



BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR EXTENSION OF VALIDITY

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.

The following is important to note when requesting an Extension of Validity:

- In order to request an extension, Valid status : [Application Approved](#)
- All building plan applications are valid for 12 months from the date of the approval.

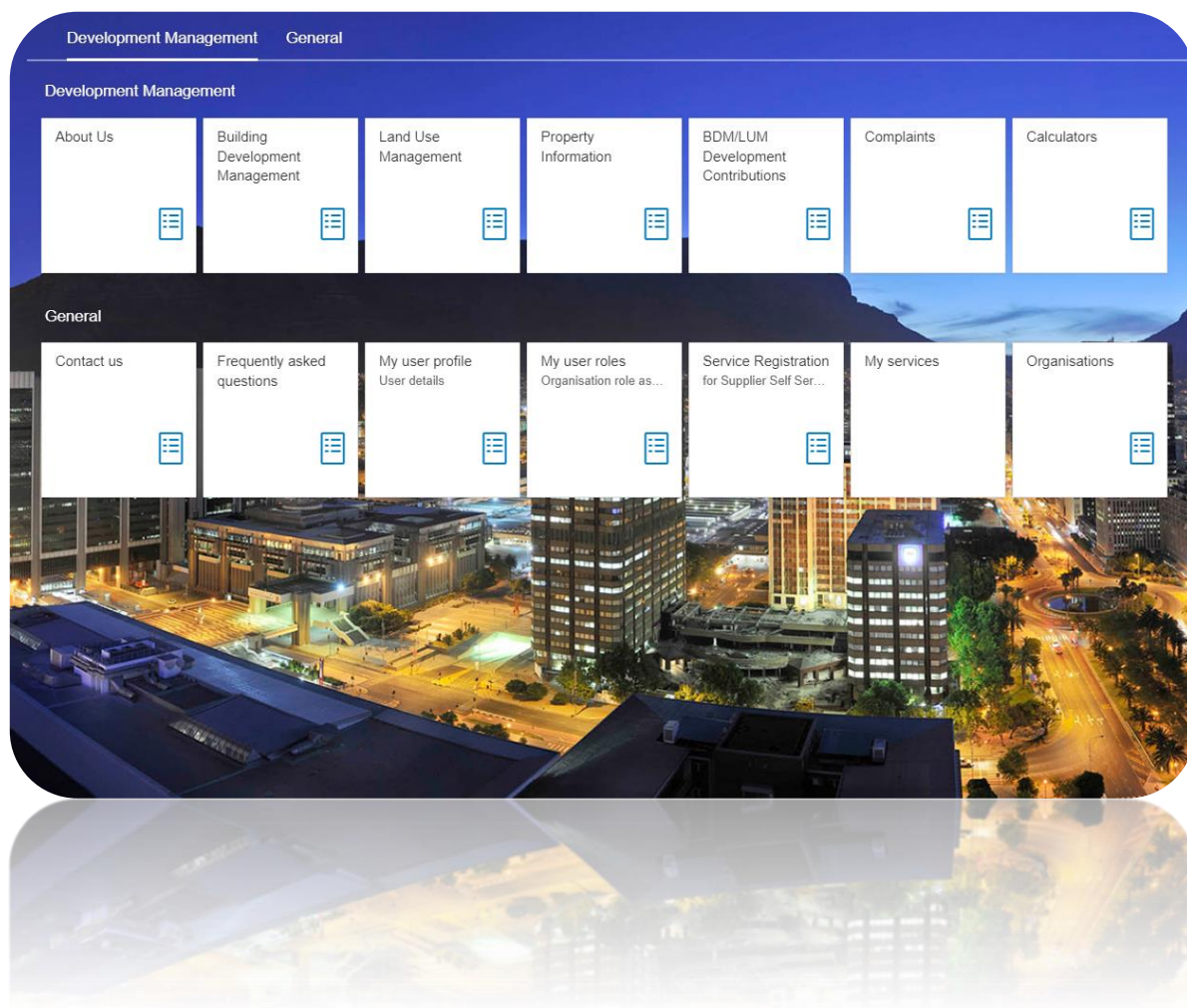
The following tariffs are applicable for request of Extension of Validity:

- 0 to 12 months after approval date - Minimum fee per type is applicable.
- 12 to 18 months after approval date – re-instatement with 50% of the new generated full fee (Same materials as charged for prior to approval, but as per current tariffs).
- More than 18 months after approval date, re-instatement of application & full fees.

