



## **Building Development Management (BDM) – Request building inspection**

### **DAMS Overview:**

*The Development Application Management System (DAMS) allows you to electronically submit, process and track building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and also links to its central property repository. All of this fully integrates with our Geographic Information System (GIS), the digital financial system, and the main electronic document/records management system.*

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



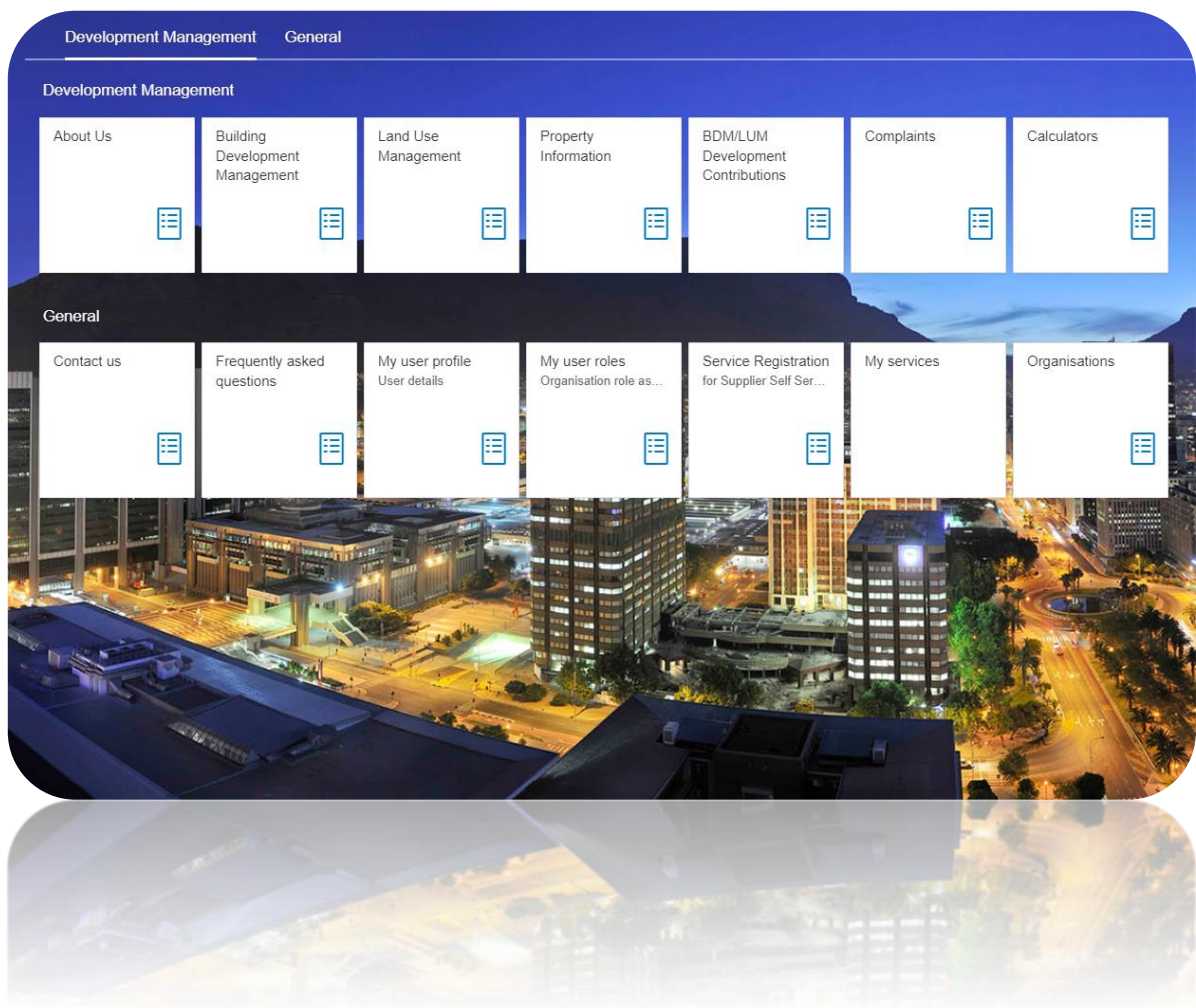
### **PLEASE NOTE:**

Applicants must register on the e-services portal.

