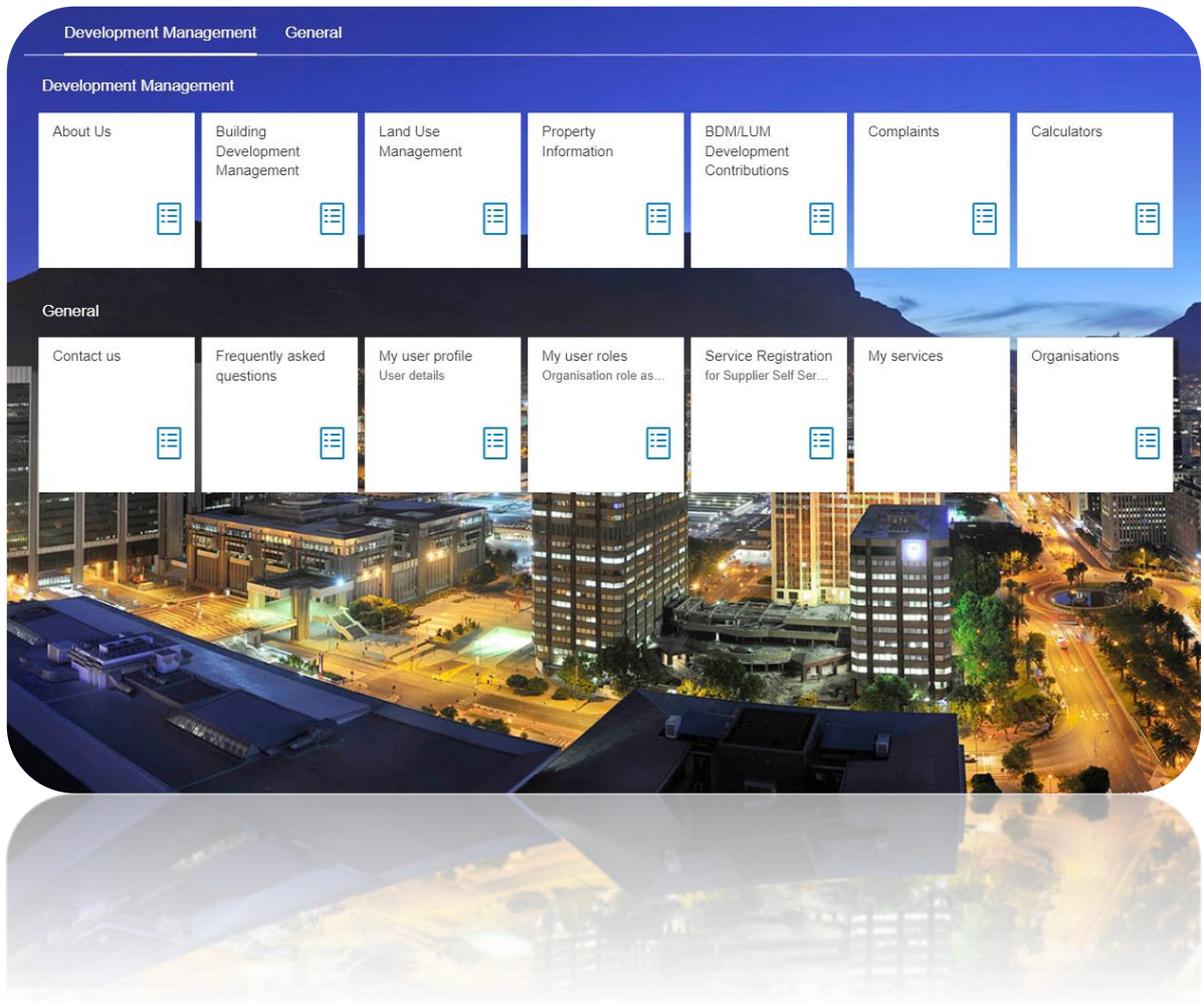
### **PLEASE NOTE:**

Applicants must be registered on the e-services portal.  
Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

**DAMS Access:**

Access the **e-Services** portal:

Development Management **e-Services** home page:



**BDM Portal Applications at a Glance:**

The Building Development Management Portal have been enhanced to differentialte between, various application types, based on standard process flow applications and stand alone process flow applications.

A total of 9 application types are available and a separate selection to track all Land use application types.

The 9 application types are listed below:

**Submit an application**

Feasibility or Sketch  
Plan Enquiry



Application

Request Pre-  
Consultation  
Meeting



Application

Submit Building  
Plan / Permits



Application

Requests (Paid Services)

