



BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY 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.

The following documentation must be provided in order to apply for copies of plans on behalf of the owner(s).

- 3rd Party application form that has been signed by the owner must be uploaded.
- Proof of ownership (e.g. Rates / Amenities / Municipal account).
- ID copy of owner(s).
- ID copy of authorised person submitting the 3rd party request.
- Letter of consent from the owner(s), giving the applicant permission to obtain copies of plans.
- Resolution letter (*only required if the property owner is a company or trust).
- Executorship letter(*only required when owner is deceased and the executor is making the application)

PLEASE NOTE:

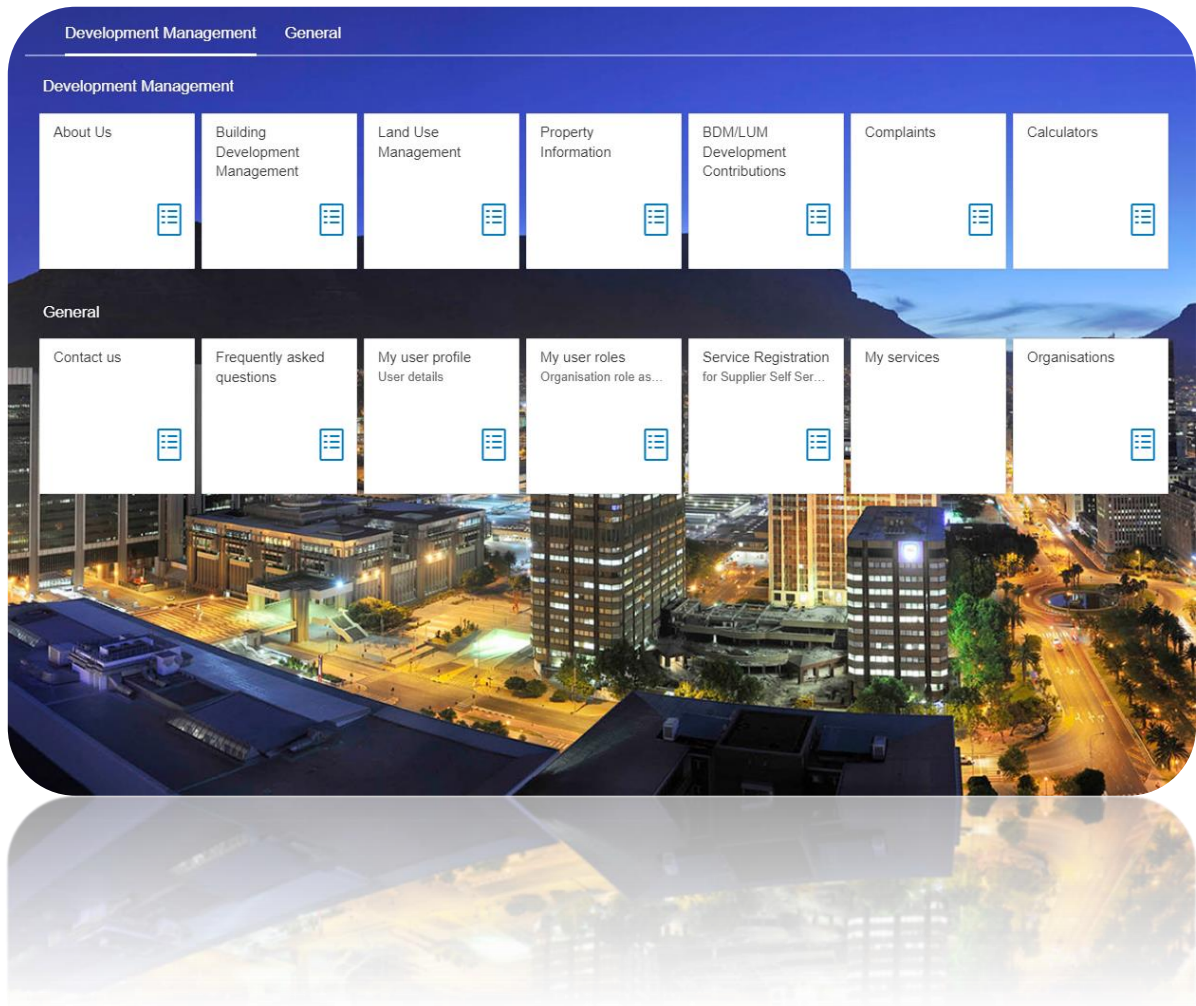
All documents may be combined in a single pdf document and uploaded to the power of attorney document node.

