



BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (REGISTERED OWNER PROCESS)

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.*

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PLEASE NOTE:

Applicants must be registered on the e-services portal.

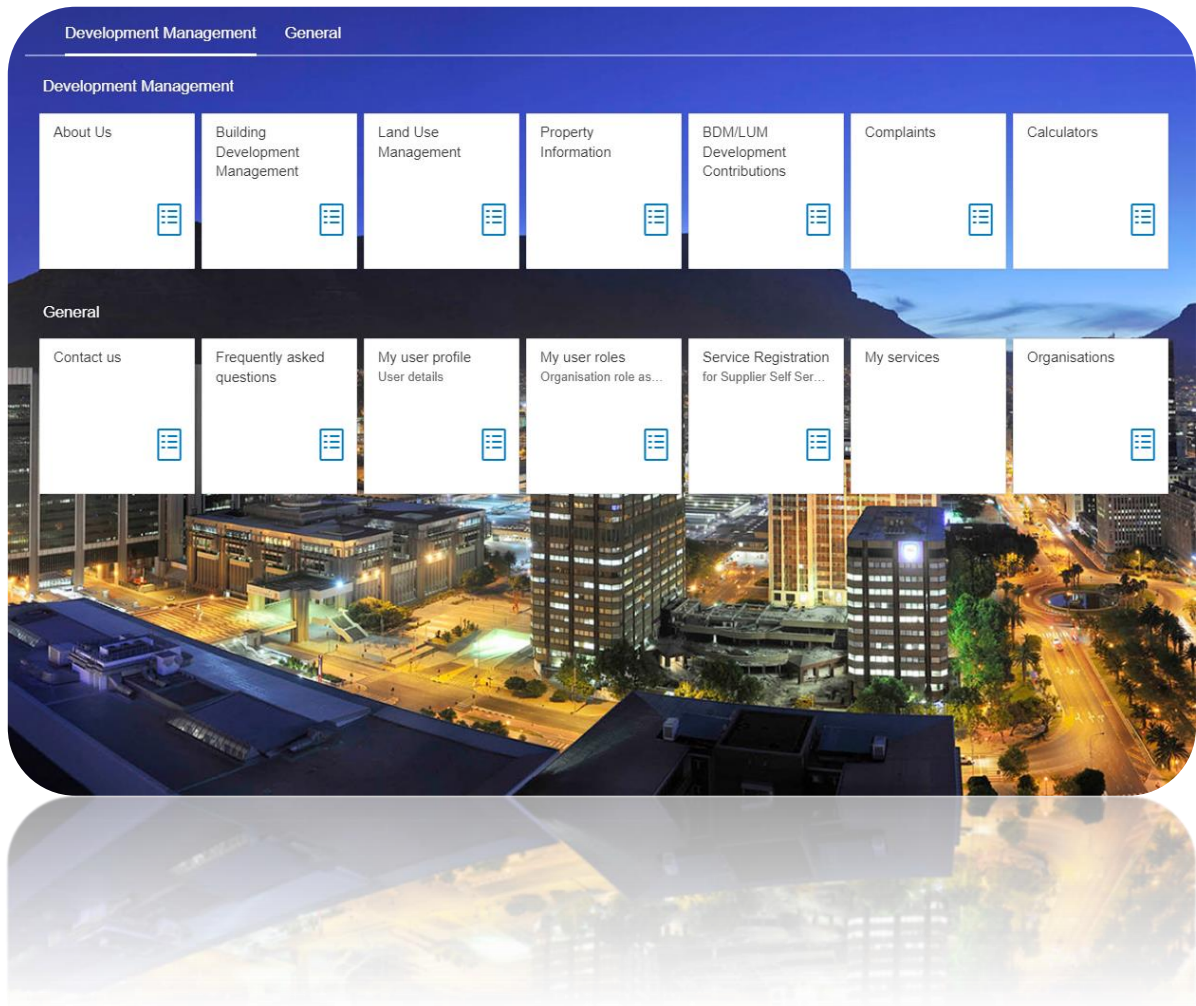
Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

