



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT 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.*

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION



PLEASE NOTE:

Applicants must be registered on the e-services portal.

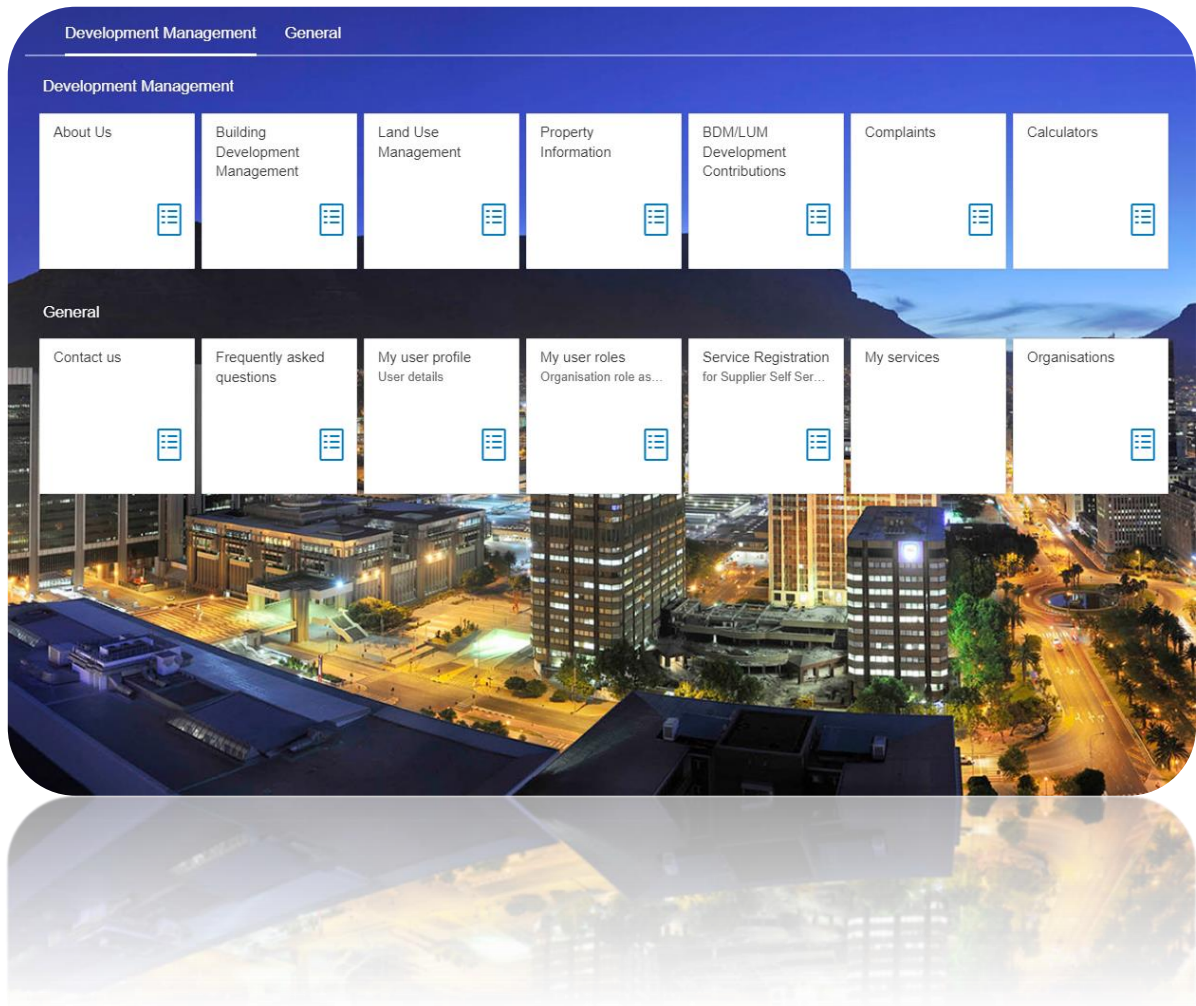
Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