Request Copies of Plans



Application

Request Permission to Use



Application

Request Occupancy Certificate



Application

Resubmission after Refusal



Application

Request Extension of Validity



Application

Other

Request Building Inspection



Application

Withdraw Application



Application

My BDM Applications



Application

Useful Links and FAQ's



Application

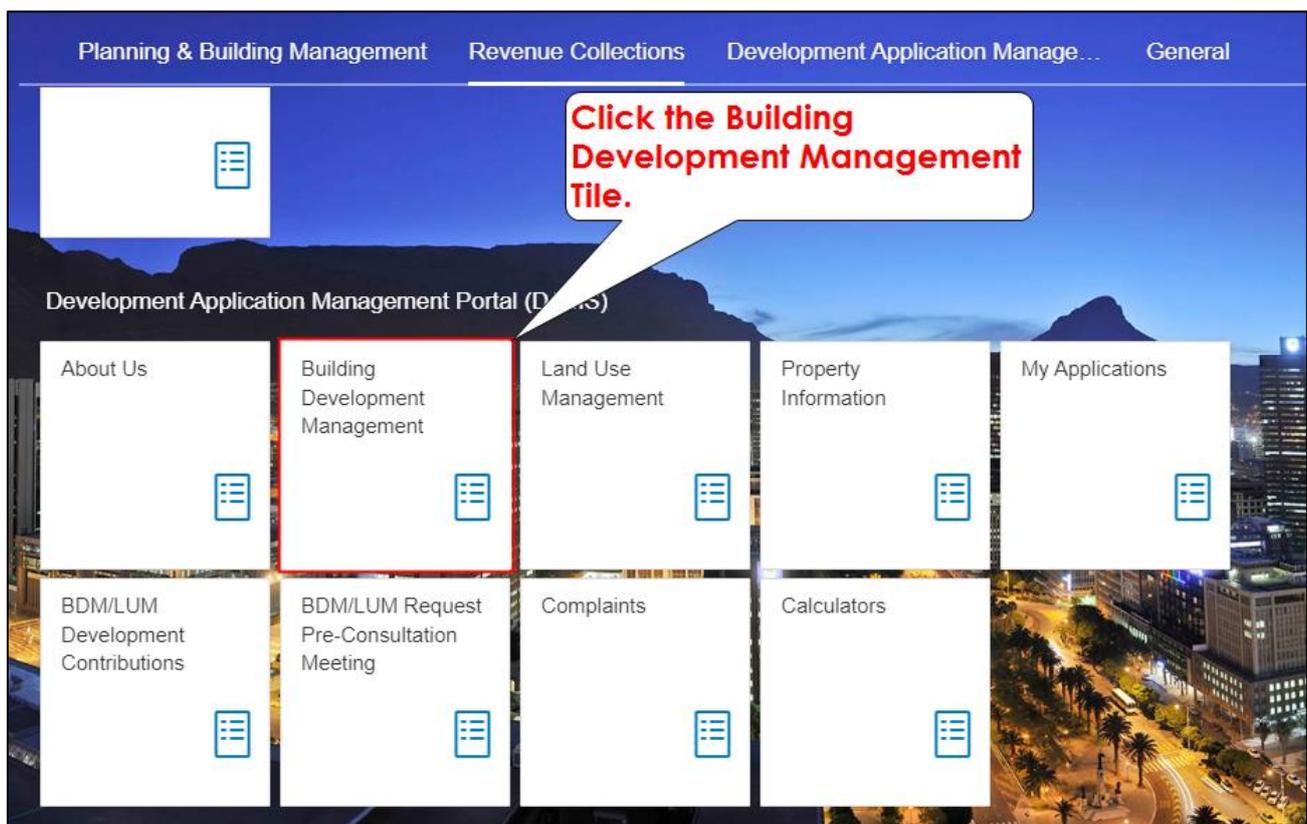
## BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

### Overview:

This user manual will simulate the process “Minor Works Application” via the Development Application Management Portal (DAMS).

### STEP 1: Building Development Management Applications – Home Page

Select the “Building Development Management Tile” to navigate to the BDM portal applications



## STEP 2: Submit a Building Plan/Permit application

City of Cape Town - Building Development Management Applications

Submit Application

Feasibility or Sketch Plan Enquiry

Application

Request Pre-Consultation Meeting

Application

Submit Building Plan / Permits

Application

Select the "Submit Building Plan/Permit" Tile.

Requests (Paid Services)

Request Copies of Plans

Application

Request Permission to Use

Application

Request Occupancy Certificate

Application

Resubmission after Refusal

Application

## STEP 3: Selecting the applicant and payer

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

### 1. Applicant and payer

*i* Please provide your communication preferences for this application

Your organisational details that are used for application

\*Application as:  

Full name: the person owning the property

Business partner number: the person appointed by the owner of the property

Address details:

\*Email:

\*Mobile number:

\*Who will be responsible for payment:

*i* If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Click the drop-down arrow to select the applicant

# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

\*Application as: the person appointed by the owner of the property ▾

Full name: JOHN KILLA

Business partner number: 1000000309

Address details: 36 UNION ROAD MILNERTON 7441 WC ZA

\*Email: killa@webafrica.org.za

\*Mobile number: 0828236872

\*Who will be responsible for payment: ▾

Select from the list below

- Applicant
- Owner

Click the drop-down arrow to select the payer

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

\*Application as: the person appointed by the owner of the property ▾

Full name: ELLA RICH

Business partner number: 1003055441

Address: [redacted] 7878 ZA

\*Mobile number: 082340500

\*Who will be responsible for payment: Applicant ▾

Click Step 2 to proceed.

Step 2

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

**STEP 4: Search criteria process and property details**

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

\*Search by: [dropdown arrow]

Select from the list below

Select the drop-down arrow to display the search criteria

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

\*Search by: [dropdown menu]

Select from the list below

- My Property(s)
- My Favourites
- ERF Number
- Private Address
- Sectional Title
- SG26 Code

Select the relevant search option

## BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

The screenshot shows a mobile application interface for submitting a minor works application. The top navigation bar includes a back arrow and a title. Below it is a progress indicator with five steps: 1 Applicant and payer, 2 Property details, 3 Application types and questions, 4 Documents, and 5. The current step is 2, 'Property details'. The form contains a 'Property search criteria' section with a search icon. Below this is a '\*Search by:' dropdown menu. The 'Allotment:' field is a dropdown menu with a list of options: ABBOTSDALE, ATLANTIC HILLS, ATLANTIS INDUSTRIAL, BAINS KLOOF PASS, BAKKERSHOOGTE, BANTRY BAY, BELLVILLE, and BERGVLIET. The '\*ERF number:' field is a text input box. A blue 'Search' button is located below the form. A red callout box points to the 'Allotment:' dropdown menu with the text: 'Click the drop-down arrow to select the relevant allotment OR type the allotment area'.

The screenshot shows the same mobile application interface, but now the '\*Search by:' dropdown menu is set to 'ERF Number'. The 'Allotment:' dropdown menu is now set to 'FIRGROVE'. The '\*ERF number:' field is a text input box. A blue 'Search' button is located below the form. A red callout box points to the '\*ERF number:' field with the text: 'Select the Erf number field and type in the Erf number'.

# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Property search criteria

\*Search by: ERF Number

Search by erf number and allotment

Allotment: FIRGROVE

\*ERF number: 604

Click Search

Search

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Allotment: FIRGROVE

\*ERF number: 604

Search

Select the property

Select the property line item

Search by street or suburb

ERF number	House number	Street
00000604	4	MAIN

Suburb: FIRGROVE

# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Select the property ↑↓ Search by street or suburb