### DAMS Access:

Access the **e-Services** portal

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



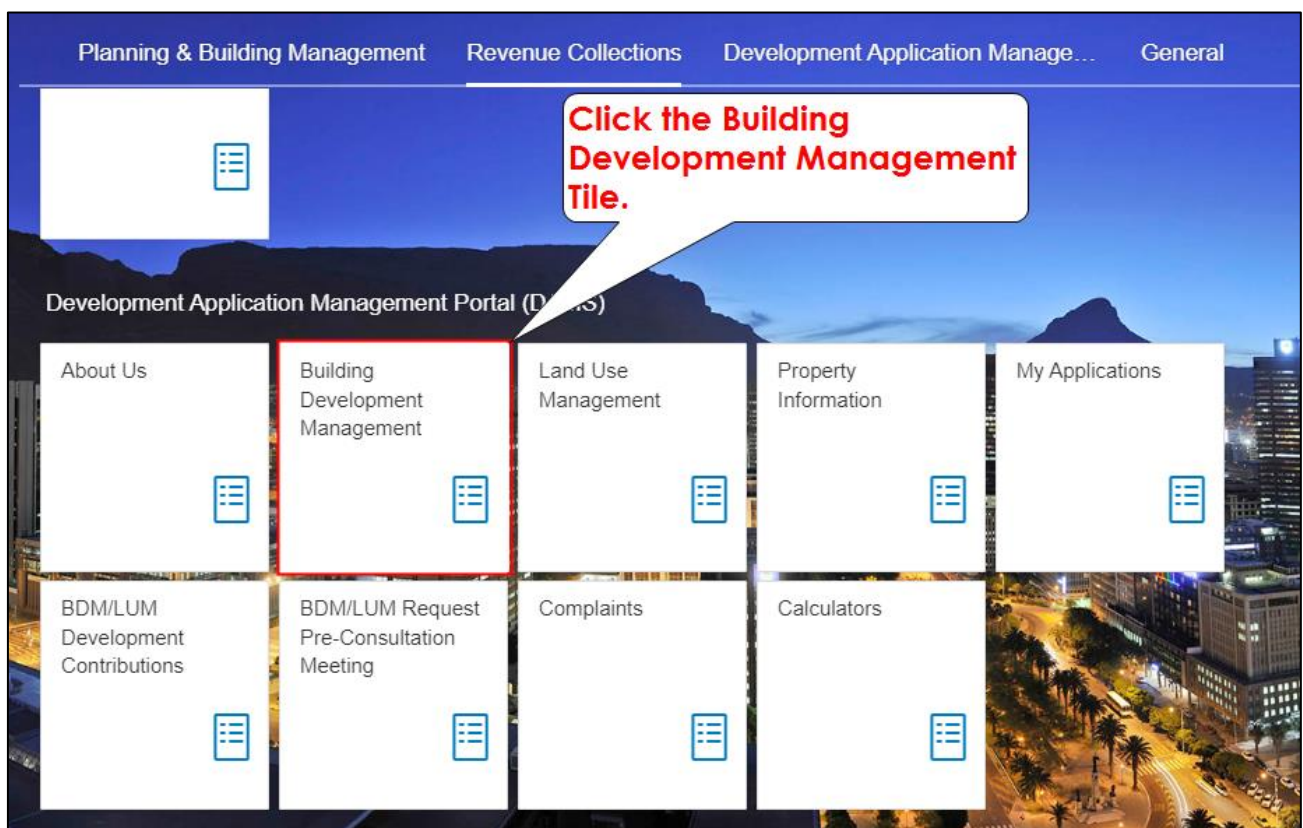
## Building Development Management (BDM) – Request building inspection

### Overview:

Find out how to “Request a building inspection” via the Development Application Management Portal (DAMS).


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

Select the "Building Development Management Tile"




## STEP 2: Request Building Inspection


City of Cape Town - Building Development Management Applications


  
Application


**Click the "Request Building Inspection" Tile.**

Other

  
Request Building Inspection  
Application

  
Withdraw Application  
Application

  
My BDM Applications  
Application

  
Batch Application  
Application

## STEP 3: Search criteria process

Request Building Inspection - Search and Select Property

Property Search Criteria

\*Select Property:

**Select the drop-down arrow to display search criteria**

## Building Development Management (BDM) – Request building inspection

Request Building Inspection - Search and Select Property

Property Search Criteria

\*Select Property:

Select from the list below

ERF Number

GIS Map

Parcel Number

SG26 Code

Sectional Title

Street Address

Select the relevant search option

Request Building Inspection - Search and Select Property

Property Search Criteria

\*Select Property: ERF Number

Search by ERF Number

Allotment:

\*ERF Number: 934

Search

Select the drop-down to display the allotment areas.

