



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# BUILDING DEVELOPMENT MANAGEMENT TARIFF BUSINESS RULES 2025/26

## SPATIAL PLANNING AND ENVIRONMENT DEVELOPMENT MANAGEMENT

To be read in conjunction with the Council approved Building Development Management Tariffs for 2025/2026 (approved on 26 June 2025)

<b>1.</b>	<b>EFFECTIVE DATE</b>
<b>1.1.</b>	Fees are effective from 1 July 2025
<b>1.2.</b>	These tariffs replace all previous tariffs charged by the Building Development Management branch of Council.
<b>2.</b>	<b>APPLICATION OF THE TARIFFS</b>
<b>2.1.</b>	<b>Minor Building Work:</b>
	<p>As defined in the Building Regulations:</p> <ul style="list-style-type: none"><li>(a) the erection of any -<ul style="list-style-type: none"><li>(i) poultry house not exceeding 10 m<sup>2</sup> in area;</li><li>(ii) aviary not exceeding 20 m<sup>2</sup> in area;</li><li>(iii) solid fuel store not exceeding 10 m<sup>2</sup> in area and 2 m in height;</li><li>(iv) tool shed not exceeding 10 m<sup>2</sup> in area;</li><li>(v) child's playhouse not exceeding 5 m<sup>2</sup> in area;</li><li>(vi) cycle shed not exceeding 5 m<sup>2</sup> in area;</li><li>(vii) greenhouse not exceeding 15 m<sup>2</sup> in area;</li><li>(viii) open-sided car, caravan or boat shelter or a carport where such shelter or carport does not exceed 40 m<sup>2</sup> in area;</li><li>(ix) any free-standing wall constructed of masonry, concrete, steel, aluminium or timber or any wire fence where such wall or fence does not exceed 1,8m 2,5m in height at any point above ground level and does not retain soil to a max length of 500 m thereafter at 0.85% of the estimated value for the total wall. (As defined by the Building Control officer in terms Regulation A22 of the Regulations published in terms of the National Building regulations and Standards Act 103 of 1977)</li><li>(x) any pergola;</li><li>(xi) private swimming-pool;</li><li>(xii) change room, not exceeding 10 m<sup>2</sup> in area, at a private swimming-pool;</li></ul></li><li>(b) the replacement of a roof or part thereof with the same or similar material;</li><li>(c) the conversion of a door into a window or a window into a door without increasing the width of the opening;</li><li>(d) the making of an opening in a wall which does not affect the structural safety of the building concerned;</li><li>(e) the partitioning or the enlarging of any room by the erection or demolition of an internal wall if such erection or demolition does not affect the structural safety of the building concerned;</li><li>(f) the erection of any solar water heater not exceeding 6 m<sup>2</sup> in area on any roof</li></ul>

