

CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD

SPATIAL PLANNING AND ENVIRONMENT

USER MANUAL: Development Application Management Portal (DAMS)

Building Development Management (BDM) – Request permission to use

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 <u>DAMS</u> <u>Registration Booklet</u> for guidelines on how to register.



PLEASE NOTE:

Applicants must register on the e-services portal. The following mandatory documents must be available for upload to process the request:

o <u>Power of attorney</u>

DAMS Access:

Access the **e-Services** portal

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

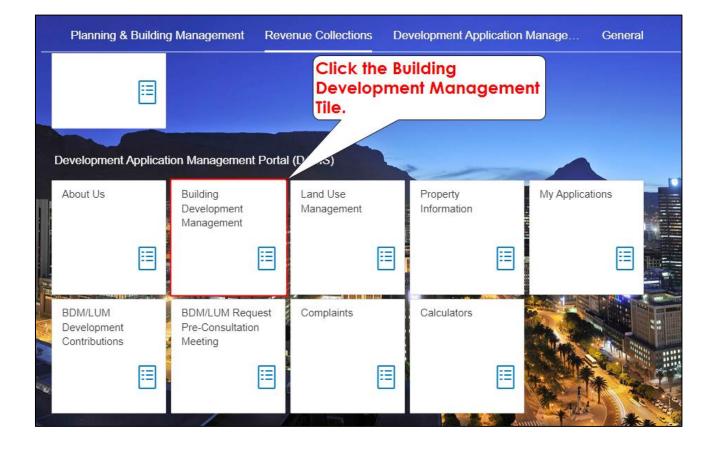
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About Us	Building Development Management	Land Use Management	Property Information	BDM/LUM Development Contributions	Complaints	Calculators
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Contact us	Frequently asked questions	My user profile User details	My user roles Organisation role as	Service Registration for Supplier Self Ser	My services	Organisations
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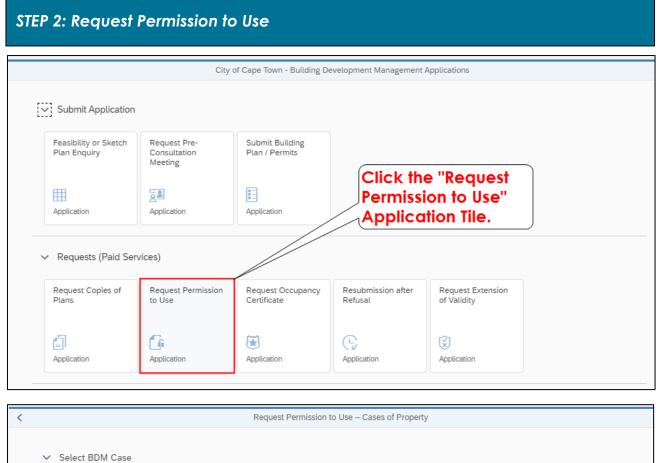
Overview:

Find out how to "Request Permission to Use" via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the "Building Development Management Tile"





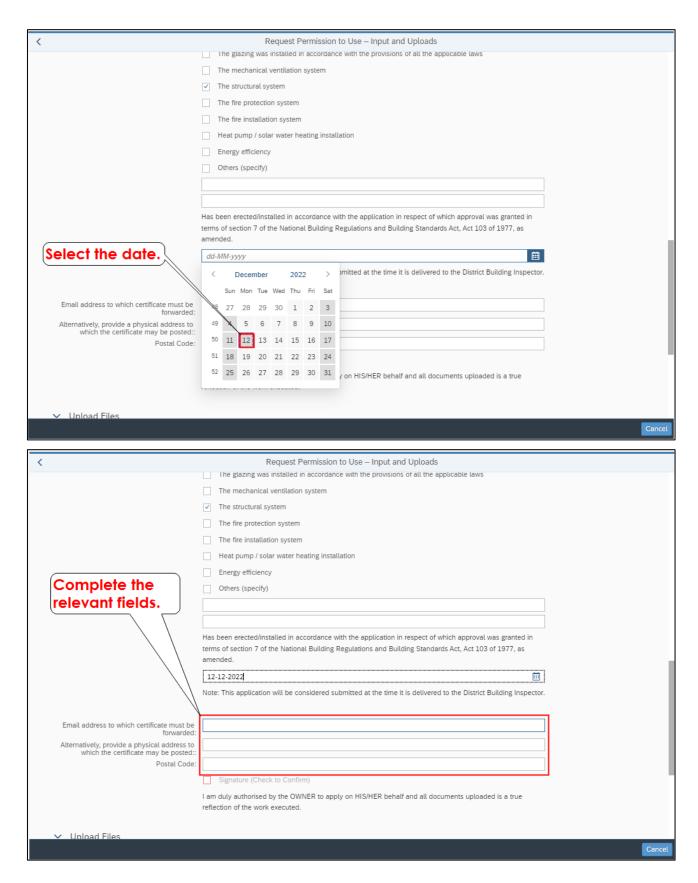
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Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment
Cases				↑↓ Search I	by Case ID and ERF Number

STEP 3:	Completion	of applicatio	n details

	Request Permission to Use – Input and Uploads	
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Allotment: PINELANDS		
ERF No: 00003533		Case Status: 🗖 Work Completed
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	process to obtain an Permission to ose Certificate	
I attach a certificate(s) certifying that		
	The electrical wiring, electrical installation is in accordance with the provisions of all the applicable laws	
	The glazing was installed in accordance with the provisions of all the applicable laws	
Select the	The mechanical ventilation system	
relevant options	The structural system	
-	The fire protection system	
applicable to		
the application.	The fire installation system	
	Heat pump / solar water heating installation	
	Energy efficiency	
	Others (specify)	
	Has been erected/installed in accordance with the application in respect of which approval was granted in	
	terms of section 7 of the National Building Regulations and Building Standards Act, Act 103 of 1977, as	
	amended.	
	dd-MM-yyyy	
	Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.	
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STEP 4: I	Document	upload	process

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STEP 5: Confirmation and submission

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Confirm that the authorised person is submitting the request and that the information submitted is correct.

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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