DAMS Access:

Access the **e-Services** portal:

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



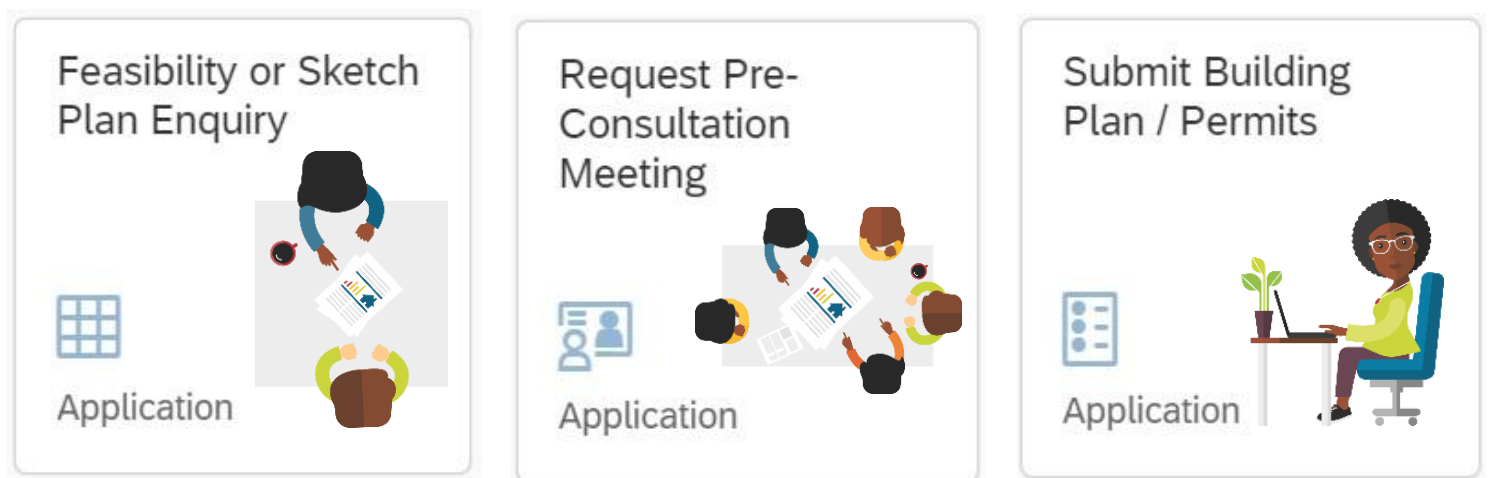
BDM Portal Applications at a Glance:

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) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Requests (Paid Services)