ERF number	House number
00000604	4

Suburb: FIRGROVE

\*Select owner:  ▼

- Select owner from dropdown
- CITY OF CAPE TOWN

**Click the drop-down arrow to select the property owner**

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Owner details

Full name: CITY OF CAPE TOWN

Business partner number: 1000815756

Address details: 55288 MKHOMBE STREET KHAYELITSHA 7784 WC  
ZA

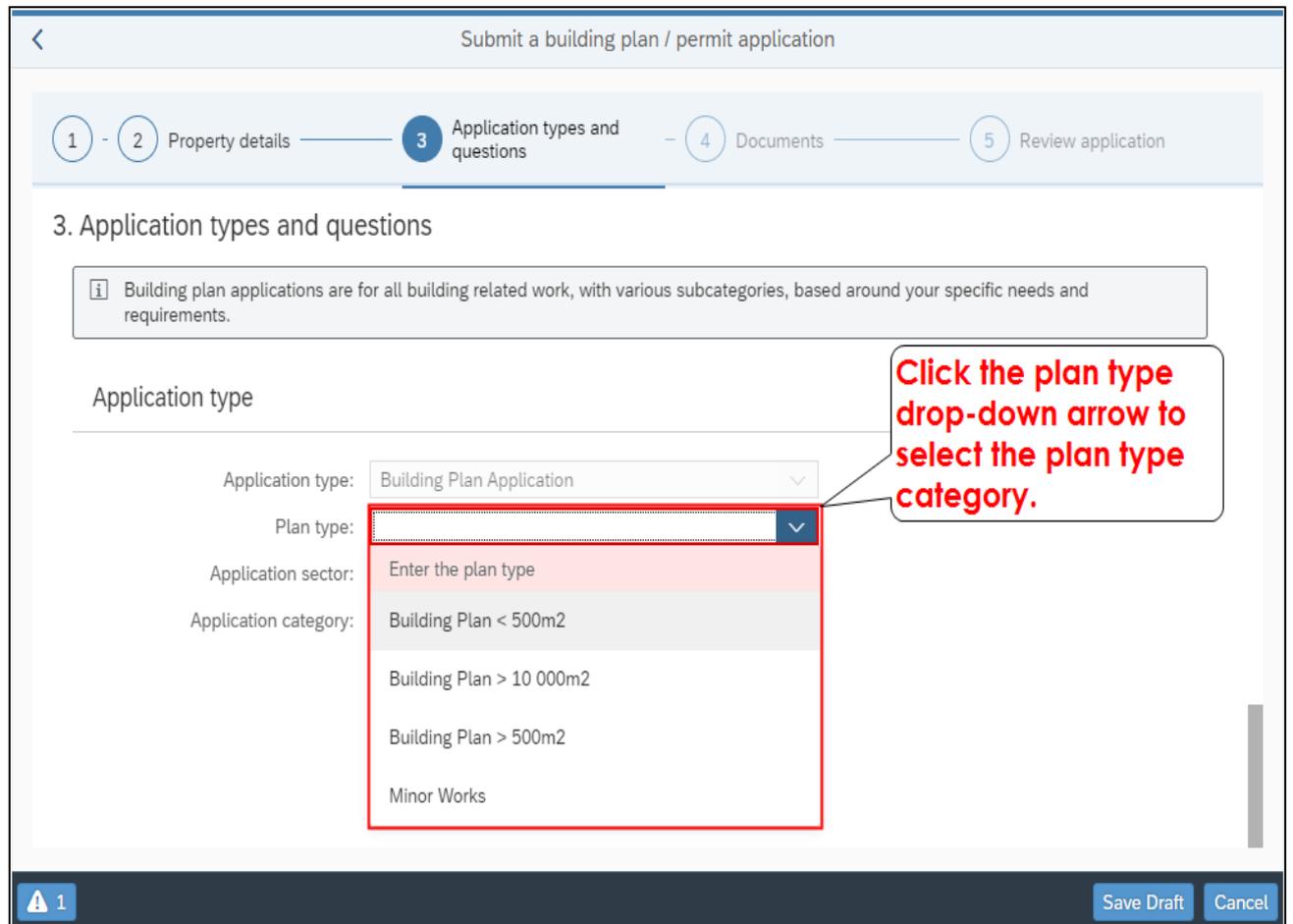
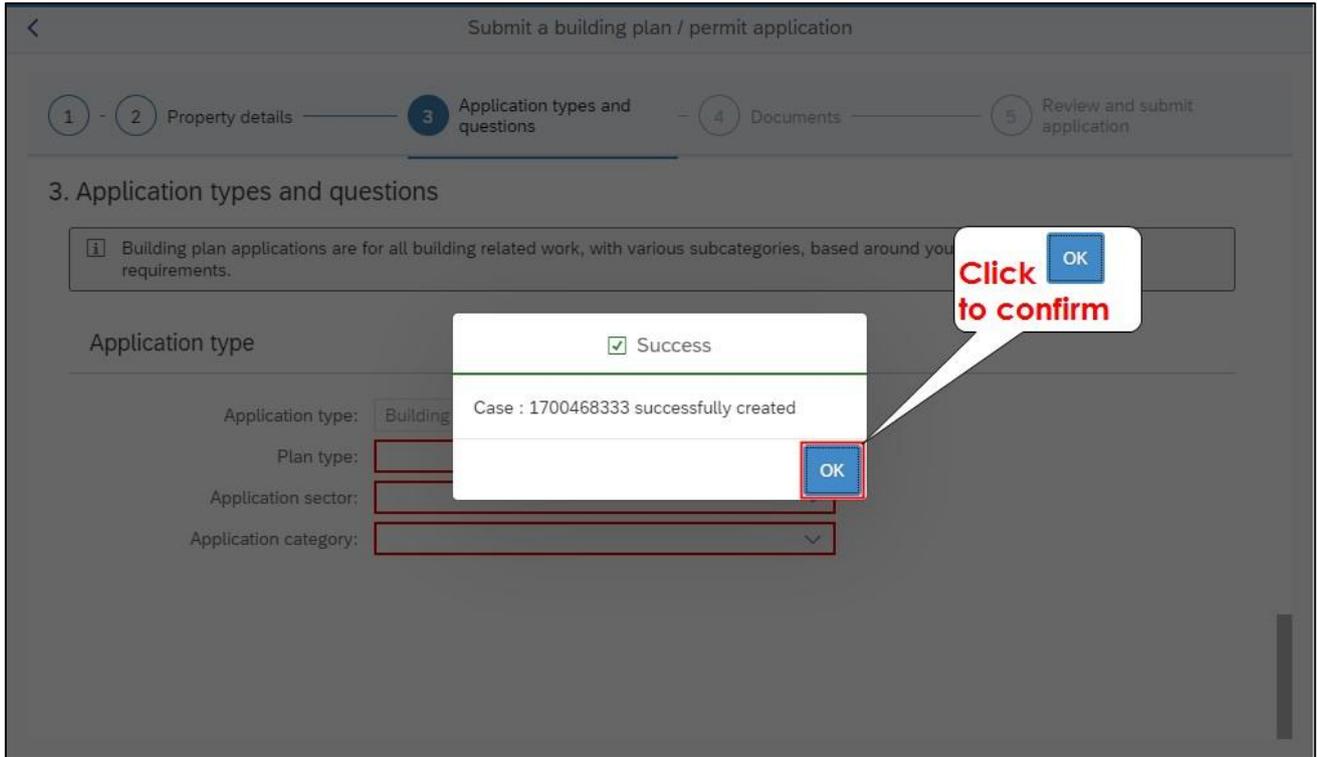
Email address: monika@nicro.co.za

