



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 [DAMS Registration Booklet](#) for guidelines on how to register.



PLEASE NOTE:

Applicants must register on the e-services portal.

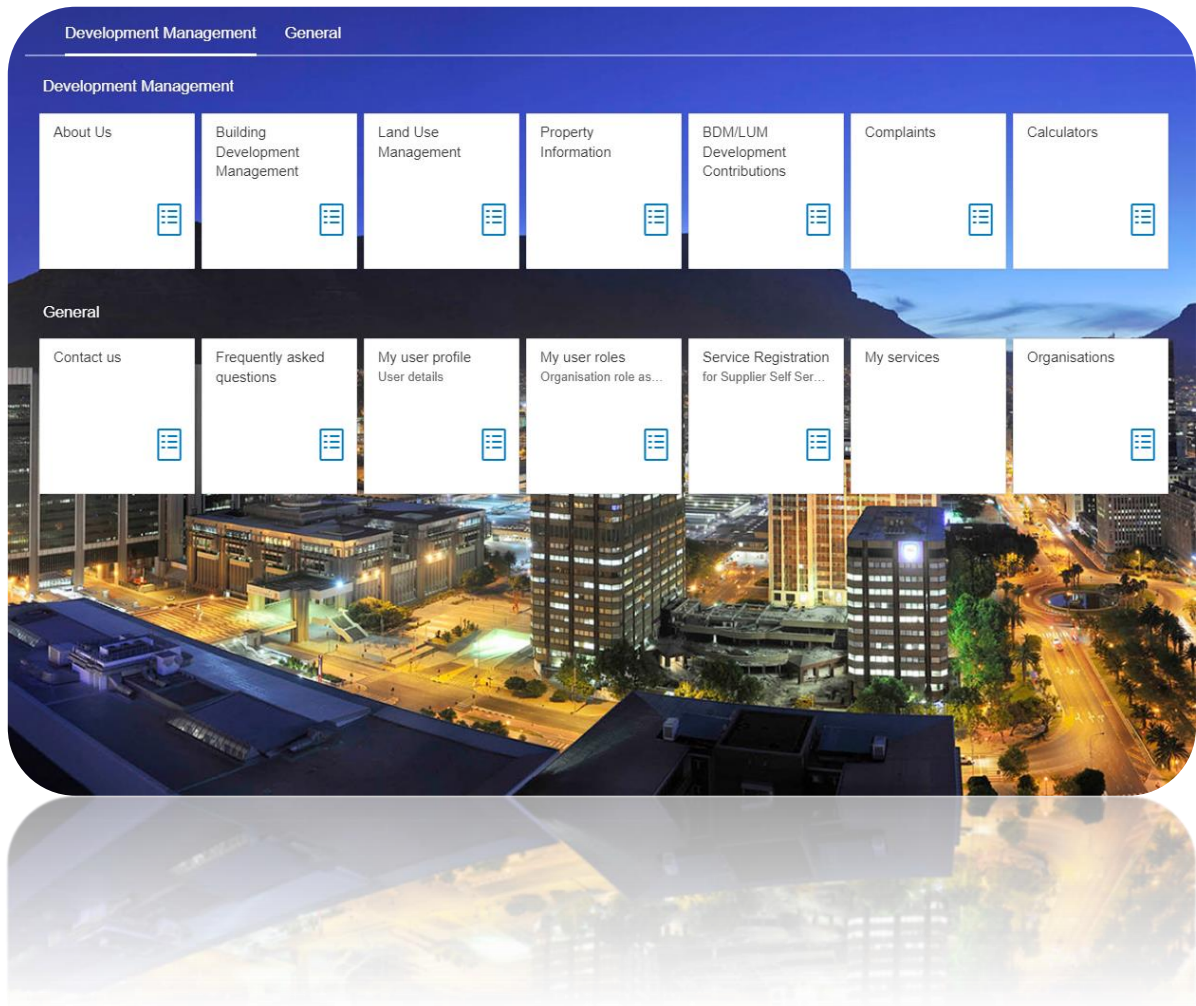
The following mandatory documents must be available for upload to process the request:

- [Power of attorney](#)

DAMS Access:

Access the **e-Services** portal

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



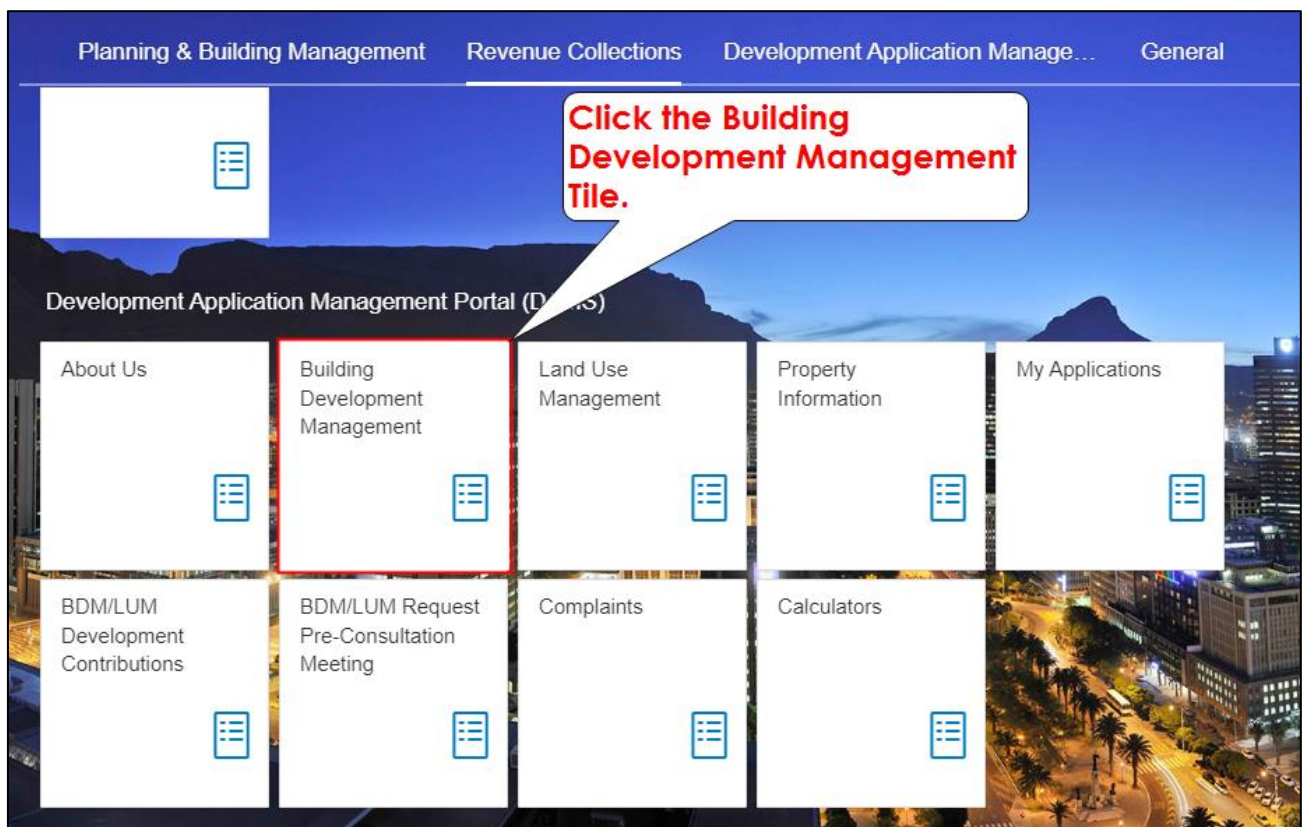
Building Development Management (BDM) – Request permission to use

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”



STEP 2: Request Permission to Use

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

Click the "Request Permission to Use" Application Tile.

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

Request Permission to Use – Cases of Property

Select BDM Case

Cases Search by Case ID and ERF Number

Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment
170000000387	Work Completed	BDM Building Plan	02-11-2022	00003533	PINELANDS

Select the relevant application for the request.