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DAMS Access:

Access the **e-Services** portal:

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



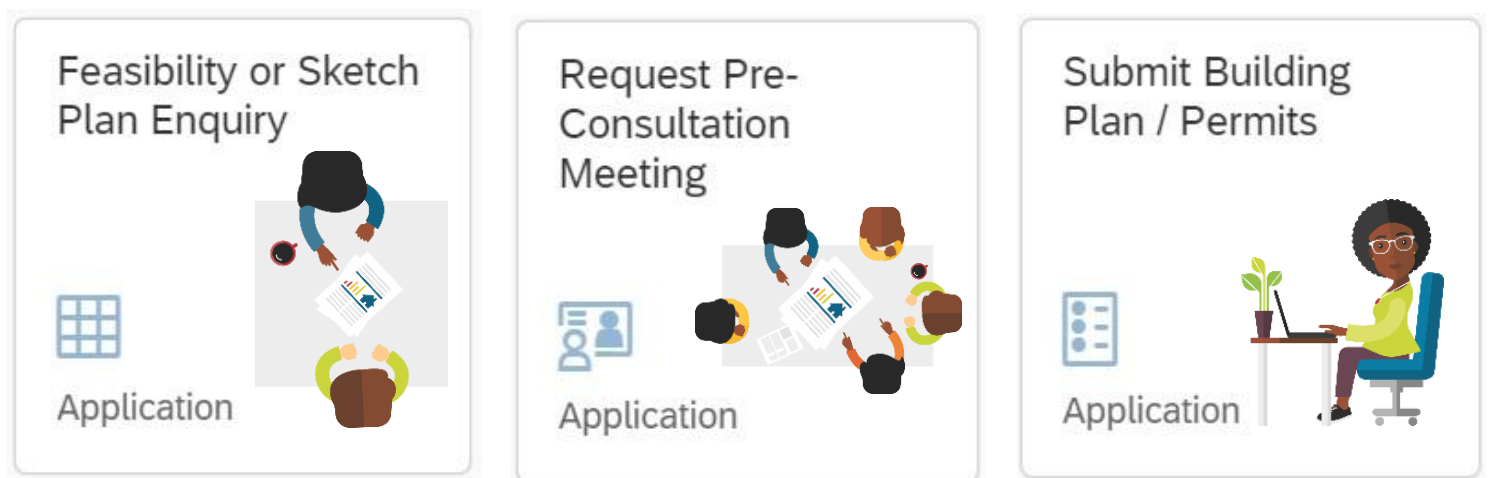
BDM Portal Applications at a Glance:

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:

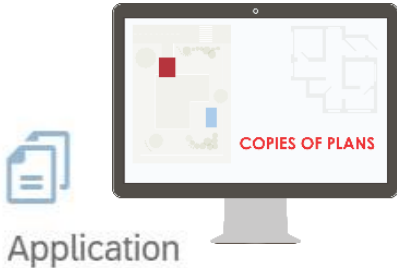
Submit an application



**BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS
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Requests (Paid Services)