Phone number:

**Click Step 3 to proceed**

**Step 3**

**STEP 5: Selecting the application type and questions**



Submit a building plan / permit application

1 Applicant and payer — 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review and submit application

### 3. Application types and questions

*i* Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Building Plan Application

Plan type: Building Plan < 500m2

Application sector:

Application category:

- Application sector
- Private
- Local Authority
- Provincial Government
- National Government
- Special Tariff Exemptions

**Note: These sectors are only to be selected where the applications are specifically submitted for these sectors by these sectors or property owners!**

**Click the application sector drop-down arrow to select the application sector type.**

**Note: This sector for Special Tariff Exemptions, only applies to City of Cape Town Incentive Areas. (e.g. Atlantis Industrial)**

1 Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review and submit application

### 3. Application types and questions

*i* Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Building Plan Application

Plan type: Minor Works

Application sector: Private

Application category:

- Application category
- Residential
- Non-Residential

**Click the drop-down arrow to select the application category type**

# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Submit a building plan / permit application

1 - 2 Property details - 3 Application types and questions - 4 Documents

Residential options

Residential - select one or more of the available options

Select from drop down

- Internal Alterations
- New Additions
- Minor Works

Professional person search - SACAP registered person(optional - minor work)

**Click the drop-down arrow to select the Minor Works building work type**

Submit a building plan / permit application

1 Applicant and payer - 2 **Select and enter the details applicable to your application.** - 3 Review and submit application

Residential - minor works

Minor work	Total m2 (new work)
<input type="checkbox"/> MW RES Aviary	<input type="text"/>
<input type="checkbox"/> MW RES Awnings	<input type="text"/>
<input type="checkbox"/> MW RES Cellmast Greenfields	<input type="text"/>
<input type="checkbox"/> MW RES Cellmast Rooftop	<input type="text"/>
<input type="checkbox"/> MW RES Change room	<input type="text"/>
<input type="checkbox"/> MW RES Child's playhouse	<input type="text"/>
<input type="checkbox"/> Convert (Door / Window)	<input type="text"/>
<input type="checkbox"/> Covered Walkway	<input type="text"/>
<input type="checkbox"/> Cycle shed	<input type="text"/>
<input type="checkbox"/> Enclosed Balcony	<input type="text"/>
<input type="checkbox"/> Enclosed Braai/ Patio	<input type="text"/>
<input type="checkbox"/> Erection/Demolition-Internal Wall	<input type="text"/>
<input type="checkbox"/> Greenhouse	<input type="text"/>
<input type="checkbox"/> LP Gas Installations	<input type="text"/>
<input type="checkbox"/> Opening in wall	<input type="text"/>
<input type="checkbox"/> Open-sided Shelter/Carport <40m <sup>2</sup>	<input type="text"/>
<input type="checkbox"/> Open-sided Shelter/Carport >40m <sup>2</sup>	<input type="text"/>

**1** Save Draft Cancel

# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

MW Res Wall

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

Professional person search - SACAP registered person(optional - minor work/permits)

Save

Click the drop-down arrow and select your answer

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

Professional person search - SACAP registered person(optional - minor work/permits)

Save

Save Draft Cancel

Note: Choosing this option is not compulsory as a minor works application not exceeding minimum criteria, does not require a SACAP registration. Registration will however be requested for any application exceeding minimum criteria during processing.

Note: Click save if the application is made by someone that is not a SACAP registered person

Click the Professional person search - SACAP registered person (optional - minor work/permits)

Submit a building plan / permit application

1 - 2 Property details - 3 Application types and questions - 4 Documents

Additional information

Is original building older than 60 years?:

No

Enter the professional person

Name

ID Number

Professional Number

Business Partner Number

Click the drop-down arrow and select the preferred option

Submit a building plan / permit application

1 - 2 Property details - 3 Application types and questions - 4 Documents - 5 Review and submit application

Professional person search - SACAP registered person(optional - minor w

\*Professional person:

Business Partner Number

\*Business partner number:

Search

Type in the Professional Person detail as selected

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

\*Professional person:  
Business Partner Number

\*Business partner number:  
Click Search Search

1 Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Appointment confirmation

**Click the tick-box to confirm**

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

Tick to confirm appointment and generate quotation  
Tick to confirm appointment and generate quotation - Invalid entry

**STEP 6: Quotation**

Quotation

**Note: This communication is important process steps that must be followed to submit the application**

ITEM	UNIT	DESCRIPTION	(Excl. VAT)
1	1	* MW RES Open-sided Shelter/Carport <40m @ R 504.35 per each	504.35

⚠ Information

NB: Please complete Step 4 (Documents) and Step 5 (Review and submit application) to ensure the application is submitted

**OK**

Items marked with "\*" include 15% VAT with  
**QUOTATION VALID UNTIL 30**

**IMPORTANT NOTES:**

1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed k... website. Use your 9 - digit reference number in the beneficiary account number / payment reference field.
2. Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller.
3. Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments above R7000 per transaction per account number. The City absorbs costs in respect of single payments of R7000 and

**Close**

Submit a building plan / permit application

Quotation

**Note: A quotation have been generated, please check if the correct fees have been calculated.**

Page 2 / 2

Department: Development Management

**QUOTATION**

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
		<b>TOTAL EXCLUDING VAT</b>	<b>530.43</b>
		<b>TOTAL VAT</b>	<b>79.56</b>
		A rounding amount of 0.09- has been applied.	
		<b>TOTAL PAYABLE</b>	<b>609.90</b>