STEP 3: Completion of application details

Request Permission to Use – Input and Uploads


Case ID: 170000000387
Allotment: PINELANDS
ERF No: 00003533

Address: 6 LOGAN WAY PINELANDS
Case Status: ☒ Work Completed

SECTION A

Business partner number: 1000456819

I/we: Insert Name

*Being: 

Company registration.no (if applicable):

Street address: 6 LOGAN WAY PINELANDS

*Contact number: Enter cellphone number... Enter telephone number...

do here by apply for a **Permission to Use** for the building located on

ERF number: 00003533

Suburb: PINELANDS

Address/located at: 6 LOGAN WAY PINELANDS

Do hereby apply for permission to use the building located on erf number: 00003533

Note : Request permission to use must be accompanied with comprehensive motivation, clear illustration of the extent of the building that will be utilised and safely measures to be taken to prohibit access to the

Cancel

Request Permission to Use – Input and Uploads


Case ID: 170000000387
Allotment: PINELANDS
ERF No: 00003533

Address: 6 LOGAN WAY PINELANDS
Case Status: ☒ Work Completed

SECTION A

Business partner number: 1000456819

I/we: Insert Name

*Being: 

Company registration.no (if applicable): Select value from list below

Street address: Architect

Owner

*Contact number: Enter cellphone number... Enter telephone number...

do here by apply for a **Permission to Use** for the building located on

ERF number: 00003533

Suburb: PINELANDS

Address/located at: 6 LOGAN WAY PINELANDS

Do hereby apply for permission to use the building located on erf number: 00003533

Note : Request permission to use must be accompanied with comprehensive motivation, clear illustration of the extent of the building that will be utilised and safely measures to be taken to prohibit access to the

Cancel

Building Development Management (BDM) – Request permission to use

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Request Permission to Use – Input and Uploads

Case Status: ☒ Work Completed

Allotment: PINELANDS
ERF No: 00003533

SECTION A

Business partner number: 1000456819

I/we: **Insert Name**

*Being:

Enter contact number.

Company registration.no (if applicable):

Street address: 6 LOGAN WAY PINELANDS

*Contact number:

Enter cellphone number...

Enter telephone number...

do here by apply for a **Permission to Use** for the building located on

ERF number: 00003533

Suburb: PINELANDS

Address/located at: 6 LOGAN WAY PINELANDS

Do hereby apply for permission to use the building located on erf number: 00003533

Note : Request permission to use must be accompanied with comprehensive motivation, clear illustration of the extent of the building that will be utilised and safely measures to be taken to prohibit access to the unfinished prortions.

SECTION B

Cancel

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Request Permission to Use – Input and Uploads

*Contact number:

Insert Cell Number

Enter telephone number...

do here by apply for a **Permission to Use** for the building located on

ERF number: 00003533

Suburb: PINELANDS

Address/located at: 6 LOGAN WAY PINELANDS

Do hereby apply for permission to use the building located on erf number: 00003533

Note : Request permission to use must be accompanied with comprehensive motivation, clear illustration of the extent of the building that will be utilised and safely measures to be taken to prohibit access to the unfinished prortions.

SECTION B

The work has been completed in accordance with approved plan no: 226580

Extent of the application description:

Provide a description.

SECTION C

Regulation A4 Local Authority may Require Additional Documents and Information for the administrative process to obtain an Permission to Use Certificate

I attach a certificate(s) certifying that

Cancel

Building Development Management (BDM) – Request permission to use

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Request Permission to Use – Input and Uploads

SECTION C

Regulation A4 Local Authority may Require Additional Documents and Information for the administrative process to obtain an Permission to Use Certificate

I attach a certificate(s) certifying that

Select the relevant options applicable to the application.

☐ 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

☐ The mechanical ventilation system

☒ The structural system

☐ The fire protection system

☐ 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.

Email address to which certificate must be

Cancel

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Request Permission to Use – Input and Uploads

☐ The glazing was installed in accordance with the provisions of all the applicable laws

☐ The mechanical ventilation system

☒ The structural system

☐ The fire protection system

☐ 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

Click  to select date.

Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.

Open Picker

Email address to which certificate must be forwarded: Alternatively, provide a physical address to which the certificate may be posted:: Postal Code: ☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

Upload Files

Cancel

Building Development Management (BDM) – Request permission to use

Request Permission to Use – Input and Uploads

☐ The glazing was installed in accordance with the provisions of all the applicable laws

☐ The mechanical ventilation system

☒ The structural system

☐ The fire protection system

☐ 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.