Request Copies of
Plans



Request Permission
to Use



Request Occupancy
Certificate



Resubmission after
Refusal



Request Extension
of Validity



Other

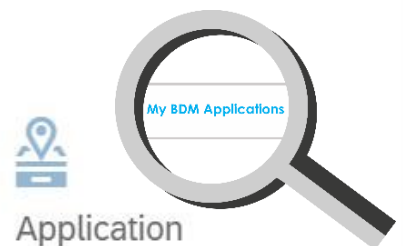
Request Building
Inspection



Withdraw
Application



My BDM
Applications



Useful Links and
FAQ's



Application

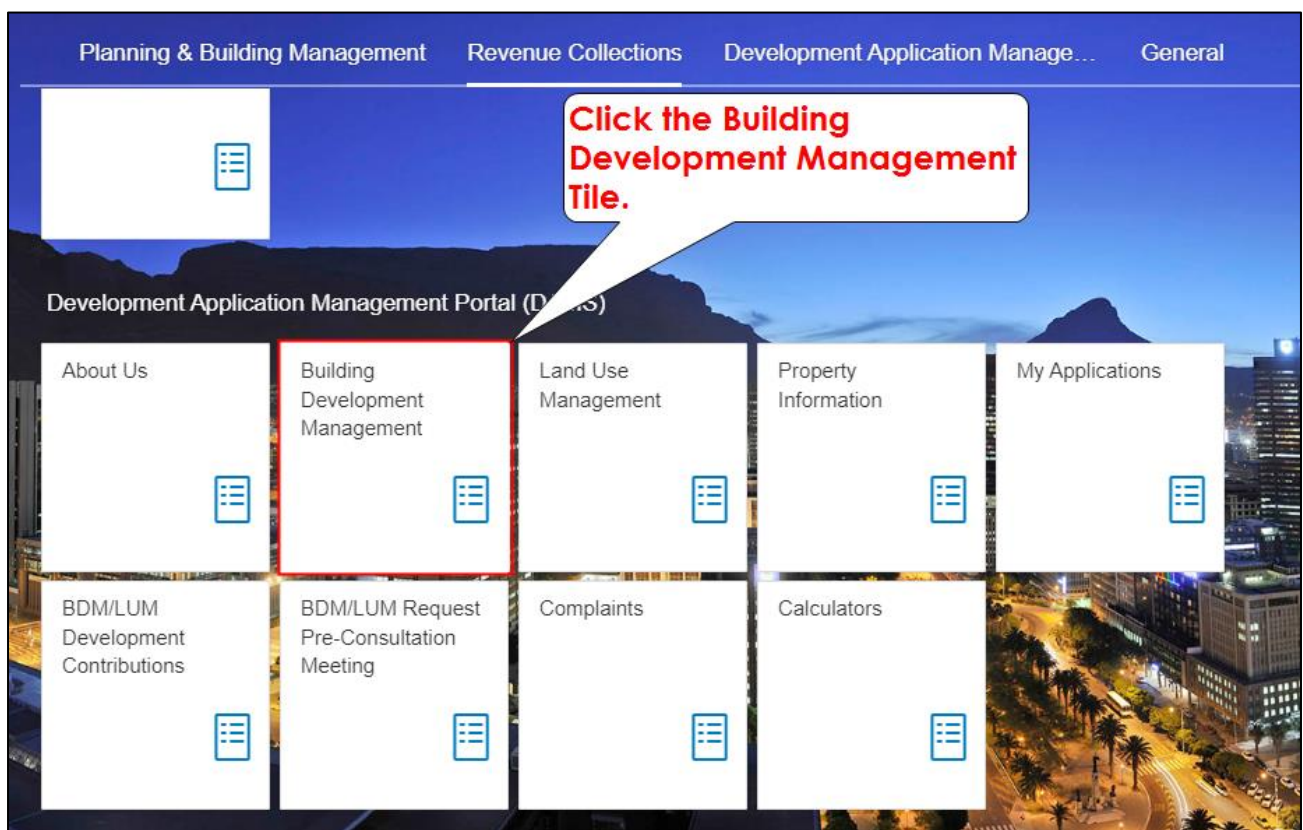
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Overview:

This user manual will simulate the process “Request Copies of Plans” 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



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STEP 2: Request Copies of Plans

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 "Request Copies of Plans" 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

< Copies of Plans – Properties

Property search criteria

*Application as:

Click the drop-down arrow to select the applicant type

Cancel

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Copies of Plans – Properties

Property search criteria

*Application as:

Owner

3rd Party

Select the applicant type

Cancel

STEP 4: Search Criteria Process and Property Details

Copies of Plans – Properties

Property search criteria

*Application as: Owner

Click Request to proceed

Properties

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request
00008595	36	UNION	MILNERTON		Request
Suburb: MILNERTON					
00028534	19A	INDWE	MILNERTON		Request
Suburb: MILNERTON					

Cancel

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STEP 6: Details of Request and Quotation

The screenshot shows the 'Copies of Plans – Properties' interface. At the top, there is a 'Property search criteria' field. Below it, a dropdown menu for '*Application as:' is set to 'Owner'. A table of properties is visible, with columns for ERF Number, Street No, Suburb, and a 'Request' button. A modal dialog box titled 'Confirm' is displayed in the center, with the text: 'You have requested Plans! There will be charges...Please confirm!'. The dialog has 'Ok' and 'Cancel' buttons. A red callout box with the text 'Click to confirm' points to the 'Ok' button.