**Click Close to proceed.**

**Close**

Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

### Appointment confirmation

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

Tick to confirm appointment and generate quotation

**Click to proceed** Step 4

Step 4

**STEP 7: Documentation selection and upload process**

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

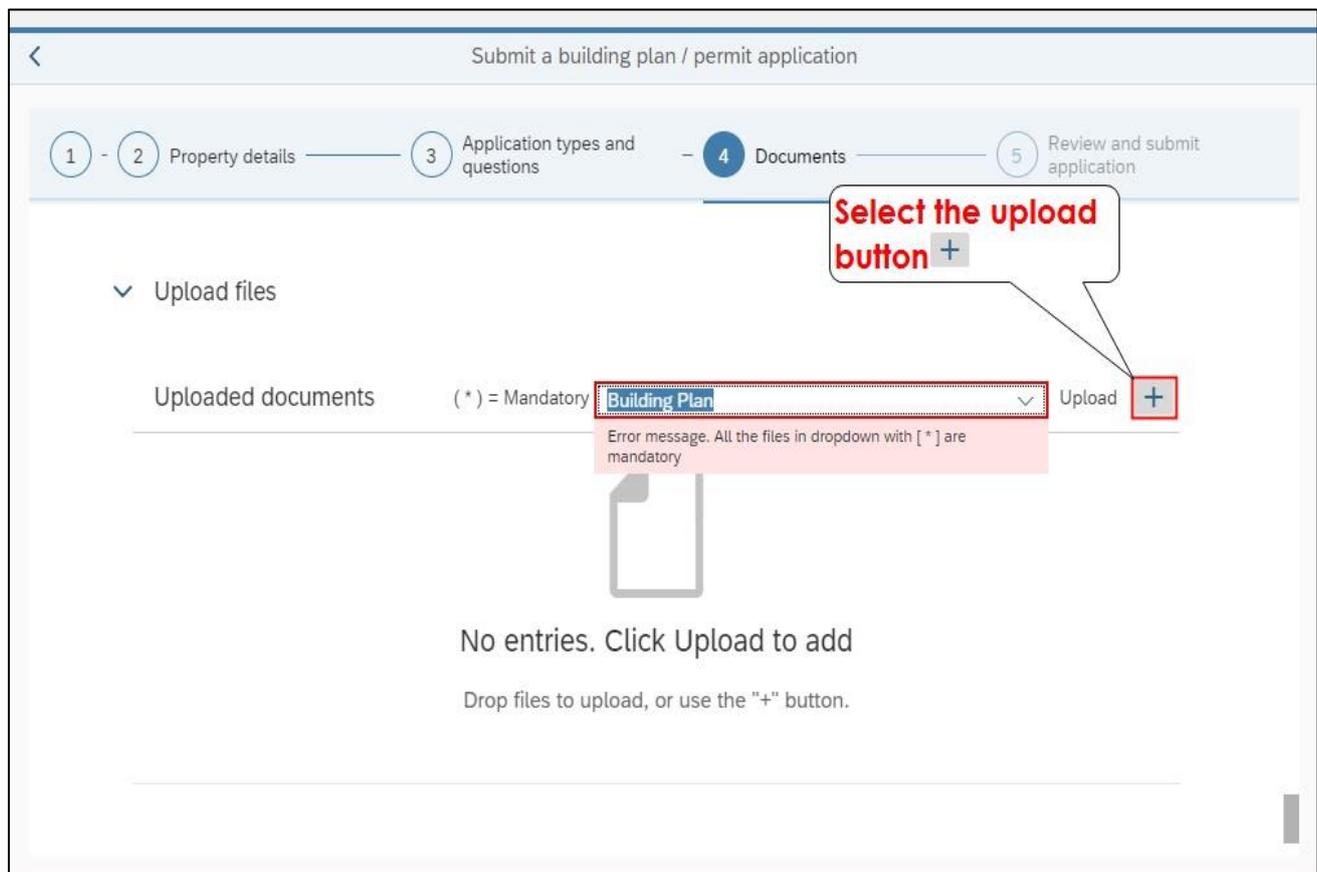
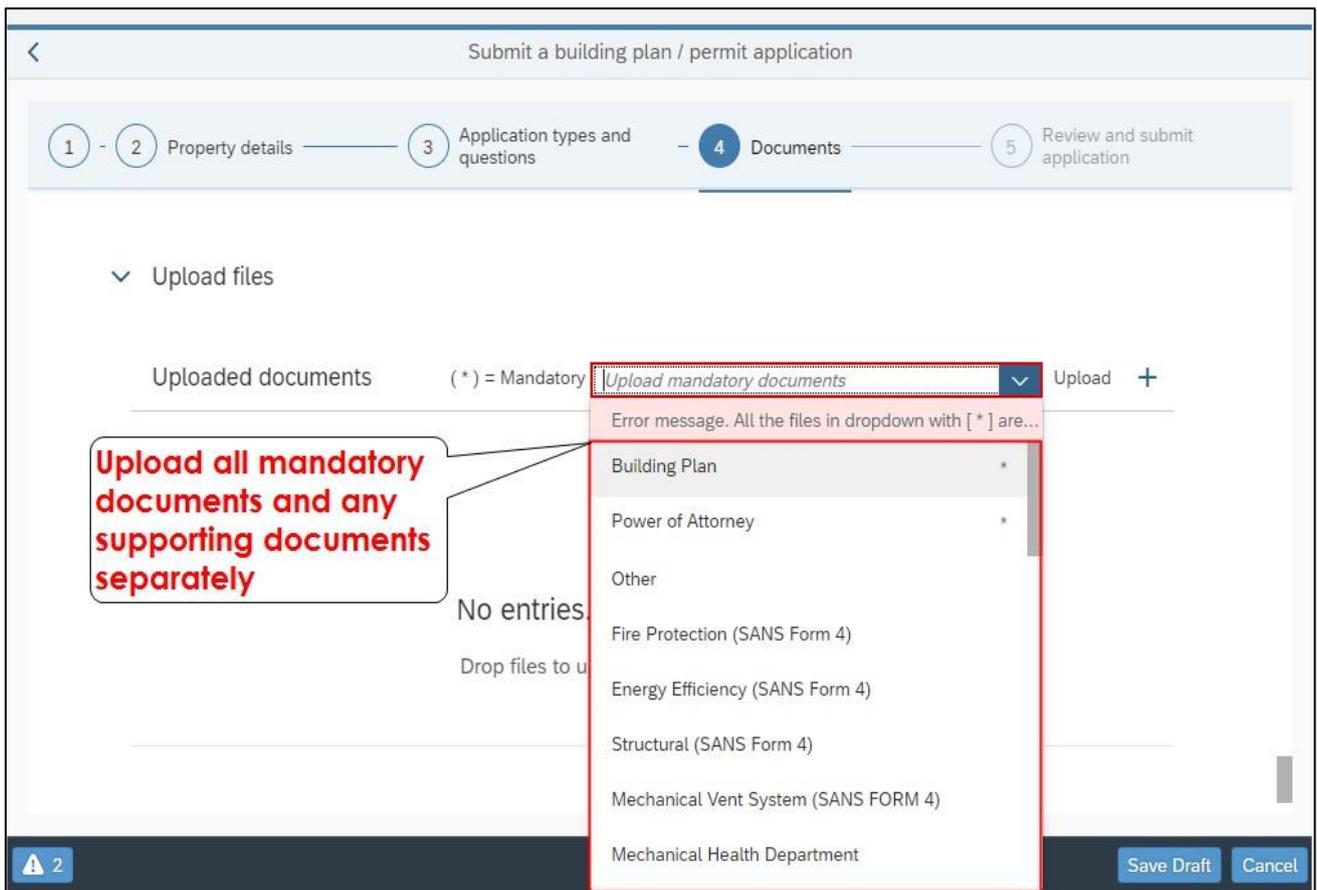
Upload files