	<p>or 12 m2 when erected other than on any roof; and</p> <p>(g) the erection of any other building where the nature of the erection is such that in the opinion of the building control officer it is not necessary for the applicant to submit, with his application, plans prepared in full conformity with these regulations;</p> <p>(h) Reconstruction of fire or natural disaster damaged buildings at applicable rate as per single/other/non-residential categories. ((As defined by the Building Control officer in terms Regulation AZ2 of the Regulations published in terms of the National Building regulations and Standards Act 103 of 1977)</p>
	<p>Open-sided covered (any material other than fabric) shelter for a car, caravan or boat exceeding 40 m2 in area;</p> <ul style="list-style-type: none"> <li>• Building Cost per m<sup>2</sup> x .0085 or the Minimum Fee + VAT whichever is greater</li> </ul>
<b>2.2.</b>	<p><b>STATE FUNDED HOUSING PROJECTS and SMALL SCALE AFFORDABLE RENTAL FLATS</b></p> <p>Includes single dwelling units and multi-storey multi-unit buildings and small scale affordable rental flats as defined in the Development Management Scheme and applications for the establishment of predominantly state subsidized housing developments, which include predominantly state subsidized social housing developments." an applicant must provide evidence from the head of the responsible state department that the development is a predominantly state subsidized housing development.</p> <ul style="list-style-type: none"> <li>• The fee is calculated as the number of state funded flats or rental units in the block multiplied by the Tariff plus any non-subsidized dwelling units and other areas at the relevant full tariff.</li> <li>• Subsequent additions or alterations to the habitable residential area is charged at the nominal applicable residential tariff if the total residential floor area is less than 80m<sup>2</sup>.</li> <li>• Any non-habitable residential additions or alterations is charged for at the full applicable tariff.</li> </ul>
<b>2.3.</b>	<p><b>SINGLE RESIDENTIAL BUILDINGS</b></p> <p>Includes Double Dwellings, 2nd /3<sup>rd</sup> Dwellings and Outbuildings and Additions thereto.</p> <p>Where covered areas such as carports, patios, balconies, entertainment or similar area are enclosed to create additional floor area the fees are charged as for new floor area.</p>
<b>2.4.</b>	<p><b>OTHER RESIDENTIAL BUILDINGS</b></p> <p>Includes Block of flats, Townhouses, Group housing, Single Title units and Additions thereto.</p> <p>Where covered areas such as carports, patios, balconies, entertainment or similar area are enclosed to create additional floor area the fees are charged as for new floor area.</p>
<b>2.5.</b>	<p><b>OTHER RESIDENTIAL : ADDITIONS</b></p> <p>Includes additions to Block of flats, Townhouses, Group housing and Single Title developments</p> <ul style="list-style-type: none"> <li>• Additions: assessed on the area (m<sup>2</sup>) per category.</li> </ul>
<b>2.6.</b>	<p><b>NON-RESIDENTIAL: COMMERCIAL.</b></p> <p>Includes shops, offices, service stations, hotels and additions thereto.</p>
<b>2.7.</b>	<p><b>NON-RESIDENTIAL: OTHER.</b></p> <p>Schools, Churches, Place of Education (i.e. Daycares, technicons etc.) and additions thereto</p>
<b>2.8.</b>	<p><b>NON RESIDENTIAL: COMMERCIAL.</b></p> <p>Includes shops, offices, service stations, hotels and additions thereto</p>
<b>2.9.</b>	<p><b>NON RESIDENTIAL: RURAL BUILDINGS.</b></p> <p>Incl silos, barns, hangers etc and additions thereto</p> <ul style="list-style-type: none"> <li>• All farmhouses and labourers accommodation to be taken at residential rate.</li> </ul>
<b>2.10.</b>	<p><b>INTERNAL ALTERATIONS -- ALL CATEGORIES</b></p> <p>Qs/Architect Estimate of building work cost of the alterations to be provided.</p> <p>Internal alterations to Single residential and Other residential dwelling units to be</p>

	charged the minimum fee per unit.
<b>2.11.</b>	<b>SKETCH PLAN FEE</b> Includes Circulation for comment, Pre-application meeting and vetting of minutes. Fee not deductible from final plan fee.
<b>2.12.</b>	<b>MAJOR HAZARD INSTALLATIONS</b>
<b>2.13.</b>	<b>LPG INSTALLATIONS (ALL INSTALLATIONS)</b>
<b>2.14.</b>	<b>MASTS</b> Includes all freestanding or rooftop base telecommunication stations and or any affixed system of wires, poles, rods, reflective surfaces or similar devices, used to transmit or receive electronic communication signals or electro-magnetic waves
<b>2.15.</b>	<b>PROVISIONAL AUTHORISATION</b> Applications for Provisional Authorisation to Commence with the erection of a Building: <ul style="list-style-type: none"> <li>• Applications for provisional authorisation to proceed with the erection of a building prior to final building plan approval must be in writing and will be considered in exceptional circumstances on condition that: <ul style="list-style-type: none"> <li>○ The application has been formally submitted (the full scrutiny fees paid) and the plans have been circulated to the applicable service branches and a consolidated list of requirements have been compiled.</li> <li>○ The application for provisional authority is in writing and is fully motivated.</li> <li>○ The prescribed provisional authority fee is paid. This fee is not refundable.</li> <li>○ The application is for specific items of work clearly defined on the working drawings accompanying the building plan submission.</li> <li>○ The architectural area of the building under consideration (as defined in Section 1 of Act 103 of 1977) is greater than 500 square metres.</li> <li>○ Full Planning (Zoning) approval has been obtained.</li> <li>○ The property must not be encumbered by private restrictive title deed conditions.</li> </ul> </li> <li>• Any work done prior to the approval the building plans is entirely at the applicants' risk and should the plans require amendments or should the application be refused for any reason the work already completed will have to altered or removed as the case may be at the applicant's expense.</li> </ul>
<b>2.16.</b>	<b>EXTENSION OF VALIDITY of APPROVED APPLICATIONS</b> For consideration of extending 12 month validity period of an approved building plan or the 6month validity period of a permit before works have commenced. <ul style="list-style-type: none"> <li>• Extensions must be applied for at least 10 working days prior to lapse date of the application.</li> </ul> <b>EXTENSION OF VALIDITY OF APPLICATIONS FOR AN ADDITIONAL VALIDITY PERIOD FROM THE DATE OF FIRST REFUSAL BEFORE APPROVAL MUST BE OBTAINED</b> The 12 month period (from date of first refusal/ amendment letter issued) that is allowed for to obtain approval for building plans or permits may be extended on application <ul style="list-style-type: none"> <li>• Extensions must be applied for at least 10 working days prior to lapse date of the application.</li> </ul>
<b>2.17.</b>	<b>APPLICATIONS FOR APPROVAL OF PREVIOUSLY APPROVED APPLICATIONS THAT HAVE LAPSED</b> For consideration of previously APPROVED APPLICATIONS that have lapsed, provided that this application is submitted WITHIN 6 MONTHS of the lapse date of the original APPROVED APPLICATION. <ul style="list-style-type: none"> <li>• Minimum of category + Portion of Applicable fee up to a Total of 50% of the FULL FEE</li> </ul>
<b>2.18.</b>	<b>REQUEST : OCCUPANCY CERTIFICATE</b> Request for occupancy certificate for all buildings where the request is received