ERF Number	Street No	Suburb	Request
00008595	36	MILNERTON	Request
00028534	19A	INDWE MILNERTON	Request

The screenshot shows the 'Copies of Plans – Properties' interface. A modal dialog box titled 'Request Details' is displayed in the center, with the text: 'Please provide details of your request?'. Below this text is a text input field with a red border. A red callout box with the text 'Provide details of the specific plans you would like to request in the text box provided' points to the text input field. The dialog has 'Save' and 'Cancel' buttons.

ERF Number	Street No	Suburb	Request
00008595	36	MILNERTON	Request
00028534	19A	INDWE MILNERTON	Request

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Copies of Plans – Properties

Property search criteria

*Application as: Owner

Properties

ERF Number	Street No	Suburb
00008595	36	MILNERTON
00028534	19A	MILNERTON

Request Details

Please provide details of your request?

1998 plans

Save Cancel

Click to proceed

Save

Cancel

Copies of Plans – Properties

Quotation

Success

NB: Please Case Number (1700530506) successfully created! application

OK OK

Click to confirm

OK

Close

Submit Cancel Close

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (REGISTERED OWNER PROCESS)

STEP 9: Invoice and Payment

Quotation

36 UNION ROAD
MILNERTON
7441

Proforma Date: 27.05.2024
Case ID: 1700530506
Business Partner Number: 1000000309
Customer VAT Reg Number: 00008595
Erf Number: 00008595

ITEM UNIT DES (S)

ITEM	UNIT	DES (S)	cl. VAT)
1	1	* Copy of plans search fee @ R 57.39 per each	57.39
TOTAL EXCLUDING VAT			57.39
TOTAL VAT			8.61
TOTAL PAYABLE			66.00

Submit **Cancel** **Close**

Quotation

1 1 * Copy of plans search fee @ R 57.39 per each

ITEM	UNIT	DES (S)	cl. VAT)
1	1	* Copy of plans search fee @ R 57.39 per each	57.39
TOTAL EXCLUDING VAT			57.39
TOTAL VAT			8.61
TOTAL PAYABLE			66.00

Items marked with "*" include 15% VAT with effect 1st April 2018
QUOTATION VALID UNTIL 30.06.2024

IMPORTANT NOTES:

- 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 in the beneficiary account number / payment reference field.
- Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller.
- 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.

Close

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Copies of Plans – Properties

Property search criteria

*Application as: Owner

Properties Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request
00008595	36	UNION	MILNERTON		
Suburb: MILNERTON					
00028534	19A	INDWE	MILNERTON		
Suburb: MILNERTON					

Click to proceed Submit

Submit Cancel Close

Copies of Plans – Properties

Pro Forma Invoice

1 of 1

1	1	* Copy of plans search fee @ R 57.39 per each	57.39
TOTAL EXCLUDING VAT			57.39
TOTAL VAT			8.61
TOTAL PAYABLE			66.00

Items marked with "" include 15% VAT with effect 1st April 2018
PRO FORMA INVOICE VALID UNTIL 30.06.2024

IMPORTANT NOTES:

1. Electronic Payments(EFT) : Select the City of Cape Town as a reference number 623328966 in the beneficiary account number.
2. Direct deposit at NEDBANK, please present your Payment Reference number.
3. Cash, Debit and credit card: The City will recover the bank charges above R7000 per transaction per account number. The City will not accept payment on payments above R7000 and above.

Click to proceed with the Pro Forma invoice Close

Close

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

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STEP 8: Application Review and Confirmation

Copies of Plans – Properties

Property search criteria

*Application as: Owner

Properties

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request
00008595	36	UNION	MILNERTON		
Suburb: MILNERTON					
00028534	19A	INDWE	MILNERTON		
Suburb: MILNERTON					

Success

Copies of Plans (1700530506) successfully submitted!