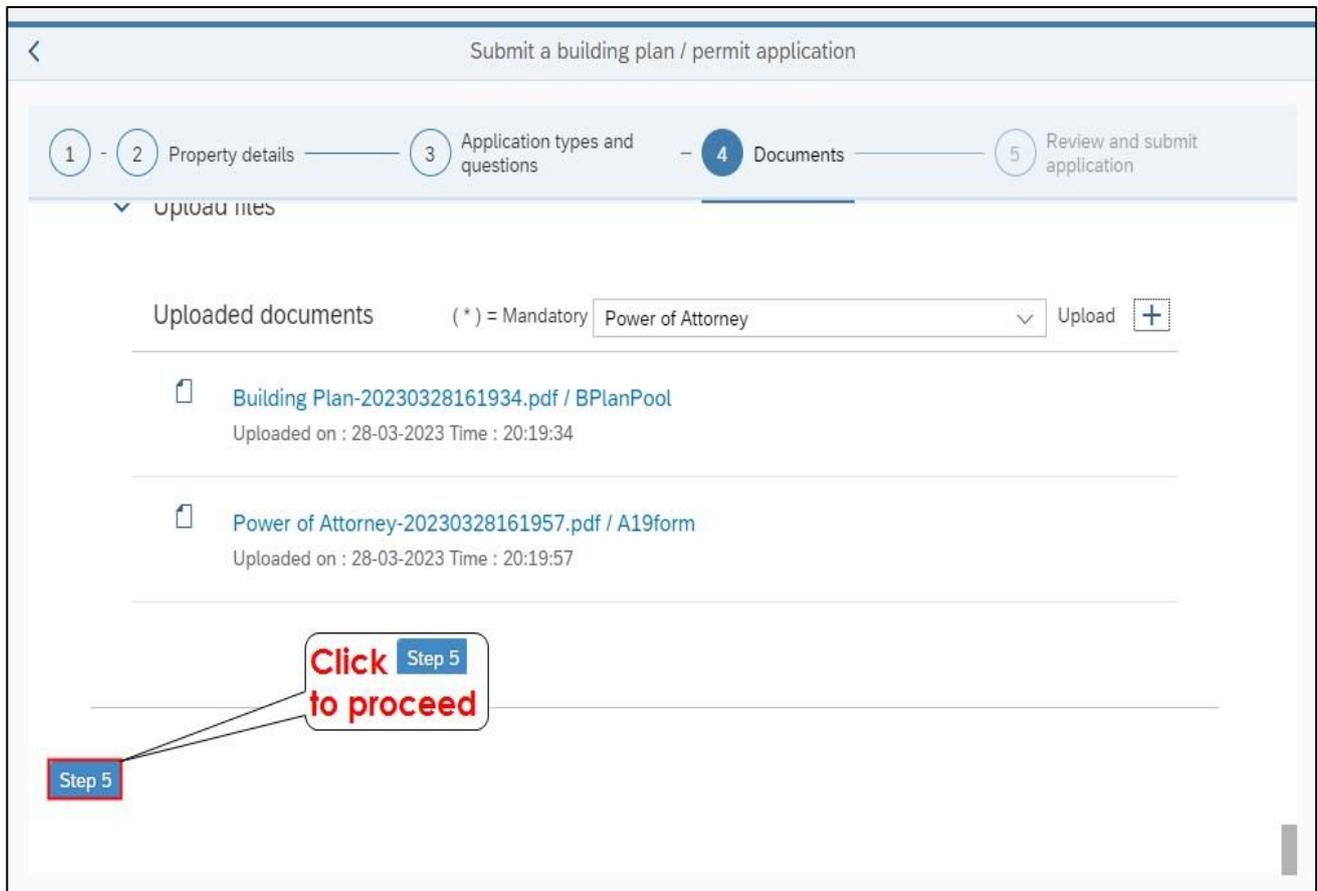
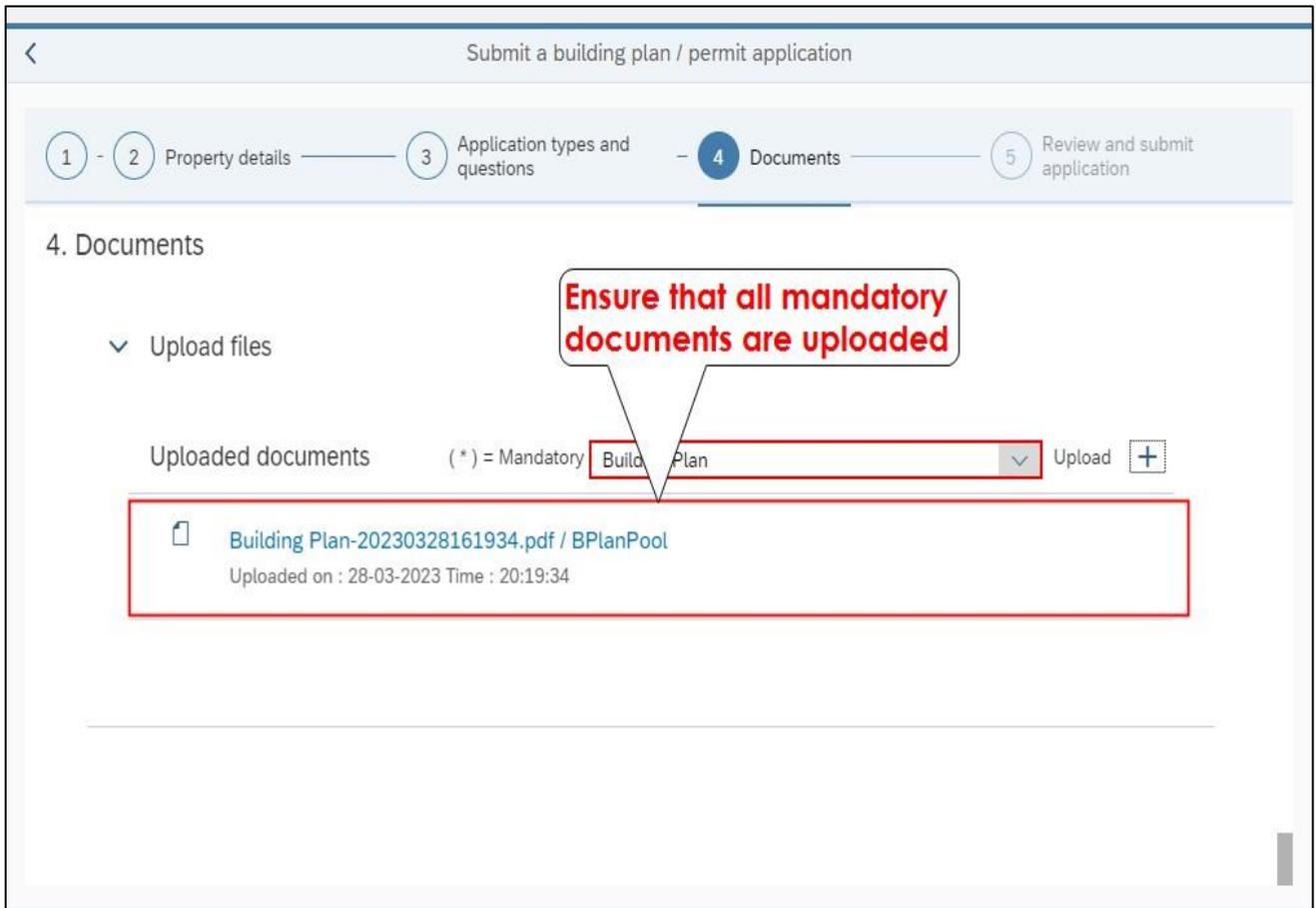
Uploaded documents (\*) = Mandatory **Upload mandatory documents** Upload +