DAMS Access:

Access the **e-Services** portal:

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



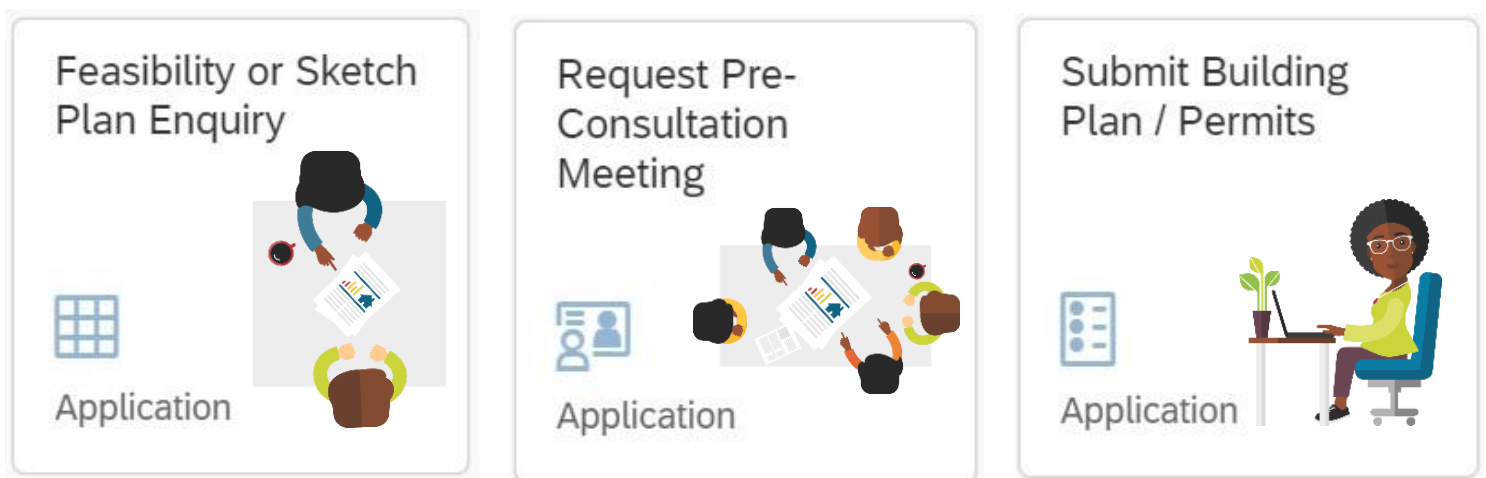
BDM Portal Applications at a Glance:

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



Requests (Paid Services)