Search by ERF Number

Allotment:

\*ERF Number:

BAINS KLOOF PASS

BAKKERSHOOGTE

BANTRY BAY

BELLVILLE

BERGVLIET

BETTY'S BAY

BIG BAY

Select the relevant allotment area or type the allotment name

## Building Development Management (BDM) – Request building inspection

Request Building Inspection - Search and Select Property

Property Search Criteria

\*Select Property: ERF Number

Search by ERF Number

Allotment:

\*ERF Number:

Enter the ERF Number

Search

Select the Erf number field and type the relevant Erf number

Request Building Inspection - Search and Select Property

Property Search Criteria

\*Select Property: ERF Number

Search by ERF Number

Allotment: BERGVLIET

\*ERF Number: 934

Search

Click Search

Search by ERF Number

Allotment: BERGVLIET

\*ERF Number: 934

Search

Select the property line item

Select the Property

Search by street or suburb

ERF Number	House No	Street
00000934	25A	FIRGROVE

Suburb: BERGVLIET

## Building Development Management (BDM) – Request building inspection

Request Building Inspection – Cases of Property

Cases ↑↓


Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment
170000001203	Work Completed	BDM Permits	30-11-2022	00000934	BERGVLIET
170000001127	Application Approved	BDM Building Plan	29-11-2022	00000934	BERGVLIET

Select the relevant application for inspection.


### STEP 4: Date and time selection

Request Building Inspection – Schedule Meeting

**i** NB: Lead time for Inspection bookings are two days

Date Selection for the Available Slots:  

✓ Inspection

Title Hours 

< Today > December 7, 2022


8AM	9	10	11	12PM	1
-----	---	----	----	------	---

No data


Select the date picker

Request Building Inspection – Schedule Meeting

**i** NB: Lead time for Inspection bookings are two days

Date Selection for the Available Slots:  

✓ Inspection

Title Hours 

< Today > December 7, 2022

8AM	9	10	11	12PM	1
-----	---	----	----	------	---

Select the first possible date

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OK Cancel

## Building Development Management (BDM) – Request building inspection

< Request Building Inspection – Schedule Meeting

**Info** NB: Lead time for Inspection bookings are two days

Date Selection for the Available Slots:

Inspection

Title

< Today > December

8AM

Calendar: December 2022

Grid showing dates from 27 to 31. Date 16 is highlighted with a red box. A callout points to it: **Select the end date range**

Hours: 11, 12PM, 1

OK Cancel

Request Building Inspection – Schedule Meeting

Availability

Date	Time From	Time To
13-12-2022	09:00:00	10:00:00
	10:00:00	11:00:00
	11:00:00	12:00:00
	12:00:00	13:00:00
	13:00:00	14:00:00
14-12-2022	14:00:00	15:00:00
	09:00:00	10:00:00
	10:00:00	11:00:00

11:00:00 12:00:00

**Select a time slot.**

OK Cancel



## Building Development Management (BDM) – Request building inspection

Availability

Date	Time From	Time To
13-12-2022	09:00:00	10:00:00
	10:00:00	11:00:00
	11:00:00	12:00:00
	12:00:00	13:00:00
	13:00:00	14:00:00
	14:00:00	15:00:00
14-12-2022	09:00:00	10:00:00
	10:00:00	11:00:00
	11:00:00	12:00:00

Click OK

OK Cancel

Create Appointment

Meeting Start Date  
13-12-2022

Meeting Start Time  
10:00:00

Meeting End Time  
11:00:00

Inspection Type  
▼

Comments

Save Cancel

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

OK Cancel

## Building Development Management (BDM) – Request building inspection

The screenshot shows a 'Create Appointment' modal form. The 'Inspection Type' dropdown menu is open, showing two options: 'Consultation Inspection' and 'Foundation Inspection'. A red box highlights the dropdown menu, and a callout bubble points to it with the text 'Select the inspection type'.

**Create Appointment**

Meeting Start Date  
13-12-2022

Meeting Start Time  
10:00:00

Meeting End Time  
11:00:00

Inspection Type

- Consultation Inspection
- Foundation Inspection

Save Cancel OK Cancel

The screenshot shows the same 'Create Appointment' modal form, but now 'Foundation Inspection' is selected in the 'Inspection Type' dropdown. A red box highlights the 'Save' button at the bottom, and a callout bubble points to it with the text 'Click'.

**Create Appointment**

Meeting Start Date  
13-12-2022

Meeting Start Time  
10:00:00

Meeting End Time  
11:00:00

Inspection Type  
Foundation Inspection

Comments

Save Cancel OK Cancel

## Building Development Management (BDM) – Request building inspection

NB: Lead time for Inspection bookings are two days

Date Selection for the Available Slots: 12/12/2022 - 16/12/2022

✓ Success

Inspection successfully created on - 13-12-2022

Click OK

OK

Hours

Today > December 13, 2022

10AM	11	12PM	1	2	3
No data					

Request Building Inspection – Schedule Meeting

NB: Lead time for Inspection bookings are two days

Date Selection for the Available Slots: 12/12/2022 - 16/12/2022

✓ Inspection

Title

Hours

Today > December 13, 2022

10AM	11	12PM	3
No data			

Calendar

Today

Selected

Click Close to return to the main menu.

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](#)