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

DAMS Access:

Access the **e-Services** portal:

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



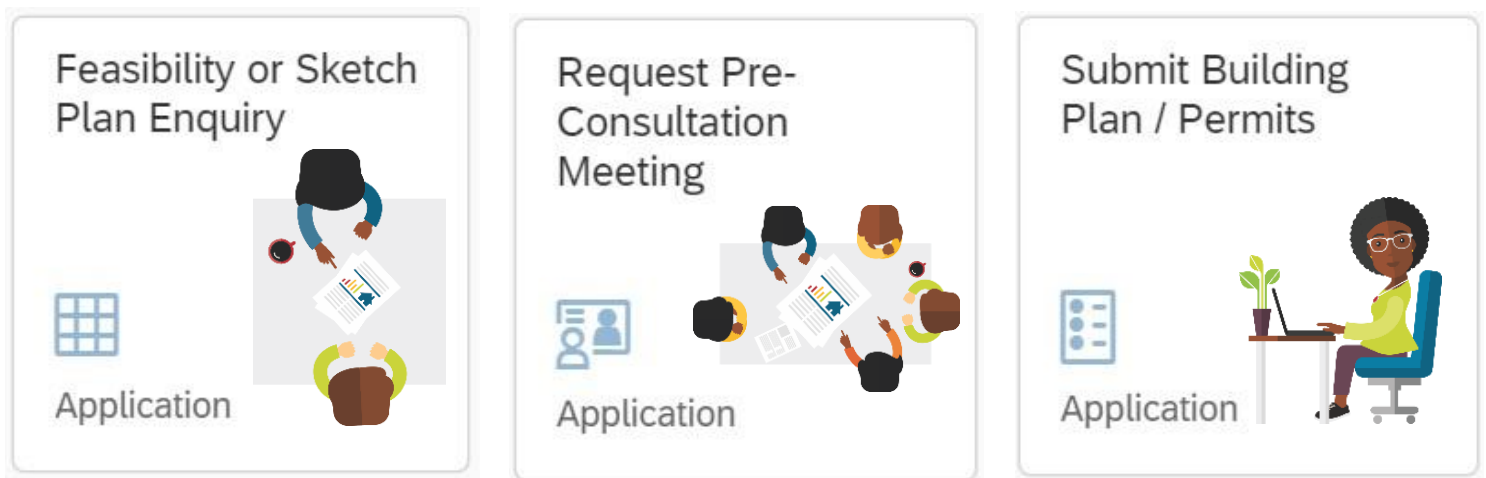
BDM Portal Applications at a Glance:

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



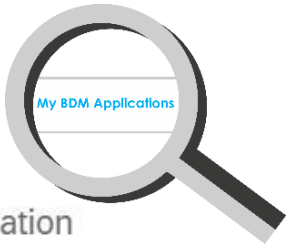



BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Requests (Paid Services)

<p>Request Copies of Plans</p>  <p>Application</p>	<p>Request Permission to Use</p>  <p>Application</p>	<p>Request Occupancy Certificate</p>  <p>Application</p>
<p>Resubmission after Refusal</p>  <p>Application</p>	<p>Request Extension of Validity</p>  <p>Application</p>	

Other

<p>Request Building Inspection</p>  <p>Application</p>	<p>Withdraw Application</p>  <p>Application</p>	<p>My BDM Applications</p>  <p>Application</p>
<p>Useful Links and FAQ's</p>  <p>Application</p>		