Request Copies of
Plans



Request Permission
to Use



Request Occupancy
Certificate



Resubmission after
Refusal

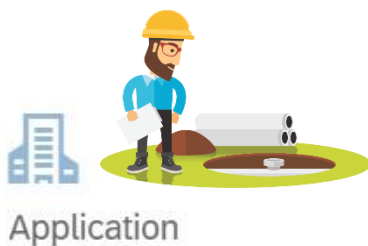


Request Extension
of Validity



Other

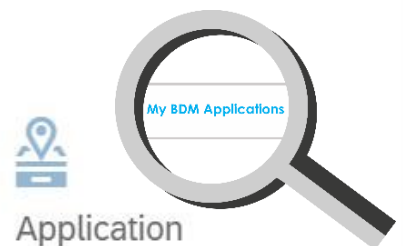
Request Building
Inspection



Withdraw
Application



My BDM
Applications



Useful Links and
FAQ's



Application

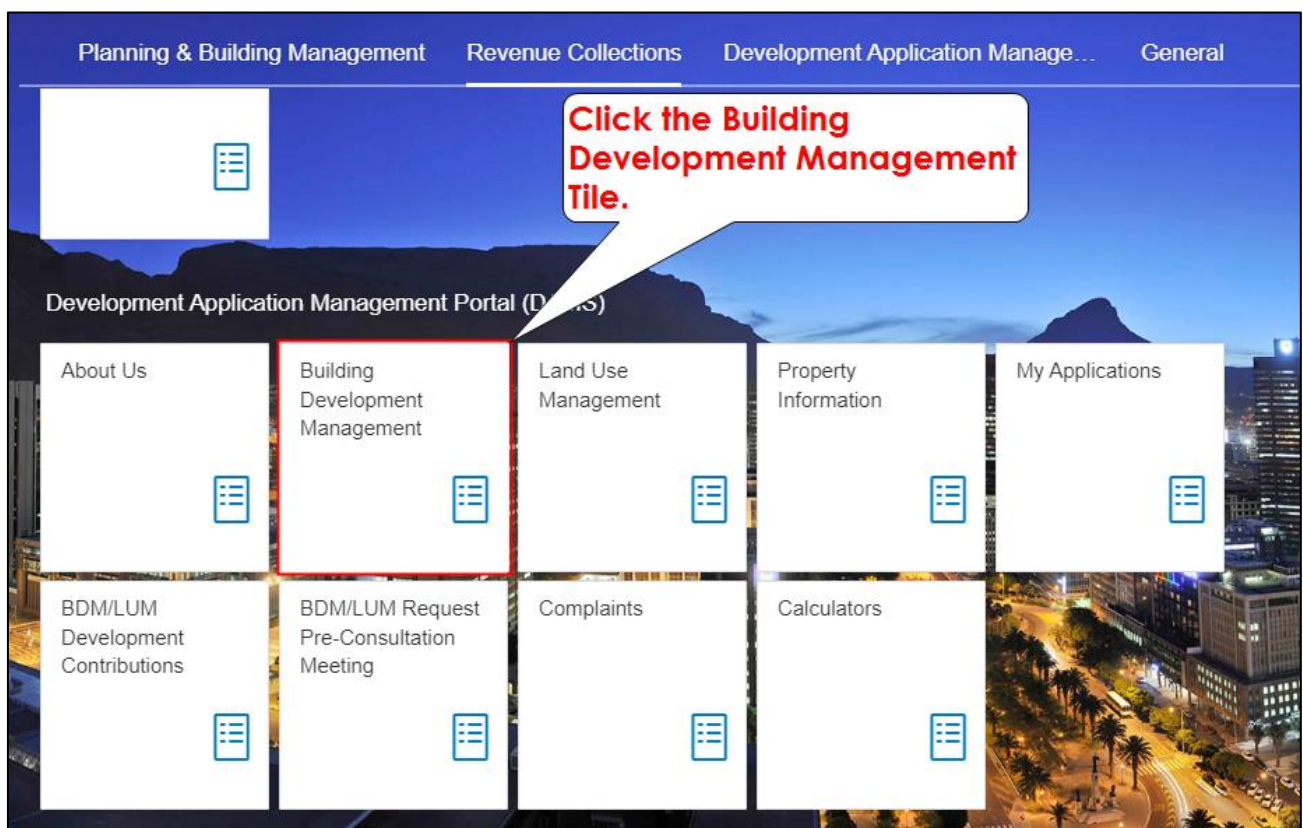
BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR EXTENSION OF VALIDITY

Overview:

This user manual will simulate the process “Request for extension of validity” 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 Extension of Validity

City of Cape Town - Building Development Management Applications

Application Application 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

Select the "Request Extension of Validity" tile

STEP 3: Search criteria process and property details

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By:

Click the drop-down arrow to select the search option

<

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By:

Select from the list below

My Property(s)

My Favourites

ERF Number

Private Address

Sectional Title

SG26 Code

Parcel Number

GIS Map

Street Address

Select the relevant search option

<

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By:

ERF Number

Select the Erf number field and type in the Erf number

Search by ERF Number and Allotment

Allotment:

*ERF Number:

Search

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR EXTENSION OF VALIDITY

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By: ERF Number

Search by ERF Number and Allotment

Allotment:

*ERF Number: 3385

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

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By: ERF Number

Search by ERF Number and Allotment

Allotment:

*ERF Number: 3385

Click to proceed

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By:

ERF Number

Search by ERF Number and Allotment

Allotment:

MILNERTON

*ERF Number:

3385

Search

Click to proceed

STEP 4: Selecting the Application Type

Request Extension of Validity – Cases of Property

Select the application line item

Cases

Search by Case ID

Case ID	Case Title	Approved Date	Lapse Date	Status Description	Case Description
1700532273	ERF 00003385 MILNERTON	10-06-2024	10-06-2025	Application Approved	BDM Building Plan

STEP 5: Provide the Motivation for the Extension Application

Request Extension of Validity – Motivation for Extension of Validity

Case ID: 1700532273
Allotment : MILNERTON
ERF No: 00003385

87 PIENAAR ROAD MILNERTON
Lapse Date: 10-06-2025
Status: ☐ Application Approved

Provide the motivation for the Extension of Validity in the text field

Motivation for Extension Validity

Please Enter Motivation for Extension of Validity

Please Note: Fees for the Extension of Validity may be charged in accordance with the published Tariffs and Business Rules

Uploaded Documents Upload +

- Proforma_Invoice_0010027498.pdf /
Uploaded on : 05-06-2024 Time : 16:33:15
- Proforma_Invoice_0010027538.pdf /
Uploaded on : 07-06-2024 Time : 17:51:09