	<p>more than 9 months after the buildings are deemed completed by Council or a permission to use was issued for a portion of the building and is now fully occupied.</p> <ul style="list-style-type: none"> <li>• The full submission fee as for a new submission is payable up to the maximum of the published tariff.</li> <li>• An "As Built" plan is required in all circumstances together with required certificates.</li> </ul> <p><b>REQUEST : PERMISSION to USE</b></p> <p>Request for conditional use of the building or portion of the building that is completed in accordance with the approved building plan.</p> <ul style="list-style-type: none"> <li>• The portion of the completed works must be safe to use, and</li> <li>• Occupants must be able to access and escape from the requested portion without hindrance.</li> <li>• The extent and duration of use of the portions may be restricted.</li> <li>• A copy of the approved plan indicating the areas to be considered for use is required in all circumstances; together with</li> <li>• The required completion and compliance certificates.</li> </ul>
<b>2.19.</b>	<p><b>FOR THE CONSIDERAION OF PLANS FOR EXISTING STRUCTURES PRE 1964 FOR SECTIONAL TITLE PURPOSES</b></p> <p>Application to allow for the confirmation of existing structure to be fit for purpose</p> <ul style="list-style-type: none"> <li>• Proof of completion prior to 1964 without subsequent alterations and additions to be provided.</li> <li>• An as built plan with the relevant services reticulation and fire separation elements to be submitted as basis for the compilation of the proposed sectional plan</li> <li>• A letter of confirmation will be provided as it is not possible to issue an Occupancy certificate retrospectively.</li> </ul>
<b>2.20.</b>	<p><b>TEMPORARY BUILDINGS</b></p> <p>Include structures and installations for events</p> <ul style="list-style-type: none"> <li>• Approval in terms of National Building Regulation A23.</li> <li>• Period of validity to be stated.</li> <li>• Applicable event application to be referenced on the application motivation</li> </ul> <p>An additional Fire Fee may be charged if required</p>
<b>2.21.</b>	<p><b>DEMOLITIONS (ALL APPLICATIONS)</b></p> <p>Applications for total demolition of structures and clearance of the site. The Director: Development Management may waive the tariff for demolition permits required for the demolition of Problem buildings resulting from enforcing the provisions of the Problem Building By-law.</p> <ul style="list-style-type: none"> <li>• Valid Heritage clearance must accompany the application for demolition of buildings older than 60 years</li> <li>• Compliance with the solid waste bylaw requirements must be provided prior to approval</li> </ul>
<b>2.22.</b>	<p><b>HOARDINGS</b></p> <p>Basic permit fee will be charged on submission</p> <ul style="list-style-type: none"> <li>• Additional fees may be charged for: <ul style="list-style-type: none"> <li>• utilization of footways or public streets for site operations; or</li> <li>• rental of footways or public streets for material storage</li> </ul> </li> </ul>
<b>2.23.</b>	<p><b>PRINTING/COPIES &amp; INFORMATION PRODUCT FEES</b></p> <p>This fee allow for the search for the record of additional electronic or hardcopy records, the retrieval there-off and making it available in an electronic format to the owner for download and his or her appointed applicant (3<sup>rd</sup> Party)</p> <ul style="list-style-type: none"> <li>• Electronic copies of approvals since 2015 may be available for download and Registered Property owners are not charged for downloading available</li> </ul>