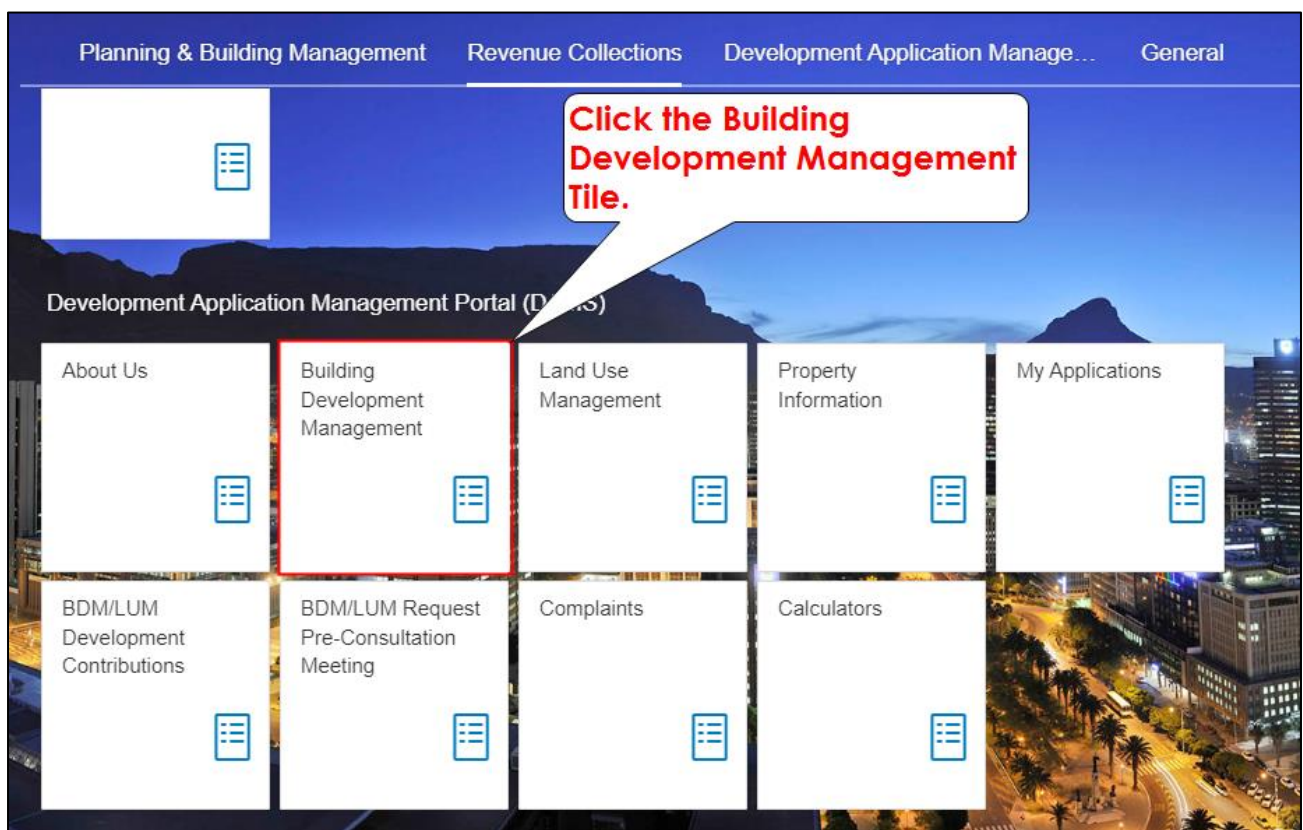
BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

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



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

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

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: 3rd Party

Property search criteria

*Search By:

Click the drop-down arrow to select the search options

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

<

Copies of Plans – Properties

Property search criteria

*Application as: 3rd Party

Property search criteria

*Search By:

ERF Number

Private Address

Sectional Title

SG26 Code

Parcel Number

GIS Map

Street Address

Select the relevant search option

Cancel

<

Copies of Plans – Properties

Property search criteria

*Application as: 3rd Party

Property search criteria

*Search By: ERF Number

Search by erf number and allotment

Allotment:

*ERF number:

Enter the ERF Number Search

Select the Erf number field and type the Erf number

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Copies of Plans – Properties

Property search criteria

*Application as:

3rd Party

Property search criteria

*Search By:

ERF Number

Search by erf number and allotment

Allotment:

*ERF number:

3288

Search

Cancel

Click the drop-down arrow for the allotment area

Property search criteria

*Application as:

Property search criteria

*Search By:

Search by erf number and allotment

Allotment:

*ERF number:

3288

Search

Cancel

ABBOTSDALE

ATLANTIC HILLS

ATLANTIS INDUSTRIAL

BAINS KLOOF PASS

BAKKERSHOOGTE

BANTRY BAY

BELLVILLE

BERGVLIET

BETTY'S BAY

BIG BAY

BIRKENHEAD

BISHOPSCOURT

Select the relevant allotment OR type the allotment area

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Copies of Plans – Properties

Property search criteria

*Application as:

3rd Party

Property search criteria

*Search By:

ERF Number

Search by erf number and allotment

Allotment:

MILNERTON

*ERF number:

3288

Search

Click to proceed

Cancel

Copies of Plans – Properties

*Search By:

ERF Number

Search by erf number and allotment

Allotment:

MILNERTON

*ERF number:

3288

Search

Click to proceed

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON		<div>Request</div>	
Suburb: BOTHASIG						

Cancel

STEP 5: Details of Request and Quotation

Copies of Plans – Properties

*Search By: ERF Number

Search by erf number and allotment

Allotment: MILNERTON

*ERF number:

Confirm

You have requested Plans! There will be charges...Please confirm

Ok Cancel

Click **Ok** to confirm

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON		Request	

Suburb: BOTHASIG

Cancel

Copies of Plans – Properties

*Search By: ERF Number

Search by erf number and allotment

Allotment: MILNERTON

*ERF number:

Request Details

Please provide details of your request?