Request Copies of Plans



Request Permission to Use



Request Occupancy Certificate



Resubmission after Refusal



Request Extension of Validity



Other

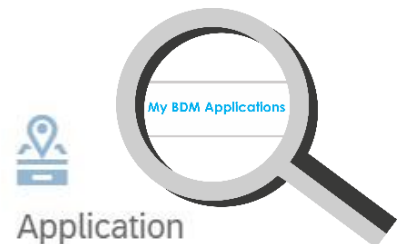
Request Building Inspection



Withdraw Application



My BDM Applications



Useful Links and FAQ's



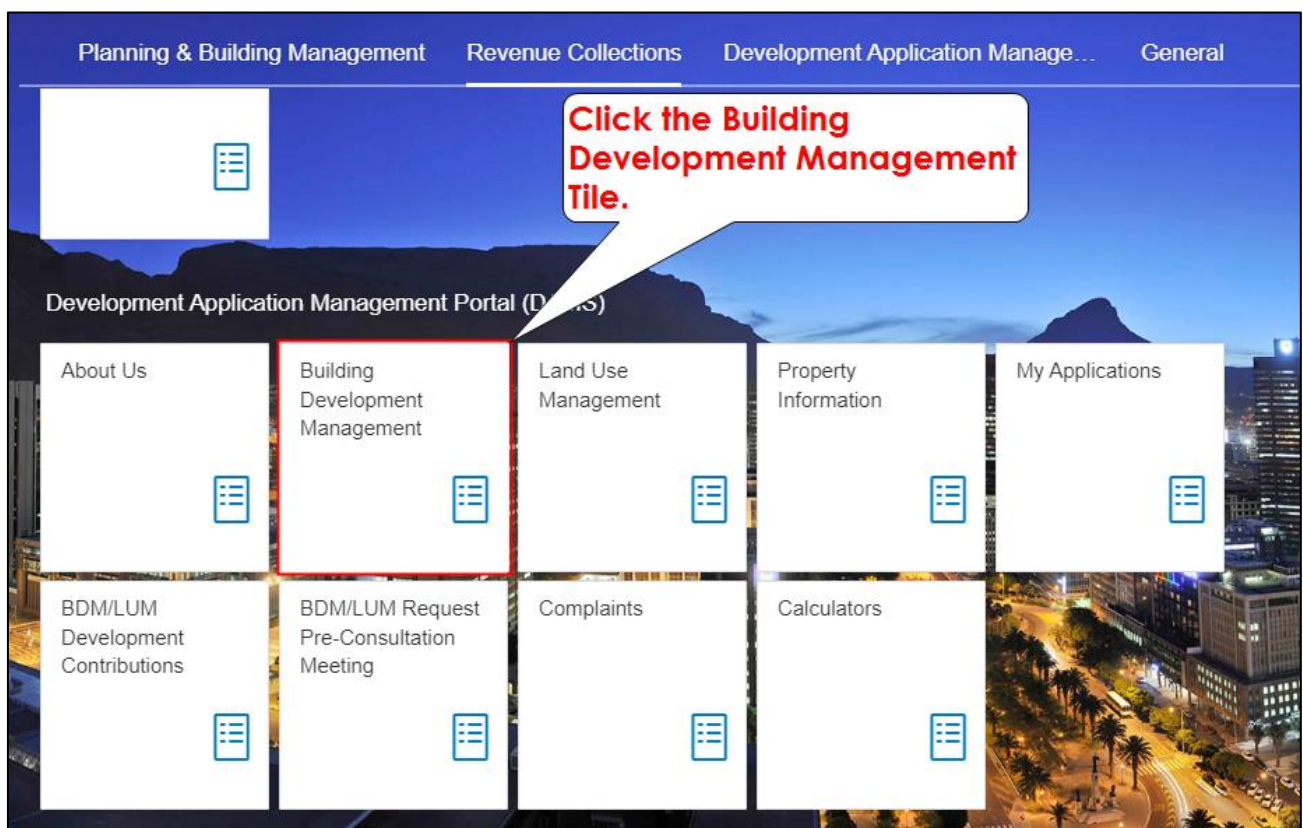
BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Overview:

This user manual will simulate the process "Temporary structure permit" 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



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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

Please provide your communication preferences for this application

Your organisational details that are used for application

*Application as: ▼

Full name: Select from the list below

Business partner number: the person owning the property

Address details: the person appointed by the owner of the property

*Email Address: knta@ird.co.za

*Mobile Number: 0828236872

*Who will be responsible for payment: ▼

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

Cancel

Click the drop-down arrow to select the applicant

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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

Please provide your communication preferences for this application

Your organisational details that are used for application

*Application as: the person appointed by the owner of the pro...

Full name: JOHN KILLA

Business partner number: 1000000309

Address details: Select from the list below

*Email Address: Applicant

*Mobile Number: Owner

*Who will be responsible for payment: [v]