	information directly from Development Management Services' e-Portal Service.
	<p><b>PRINTING/COPIES &amp; INFORMATION PRODUCT FEES</b></p> <p><b>Requests for information:</b></p> <ul style="list-style-type: none"> <li>• If information is specifically requested in terms of the "Access to Information Act," the relevant fees as prescribed in terms of that Act apply.</li> </ul> <p><b>Printing fees:</b></p> <ul style="list-style-type: none"> <li>• Printing and copying fees are charged at the same rate as per Promotion of Access to Information Act 2 of 2000 tariffs. Printing fees are charged per page according to size. Hard copies will only be made in the sizes that are available at a particular district office.</li> </ul>
<b>3.</b>	<p><b>EXEMPTIONS</b></p> <p>The following applications are exempt from the payment of scrutiny fees:</p>
<b>3.1.</b>	<p><b>NON-RESIDENTIAL BUILDINGS FOR NATIONAL or PROVINCIAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• Applications in respect of any building to be erected by or on behalf of the State for the state. In this context "State" means an "organ of State" as defined in Section 239 of the Constitution.</li> <li>• This is interpreted as those institutions which are an intrinsic part of government and those institutions outside the public service which are controlled by the State – i.e. where the majority of the members of the controlling body are appointed by the State or where the functions of that body and their exercise is prescribed by the State to such extent that it is effectively in control.</li> </ul>
<b>3.2.</b>	<p><b>ALL BUILDINGS FOR LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• Building Plans for all buildings and structures, including Housing projects managed by the Local Authority, erected for and by the Local Authority. (Plans must be submitted and approved prior to construction.)</li> </ul>
<b>3.3.</b>	<p><b>ADDITIONS and ALTERATIONS to all BUILDINGS of SPECIAL HERITAGE SIGNIFICANCE</b></p> <ul style="list-style-type: none"> <li>• Applications in respect of alterations and/or additions to any building older than 60 years and of special heritage significance subject to the following provisos: <ul style="list-style-type: none"> <li>• The exemption will be applicable for internal and external alterations, including renovations and repairs, where at least two thirds of the heritage fabric is retained as determined by the City's Heritage Resource officials. The exemption will not apply to applications where only the shell of the original building is retained.</li> <li>• The exemption will be applicable for additions to existing buildings on condition that the architectural floor area of the additions is less than 25% of the architectural floor area of the original building.</li> <li>• The exemption will not apply to applications for new separate buildings on the same erf.</li> <li>• The exemption will not apply to applications for new work where only a portion of the original building is retained. For example, the façade of the original building. The exemption will apply where the façade is retained and there is redevelopment within the envelope of the existing building.</li> </ul> </li> </ul> <p>The exemption will not be applicable to applications for building work in urban conservation areas unless the first two criteria apply.</p>
<b>3.4.</b>	<p><b>ENVIRONMENTAL and HERITAGE BRANCH REQUESTS</b></p> <p>The Director: Planning and Building Development Management may grant or refuse applications for the exemption of some or all the applicable Building Development application fees of a particular application which are necessitated due to changes to developments made at the request of the Environmental</p>

	Management Service of the City of Cape Town in the interests of environmental or heritage conservation.
<b>3.5.</b>	<p><b>SPECIAL INVESTMENT INCENTIVE AREAS</b></p> <ul style="list-style-type: none"> <li>• Applications in respect of any building to be erected or altered or additions thereto in the Atlantis Industrial Area as defined in the current City of Cape Town: Municipal Planning By-law; or</li> <li>• Any building to be erected or altered or additions thereto in any other approved spatially targeted areas as provided for in Council's Investment Incentives Policy.</li> </ul> <p>A reduced tariff in such areas may be applicable as stipulated in the establishment conditions thereof.</p>
<b>3.6.</b>	<p><b>RESTITUTION OF LAND</b></p> <ul style="list-style-type: none"> <li>• All applications required to address / give effect to successful resettlement claims in terms of the Restitution of Land Rights Act, as well as in cases where land has been allocated to a successful claimant, such claimant is allowed to submit only one application (building plan), for residential development only which application(s) will be exempted from building plan fees as per normal fees.</li> <li>• In cases where a successful land claimant submits a building plan for a purely non-residential development (which does not include any residential development) on land so obtained, such non-residential application is subject to all the fees applicable to any other similar application which was not obtained by way of the Restitution of Land Rights Act.</li> <li>• If a successful land claimant submits a building plan for a mixed use development (which includes non-residential development) on land so obtained, such non-residential building plan gets charged the normal fees as specific for such application as if the non-residential part of the application is a separate application from the residential part of the development.</li> </ul>
<b>3.7.</b>	<p><b>VULNERABLE GROUPS</b></p> <ul style="list-style-type: none"> <li>• Applications from organizations providing residential facilities to the elderly and homeless children who qualify for rates relief in terms of: (a) the criteria mentioned in Item 6.7 of the Rates Policy and; (b) accreditation obtained from the Homeless Agency Committee (HOMAC) as stipulated in the Children's Act No. 38 of 2005. It will be required from the owner of the property on which the building plans is to be submitted to provide sufficient proof that he/she has been relieved from the payment of rates by the City's Revenue Department in terms of (a) or has obtained accreditation from HOMAC in terms of (b).</li> <li>• Applications for the conversion, or addition to, dwelling houses, other residential units in former state subsidized housing developments or in areas where shelters is allowed, for ECD purposes will be charged for at the minimum tariff for such residential developments up to a total habitable floor area of 80m<sup>2</sup>.</li> </ul>
<b>3.8.</b>	<p><b>APPROVAL DECISIONS REVIEWED by COURTS or APPLICABLE REVIEW AUTHORITIES</b></p> <p>The Director: Planning &amp; Building Development Management may authorise exemption from building plan application tariffs in cases where a building plan decision was set aside</p> <ul style="list-style-type: none"> <li>• in a court of law ; or</li> </ul>