Character limit – if exceeded, attach document as annexure

Save Cancel

Provide details of the specific plans you would like to request in the text box provided

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON		Request	

Suburb: BOTHASIG

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Copies of Plans – Properties

*Search By: ERF Number

Search by erf number and allotment

Allotment

*ERF number

Request Details

Please provide details of your request?

1995 plans

Save Cancel

Click to proceed

Properties

ERF Number Street No Street Name Allotment Plans Attachment Request Copies

00003288 12 BUREN MILNERTON

Suburb: BOTHASIG

Request

Cancel

Copies of Plans – Properties

Quotation

Page 1 of 1

Department: Development Management

QUOTATION

Client: (ENANT)

Payment Reference

Proforma Date: 27.05.2024

Case ID: 1700530505

Success

NB: Please Case Number (1700530505) successfully created! application

OK OK

cl. VAT)

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

TOTAL EXCLUDING VAT 57.39

TOTAL VAT 8.61

TOTAL PAYABLE 66.00

Close

Cancel Close

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Quotation

Page 1 of 1

Department: Development Management

QUOTATION

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

Payment Reference

Proforma Date: 27.05.2024

Case ID: 1700530505

Information

NB: Please click on the Submit button to request the Copies of Plans application

OK

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. 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

Close

Cancel

Close

Quotation

Page 1 of 1

Department: Development Management

QUOTATION

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

Payment Reference

Proforma Date: 27.05.2024

Case ID: 1700530505

Business Partner Number: 100000309

Customer VAT Reg Number

Erf Number: 00003288

Allotment: MILNERTON

Service Type: Building Application

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. 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

Close

Cancel

Close

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

STEP 6: Documentation Selection and Upload Process

Copies of Plans – Properties

*Search By: ERF Number

Properties

ERF Number

Street No

Street Name

Allotment

Plans At

00003288

12

BUREN

MILNERTON

Suburb:

BOTHASIG

Search by street or suburb

Click the drop-down arrow to select the document type.

Uploaded documents

(*) = Mandatory

Upload mandatory documents

Upload +

No entries. Click Upload to add

Cancel

Close

Copies of Plans – Properties

*Search By: ERF Number

Properties

ERF Number

Street No

Street Name

Allotment

Plans Attachment

Request

Copies

00003288

12

BUREN

MILNERTON

Suburb:

BOTHASIG

Search by street or suburb

Upload all mandatory documents and any supporting documents separately

Uploaded documents

(*) = Mandatory

Upload mandatory documents

Error message. All the files in dropdown with [*] are...

Application Form

Power of Attorney *

Upload +

No entries. Click Upload to add

Cancel

Close

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR COPIES OF BUILDING PLANS (3rd PARTY APPLICATION)

Copies of Plans – Properties

*Search By: ERF Number

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON			

Suburb: BOTHASIG

Select + to upload document

Uploaded documents (*) = Mandatory Power of Attorney Upload +

Error message. All the files in dropdown with [*] are mandatory

No entries. Click Upload to add

Cancel

Close

Copies of Plans – Properties

*Search By: ERF Number

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON			

Suburb: BOTHASIG

Uploaded documents (*) = Mandatory Power of Attorney Upload +

Power of Attorney-20240527104222.pdf / SANS10400Form1

Uploaded on : 27-05-2024 Time : 14:42:26

Click Submit to proceed

Submit

Cancel

Close

STEP 9: Invoice and Payment

Pro Forma Invoice

36 UNION ROAD
MILNERTON
7441

Proforma Date: 27.05.2024
Case ID: 1700530505
Business Partner Number: 100000309
Customer VAT Reg Number:
Erf Number: 00003288
Allotment: MILNERTON
Service Type: Building Application

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. 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

Click **Close** to confirm Pro Forma invoice

Close

Copies of Plans – Properties

Property search criteria

*Search By: ERF Number

Properties

ERF Number	Street No	Suburb
00003288	12	BOTHASIG

Success

Copies of Plans (1700530505) successfully submitted!

Click **OK** to proceed

OK

Power of Attorney-20240527104222.pdf / SANS10400Form1
Uploaded on : 27-05-2024 Time : 14:42:26

Close

STEP 8: Application Review and Confirmation

Copies of Plans – Properties

Property search criteria

*Search By: ERF Number

Properties

Search by street or suburb

ERF Number	Street No	Street Name	Allotment	Plans Attachment	Request	Copies
00003288	12	BUREN	MILNERTON			
Suburb: BOTHASIG						

Power of Attorney-20240527104222.pdf / SANS10400Form1

Uploaded on : 27-05-2024 Time : 14:42:26

Click to confirm

Close

Home

City of Cape Town
Municipal Services
Web Services

Mr John Killa

Cape Town - Building Development Management Applications

Submit 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

Click to return to the home page

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](#)