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

Cancel

Click the drop-down arrow to select the payer

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 pro... v

Full name: JOHN KILLA

Business partner number: 1000000309

Address details: 36 UNION ROAD MILNERTON 7441 WC ZA

*Email Address: Killa@frd.co.za

*Mobile Number: 0828236872

*Who will be responsible for payment: Applicant v

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

Step 2 Click Step 2 to proceed

Cancel

STEP 4: Search criteria process and property details

The screenshot shows the 'Submit a building plan / permit application' interface. At the top, a progress bar indicates five steps: 1. Applicant and payer, 2. Property details (current step), 3. Application types and questions, 4. Documents, and 5. A final step. Below the progress bar, the section is titled '2. Property details'. A search bar labeled 'Property search criteria' is present. Below it, a dropdown menu is open for '*Search by:'. The dropdown list includes: 'Select from the list below', 'My Property(s)', 'My Favourites', 'ERF Number' (highlighted), 'Private Address', 'Sectional Title', 'SG26 Code', and 'Parcel Number'. A red box highlights the dropdown menu, and a callout bubble points to it with the text 'Select the relevant search option'. A 'Cancel' button is visible at the bottom right.

The screenshot shows the same 'Submit a building plan / permit application' interface. The progress bar and section title '2. Property details' are the same. The search bar 'Property search criteria' is still present. Below it, the '*Search by:' dropdown now shows 'ERF Number' selected. A red box highlights the 'ERF Number' option in the dropdown, and a callout bubble points to it with the text 'Select the Erf number field and type in the Erf number'. Below the dropdown, there is a section titled 'Search by erf number and allotment'. It contains an 'Allotment:' dropdown and an '*ERF number:' input field. A red box highlights the '*ERF number:' input field, and a callout bubble points to it with the text 'Select the Erf number field and type in the Erf number'. Below the input field, there is a small text prompt 'Enter the ERF Number' and a 'Search' button. A 'Cancel' button is visible at the bottom right.

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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: ERF Number

Search by erf number and allotment

Allotment:

*ERF number: 3822

Click the drop-down arrow to select the relevant allotment OR type the allotment area

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: ERF Number

Search by erf number and allotment

Allotment:

*ERF number: 3822

Click to proceed

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Submit a building plan / permit application

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

Allotment: MILNERTON

*ERF number: 3822

Search

Select the property line item

Select the property

Search by street or suburb

ERF number	Allotment	House number	Street
00003822	MILNERTON	80	CRASSULA

Suburb:
TABLE VIEW

Cancel

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	Allotment	House number
00003822	MILNERTON	80

Suburb:
TABLE VIEW

*Select owner:

Select owner from dropdown

RUDOLF ROLLIN

Click the drop-down arrow to select the property owner

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

STEP 5: Selecting the application type and questions

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:

Permit type: Building Plan Application

Application sector: Permits

Application category:

Application category - Permits:

Click the drop-down arrow to select the application type

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:

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Click to confirm

Confirm

Create a case for Permits

OK Cancel

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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

1 Building plan applications are for all building related work, with various subcategories, based around requirements.

Application type

Application type: Permits

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Success

Case : 1700529125 successfully created

OK

Click OK to confirm

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

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

Application type

Application type: Permits

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Click the drop-down arrow to select the Permit category

Enter the permit type

- Demolition
- Hoarding
- Major Hazards Installation Permit
- Provisional Authorization
- Temporary Buildings

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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: Permits

Permit type: Temporary Buildings

Application sector:

Application category - Permits:

Permits

Add

Click the drop-down arrow to select the permit type

Application sector

Private

Local Authority

Provincial Government

National Government

Special Tariff Exemptions

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: Permits

Permit type: Temporary Buildings

Application sector: Private

Application category - Permits:

Permits

Additional information

Click the drop-down arrow to select the Application Category

Application category permits

Residential

Non-Residential

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Submit a building plan / permit application

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

Application type: Permits

Permit type: Temporary Buildings

Application sector: Private

Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

Click the drop-down arrow and select your answer

1

Cancel

Submit a building plan / permit application

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

Application sector: Private

Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?:

No

Save

Click to confirm

1

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

STEP 6: Quotation

Submit a building plan / permit application

Quotation

Note: This communication is an important process step that must be followed to submit the application

IMPORT

1. Electronic Payments (ETP) : Select the City of Cape Town as a bank issued beneficiary reference number in the beneficiary account number / payment reference number. Use your 7 digit

2. Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller.