**Click the drop-down arrow to select the documents to be uploaded**

No entries. Click Upload to add  
Drop files to upload, or use the "+" button.

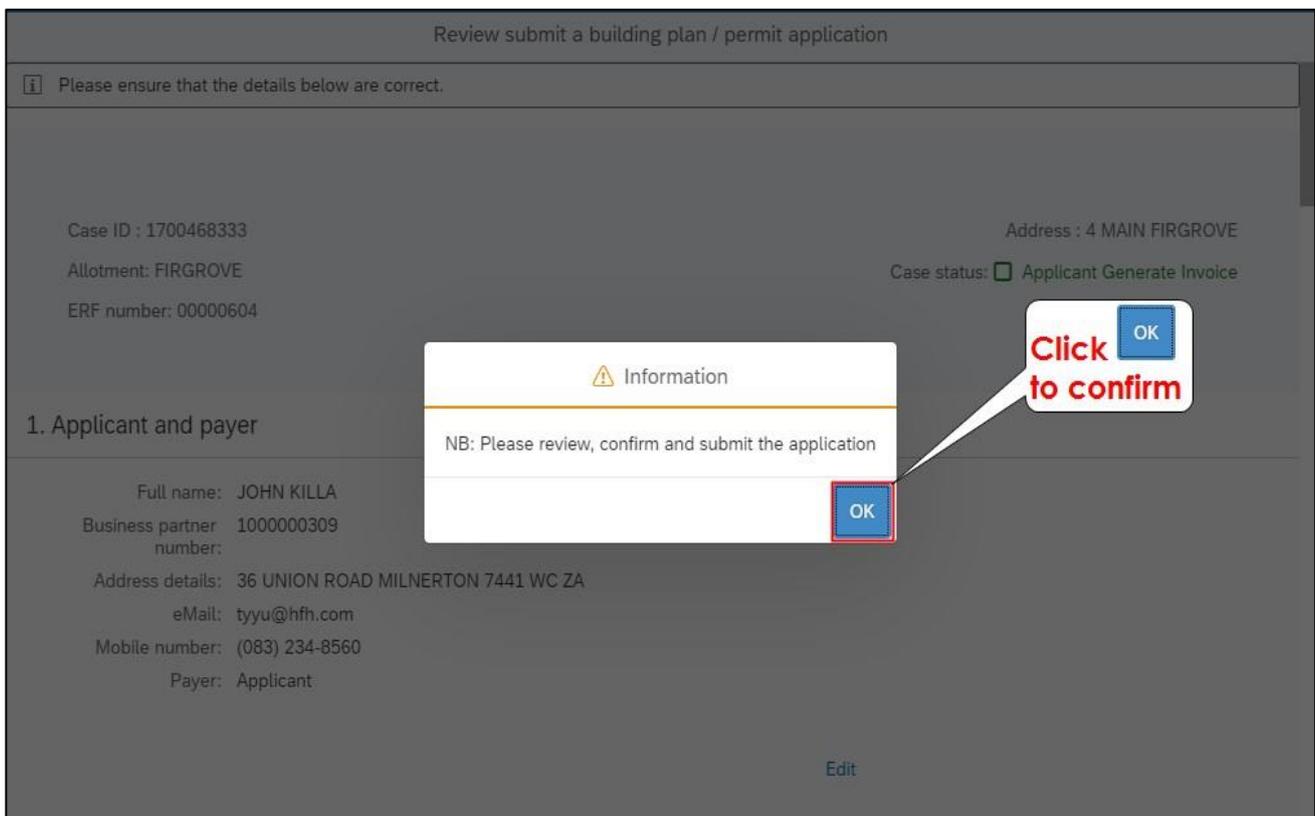
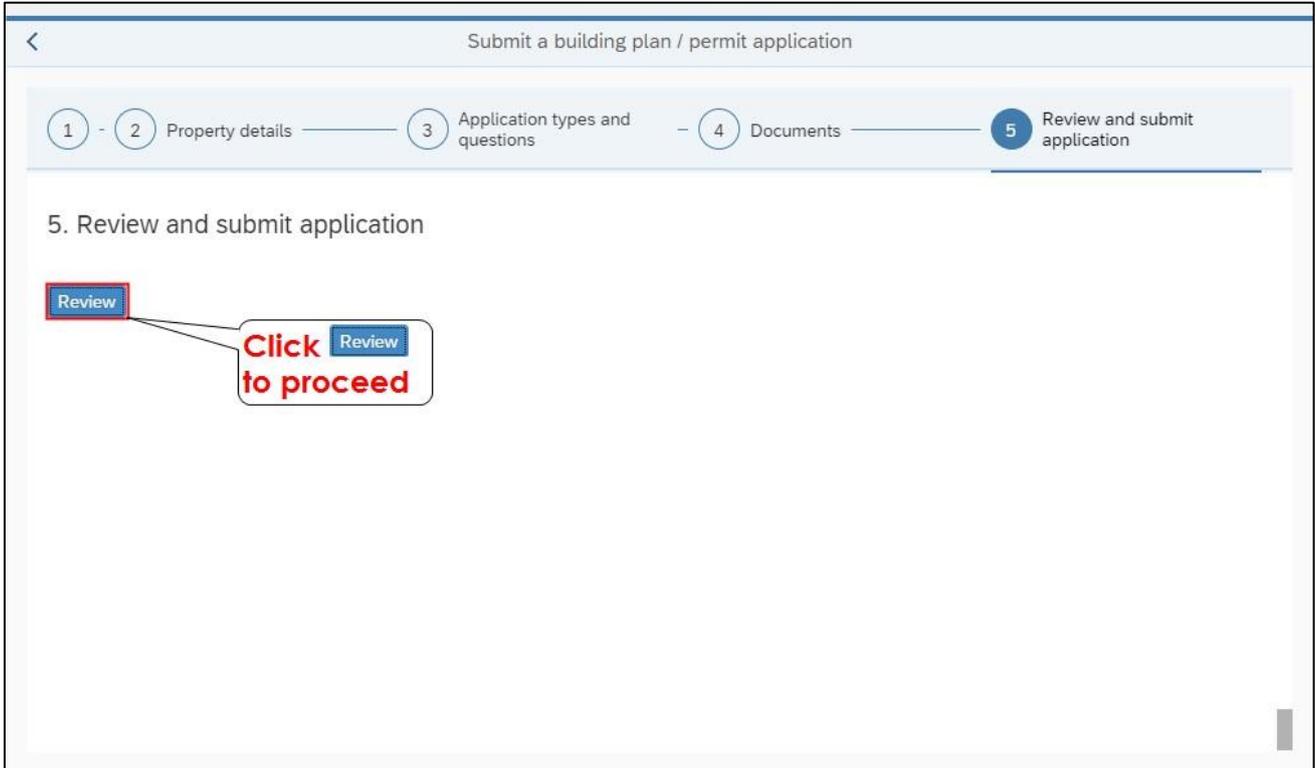
# BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION





## STEP 8: Application review and confirmation

Please review all the application details as captured, should any changes be required select the “edit” option available after each section



Review submit a building plan / permit application

Contributions in terms of owner will bear the sole responsibility for lodging previously mentioned contributions.

4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public for viewing on request.

6. That, the owner/applicant/developer, are aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable), and

7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.

8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep updated on the progress of the application and will ensure that any additional information required by the City is promptly provided.

9. The email address and cell number provided with this application is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.

Tick to confirm and submit

[Edit](#)

Click the Tick-box to confirm that all details are correct

Review submit a building plan / permit application

Contributions in terms of owner will bear the sole responsibility for lodging previously mentioned contributions.

4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

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Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.

Tick to confirm and submit

[Edit](#)

Click Submit to proceed

Submit

## BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Pro Forma

1 of 1

**Click to proceed** OK

**Payment:** At any City of Cape Town Cash Office or using alternative options listed at the bottom of the document.

Success

Case : 1700468333 Successfully Submitted - Awaiting Payment!

OK

**CITY OF CAPE TOWN**  
**ISIXEKHAYE**  
**STAD KAPSTAD**

Page 1 / 1 Department: Development Management

### PRO FORMA INVOICE

JOHN KILLA  
 CARE OF: MR DAVID GERMAIN (TENANT)  
 36 UNION ROAD  
 MILNERTON  
 7441

Payment Reference	619958130
Proforma Date	28.03.2023
Case ID	1700468333
Business Partner Number	100000309

Close

### STEP 9: Invoice and payment

Payment is now required for the application. Please proceed with payment through the various payment options

Review submit a building plan / permit application

Pro Forma

2 of 2

**Note: The payment reference number is specifically generated per application for payment and will never be duplicated.**

Page 2 / 2 Department: Development Management

### PRO FORMA INVOICE

Payment Reference: 623328564

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(S)		
		TOTAL EXCLUDING VAT	530.43
		TOTAL VAT	79.56
		A rounding amount of 0.09	
		<b>TOTAL PAYABLE</b>	<b>609.90</b>

**Your pro-forma invoice is now available and ready for download and payment.**

Close

## BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

Pro Forma

PRO FORMA INVOICE VALID UNTIL 30.06.2023

**IMPORTANT NOTES:**

1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed beneficiary on your bank's website. Use your 9 - digit reference number 619958130 in the beneficiary account number / payment reference field.
2. Direct deposit at NEDBANK, please present your Payment Reference Number 619958130 to the bank teller.
3. Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments above R7000 per transaction per account number. The City absorbs costs in respect of single payments of R7000 and below.

Payment: At the following:

**NEDBANK** **SHOPRITE** **Checkers** **WOOLWORTHS** **SPAR**  
**PicknPay** **EasyPay**

JOHN KILLA

Payment Reference: 619958130  
Amount Due: 580.00

Click to proceed

Close

Close

Review submit a building plan / permit application

4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public for viewing on request.

6. That, the owner/applicant/developer, are aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable), and

7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.

8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep updated on the progress of the application and will ensure that any additional information required by the City is promptly provided.

9. The email address and cell number provided with this application is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 10... business partner details.

Please note that the City may charge additional fees as per published... additional information necessary to consider this application.

Tick to confirm and submit

Click to return to the main menu

Close

Close

**Congratulations! You have successfully made your submission/enquiry.**

**Click here to view other available user manuals.**

**For online services and enquiries, contact us through our District Information Hubs:**

[Blaauwberg](#) [Northern](#) [Cape Flats](#) [Table Bay](#)

[Helderberg](#) [Tygerberg](#) [Khayelitsha](#) [Southern](#)