Cancel

STEP 6: Application Review and Confirmation

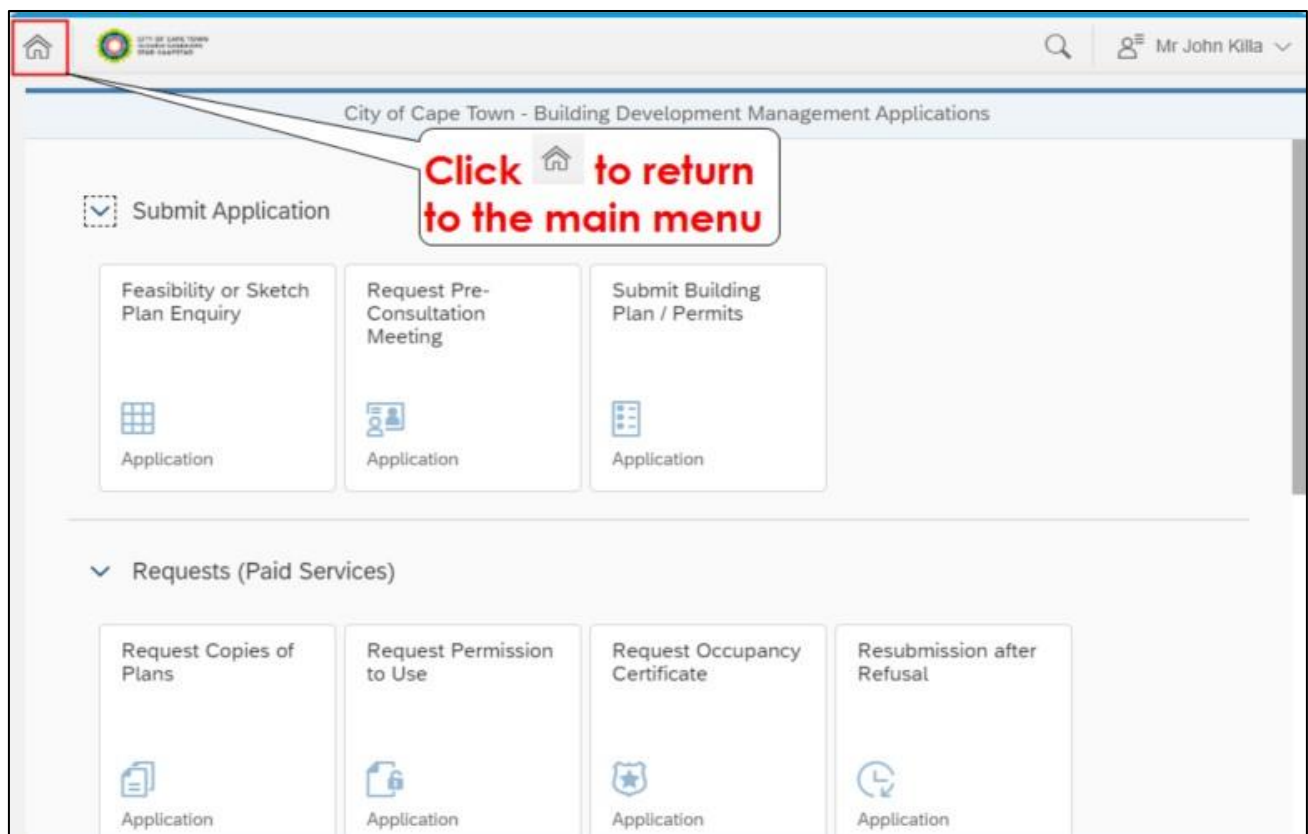
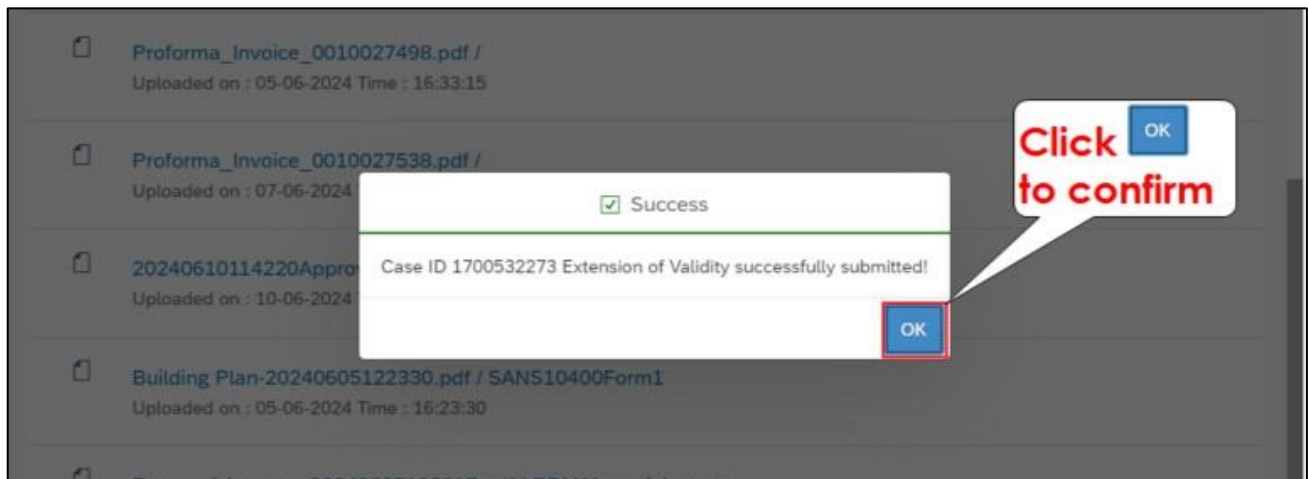
Request Extension of Validity – Motivation for Extension of Validity

Uploaded Documents Upload +

- Proforma_Invoice_0010027498.pdf /
Uploaded on : 05-06-2024 Time : 16:33:15
- Proforma_Invoice_0010027538.pdf /
Uploaded on : 07-06-2024 Time : 17:51:09
- 20240610114220Approval Letter.PDF /
Uploaded on : 10-06-2024 Time : 15:42:58
- Building Plan-20240605122330.pdf / SANS10400Form1
Uploaded on : 05-06-2024 Time : 16:23:30
- Power of Attorney-20240605122317.pdf / BDM11specialevents
Uploaded on : 05-06-2024 Time : 16:23:16

Click to proceed

BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR EXTENSION OF VALIDITY



BUILDING DEVELOPMENT MANAGEMENT (BDM) – REQUEST FOR EXTENSION OF VALIDITY

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

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](#)