Information

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

OK

Click OK to proceed

Close

Cancel

Submit a building plan / permit application

Quotation

Page 2 / 2

Department: Development Management

QUOTATION

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

Click Close to proceed

Close

Close

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Submit a building plan / permit application

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

Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?: No

Save

Step 4 Click to proceed Step 4

1 Cancel

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 +

No entries. Click Upload to add

Drop files to upload, or use the "+" button.

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

1 Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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

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

Application Form

Demolition Application form

Power of Attorney *

Title Deed

Building Plan

SANS 10400 Form 1

SANS 10400 Form 2 (1 per Appointed CP)

Motivational Letter

Drop files to upload

Upload +

Cancel

Upload all mandatory documents and any supporting documents separately

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

Power of Attorney

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

Click the + button

Upload +

No entries. Click Upload to add

Drop files to upload, or use the "+" button.

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION


Submit a building plan / permit application

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


4. Documents

Upload files

Uploaded documents (*) = Mandatory Power of Attorney Upload

 Power of Attorney-20240515130514.pdf / SANS10400Form1
Uploaded on : 15-05-2024 Time : 17:05:14

Step 5

 1 Cancel

Ensure that all mandatory documents are uploaded


Submit a building plan / permit application

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


4. Documents

Upload files

Uploaded documents (*) = Mandatory Power of Attorney Upload

 Power of Attorney-20240515130514.pdf / SANS10400Form1
Uploaded on : 15-05-2024 Time : 17:05:14

Step 5

 1 Cancel

Ensure that all mandatory documents are uploaded

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Submit a building plan / permit application

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

Upload documents

Uploaded documents (*) = Mandatory Building Plan Upload +

Building Plan-20240515130529.pdf / BPlanPool
Uploaded on : 15-05-2024 Time : 17:05:29

Power of Attorney-20240515130514.pdf / SANS10400Form1
Uploaded on : 15-05-2024 Time : 17:05:14

Click **Step 5** to proceed

Step 5

1 Cancel

STEP 8: Application review and confirmation

Submit a building plan / permit application

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

5. Review and submit application

Review

Click **Review** to proceed

1 Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Review submit a building plan / permit application

Please ensure that the details below are correct.

Case ID : 1700529125 Address : 80 CRASSULA TABLE VIEW
Allotment: MILNERTON Case status: ☐ Applicant Generate Invoice
ERF number: 00003822

1. Applicant and payer

Full name: JOHN KILLA
Business partner number: 1000000309
Address details: 36 UNION ROAD MILNERTON 7441 WC ZA
eMail: Killa@frd.co.za
Mobile number: 0828236872
Payer: Applicant

Information

NB: Please review, confirm and submit the application

Click to confirm OK

OK

Edit

Cancel

Review submit a building plan / permit application

4. I/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 the agent/consultant in this regard and the owner will regularly consult with the agent/consultant in this regard and will ensure that any additional information required by the City is provided.

9. The email address and cell number used by the City to communicate when there is a change in details or cell number change 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

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

Edit

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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 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 to proceed
Submit

Submit
Cancel

STEP 9: Invoice and payment

Review submit a building plan / permit application

Pro Forma

Page 2 / 2

Click to proceed
OK

✔ Success

Case : 1700529124 Successfully Submitted - Awaiting Payment!

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
		TOTAL EXC	530.43
		TOTAL VAT	79.56
		TOTAL PAYABLE	609.90

A rounding amount of 0.09- has been applied.

Close

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

Review submit a building plan / permit application

Pro Forma

Page 2 / 2

Department: Development Management

PRO FORMA INVOICE

Payment Reference: 623108727

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(S)		
		TOTAL EXCLUDING VAT	530.43
		TOTAL VAT	79.56
		A rounding amount of 0.09- has been applied.	
		TOTAL PAYABLE	

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 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

Click to return to the main menu

Close

Close

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

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A TEMPORARY STRUCTURES PERMIT APPLICATION

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

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](#)