OK

Click to confirm OK

Close

Copies of Plans – Properties

Property search criteria

*Application as: Owner

Properties

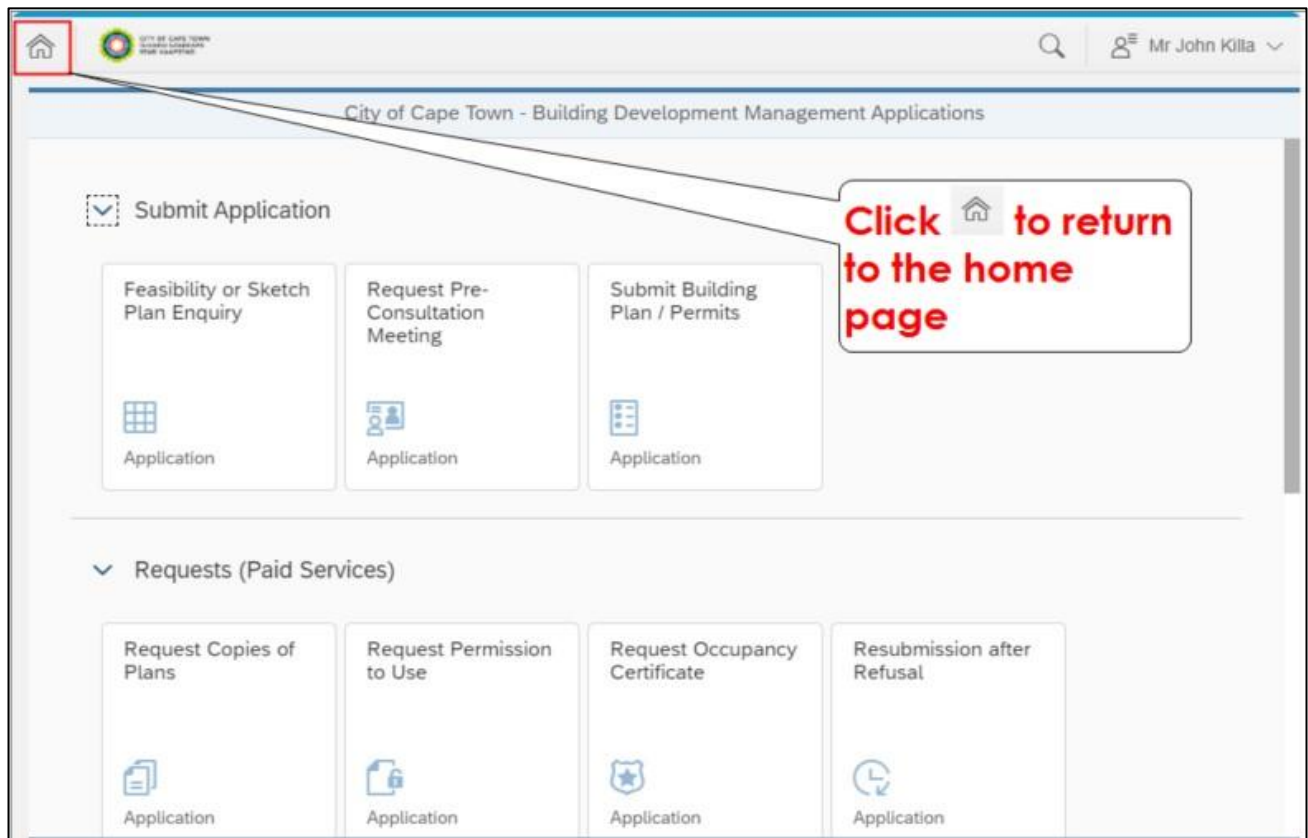
ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request
00008595	36	UNION	MILNERTON		
Suburb: MILNERTON					
00028534	19A	INDWE	MILNERTON		
Suburb: MILNERTON					

Search by street or suburb

Click Close to return to the main menu

Close

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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](#)