	<ul style="list-style-type: none"> <li>• by an internal review authority within the City; and it is required in terms such ruling to be resubmitted to the City for decision, subject thereto that it is the same plan as originally submitted.</li> </ul>
4.	<p><b>GENERAL PROVISIONS</b></p> <p><b>VALIDITY PERIOD</b></p> <ul style="list-style-type: none"> <li>• Applications valid for 12 months from date of first amendments requested</li> <li>• Permit approvals valid for 6 months</li> <li>• Building Plan approvals is valid for 12 months</li> </ul> <p><b>ALTERATIONS:</b> Plans will be assessed as follows:</p> <ul style="list-style-type: none"> <li>• Alterations, Non-residential: assessed on the QS/Architect estimated value of the building cost (wet works) and calculated at 0.85% of the value.</li> <li>• Alterations, Residential and other Residential: assessed on the minimum tariff per category.</li> </ul> <p><b>MIXED USE BUILDINGS</b> Applications for mixed use buildings: Plans will be assessed as follows:</p> <ul style="list-style-type: none"> <li>• Where there is a horizontal separation of uses, for example, parking floors within an office building, the parking component is assessed separately at the applicable rate.</li> <li>• Each category is charged for separately even if part of a full plan submission</li> </ul>
5.	<p><b>METHOD OF PAYMENT</b> Please refer to the Tax Invoice for payment method options, or to <a href="http://www.capetown.gov.za/work%20and%20business/planning-portal/online-planning-and-building-resources/dams">http://www.capetown.gov.za/work%20and%20business/planning-portal/online-planning-and-building-resources/dams</a></p>
6.	<p><b>TIME OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Fees are due on submission of the building plan application at the applicable Tariff rate on that date.</li> <li>• Applications are only processed upon payment of the prescribed fees.</li> </ul>
7.	<p><b>PROOF OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• The correct payment must be verified by the system against the application before any scrutiny will be done.</li> </ul>
8.	<p><b>REFUNDS</b></p> <ul style="list-style-type: none"> <li>• Refunds will only be considered upon request from the applicant or owner.</li> <li>• In the case of errors or incorrect charging and subsequent correction thereof by the department, and subject to the approval of the Director: Development Management, a fee paid in terms of this tariff, fees and charges book is refundable. Refunds will only be considered upon request by the applicant or owner.</li> <li>• No refund will be paid if the fees was captured in accordance with the information provided by the applicant</li> </ul>
9.	<p><b>PAYMENT ERRORS.</b></p> <ul style="list-style-type: none"> <li>• Where the applicant has made an error in payment e.g. overpaid an invoice or paid into the incorrect City account, reimbursement enquiries to the City can be made.</li> <li>• Errors in the determination of the fees, under charging, must be rectified prior to the approval of the application.</li> </ul>
10.	<p><b>SUBJECT TO CHANGE</b></p>

	<ul style="list-style-type: none"> <li>• All fees and business rules are subject to change.</li> <li>• The fees applicable at the time of payment of the application are payable.</li> </ul>
11.	<p><b>Effective 01 July 2025</b></p> <p>These business rules must be read in conjunction with the "BUILDING DEVELOPMENT MANAGEMENT TARIFF STRUCTURE FOR 2025/2026"</p> <p>Enquiries: Mr P Koekemoer, Tel 021 400 7581</p>