Select the date.

dd-MM-yyyy

< December 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	27	28	29	30	1	2
49	4	5	6	7	8	9
50	11	12	13	14	15	16
51	18	19	20	21	22	23
52	25	26	27	28	29	30
						31

Email address to which certificate must be forwarded:

Alternatively, provide a physical address to which the certificate may be posted::

Postal Code:

mitted at the time it is delivered to the District Building Inspector.

on HIS/HER behalf and all documents uploaded is a true

Upload Files

Cancel

Request Permission to Use – Input and Uploads

☐ The glazing was installed in accordance with the provisions of all the applicable laws

☐ The mechanical ventilation system

☒ The structural system

☐ The fire protection system

☐ 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.

12-12-2022

Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.

Email address to which certificate must be forwarded:

Alternatively, provide a physical address to which the certificate may be posted::

Postal Code:

☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

Upload Files

Cancel

STEP 4: Document upload process

Request Permission to Use – Input and Uploads

12-12-2022

Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.

Email address to which certificate must be forwarded:

Alternatively, provide a physical address to which the certificate may be posted::

Postal Code:

☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

▼ Upload Files

Uploaded Documents (*) = Mandatory

No entries. Click Upload to Add

Request Permission to Use – Input and Uploads

Error message. All the Files in Dropdown with [*] are...

Has been erected/installed in accordance with the application in terms of section 7 of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) as amended.

...delivered submitted at the time it is delivered to the District Building Inspector.

Email address to which certificate must be forwarded:

Alternatively, provide a physical address to which the certificate may be posted::

Postal Code:

☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

▼ Upload Files

Uploaded Documents (*) = Mandatory

Structural (SANS Form 4)-20221212124738.pdf
Uploaded on : 12-12-2022 Time : 16:47:37

Power of Attorney *

The structural system *

Building Plan

[SANS 10400 Form 1]

Application Form

Application Form

Title Deed

Title Deed

[SANS 10400 Form 1]

Application Form

Amendment letter

Other

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Request Permission to Use – Input and Uploads

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.

12-12-2022

Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.

Email address to which certificate must be forwarded: Info.Hub@capetown.gov.za

Alternatively, provide a physical address to which the certificate may be posted:: 87 Pienaar Street, Milnerton

Postal Code: 7441

☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

Upload Files

Uploaded Documents

(*) = Mandatory Power of Attorney Upload

Structural (SANS Form 4)-20221212124738.pdf

Uploaded on : 12-12-2022 Time : 16:47:37

Cancel

Click the upload button +.

Request Permission to Use – Input and Uploads

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.

12-12-2022

Note: This application will be considered submitted at the time it is delivered to the District Building Inspector.

Email address to which certificate must be forwarded: Info.Hub@capetown.gov.za

Alternatively, provide a physical address to which the certificate may be posted:: 87 Pienaar Street, Milnerton

Postal Code: 7441

☐ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

Upload Files

Uploaded Documents

(*) = Mandatory Power of Attorney Upload

Structural (SANS Form 4)-20221212124738.pdf

Uploaded on : 12-12-2022 Time : 16:47:37

Cancel

Ensure that all mandatory documents are uploaded.

STEP 5: Confirmation and submission

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

Request Permission to Use – Input and Uploads

Email address to which certificate must be forwarded: Info.Hub@capetown.gov.za

Alternatively, provide a physical address to which the certificate may be posted:: 6 LOGAN WAY PINELANDS

Postal Code: 7741

☒ Signature (Check to Confirm)

I am duly authorised by the OWNER to apply on HIS/HER behalf and all documents uploaded is a true reflection of the work executed.

Upload Files

Uploaded Documents

Structural (SANS Form 4)-20221212124738.pdf
Uploaded on : 12-12-2022 Time : 16:47:37

Power of Attorney-20221212125750.pdf
Uploaded on : 12-12-2022 Time : 16:57:50

Building Plan-20221212131056.pdf
Uploaded on : 12-12-2022 Time : 17:10:56

Request for Permission to Use (170000000387) Successfully Submitted!

Click OK to confirm.

Click Close to return to the main menu.

Cancel Submit

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](#)