



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

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.*



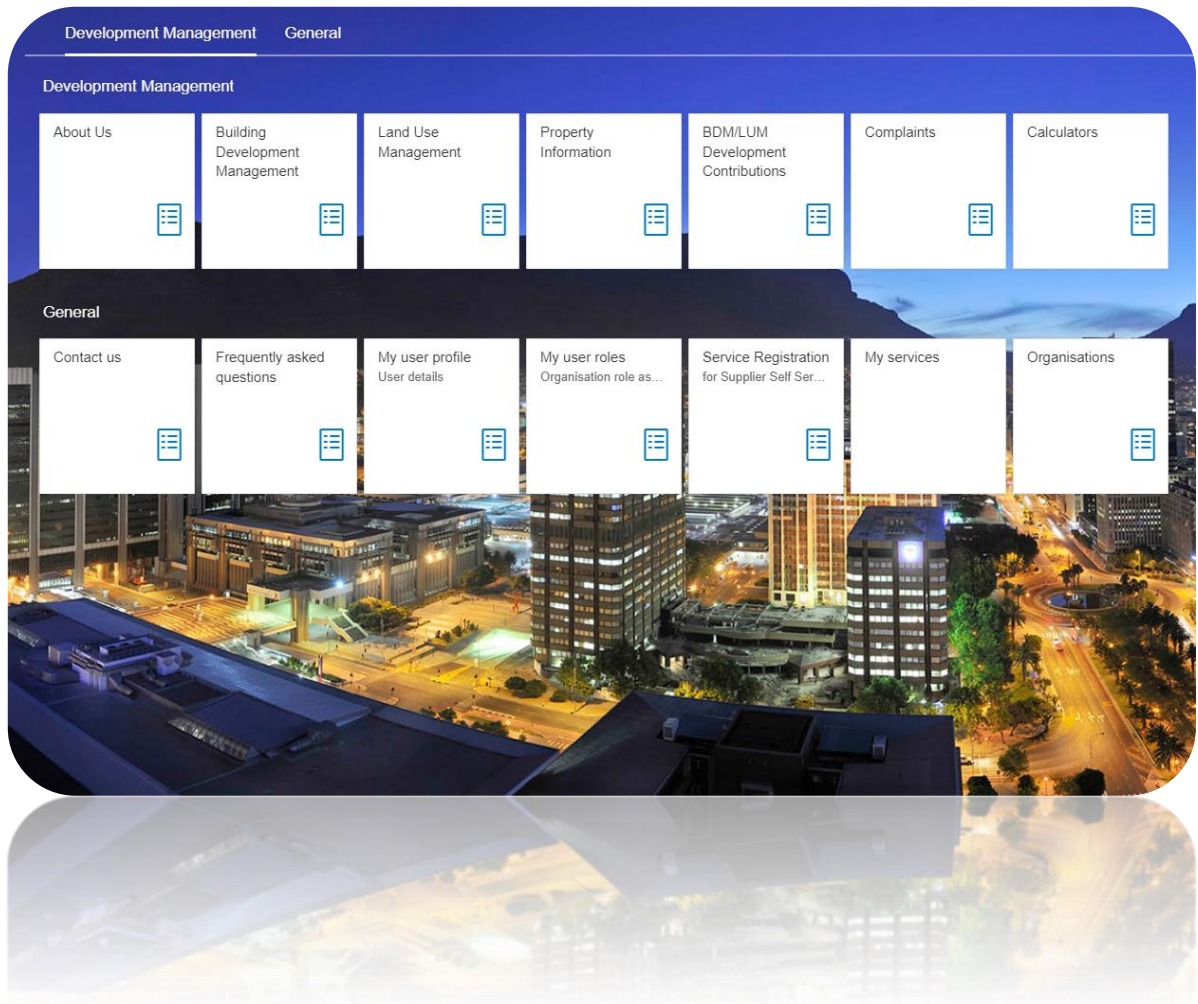
PLEASE NOTE:

Applicants must be registered on the e-services portal.
Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

DAMS Access:

Access the **e-Services** portal:

Development Management **e-Services** home page



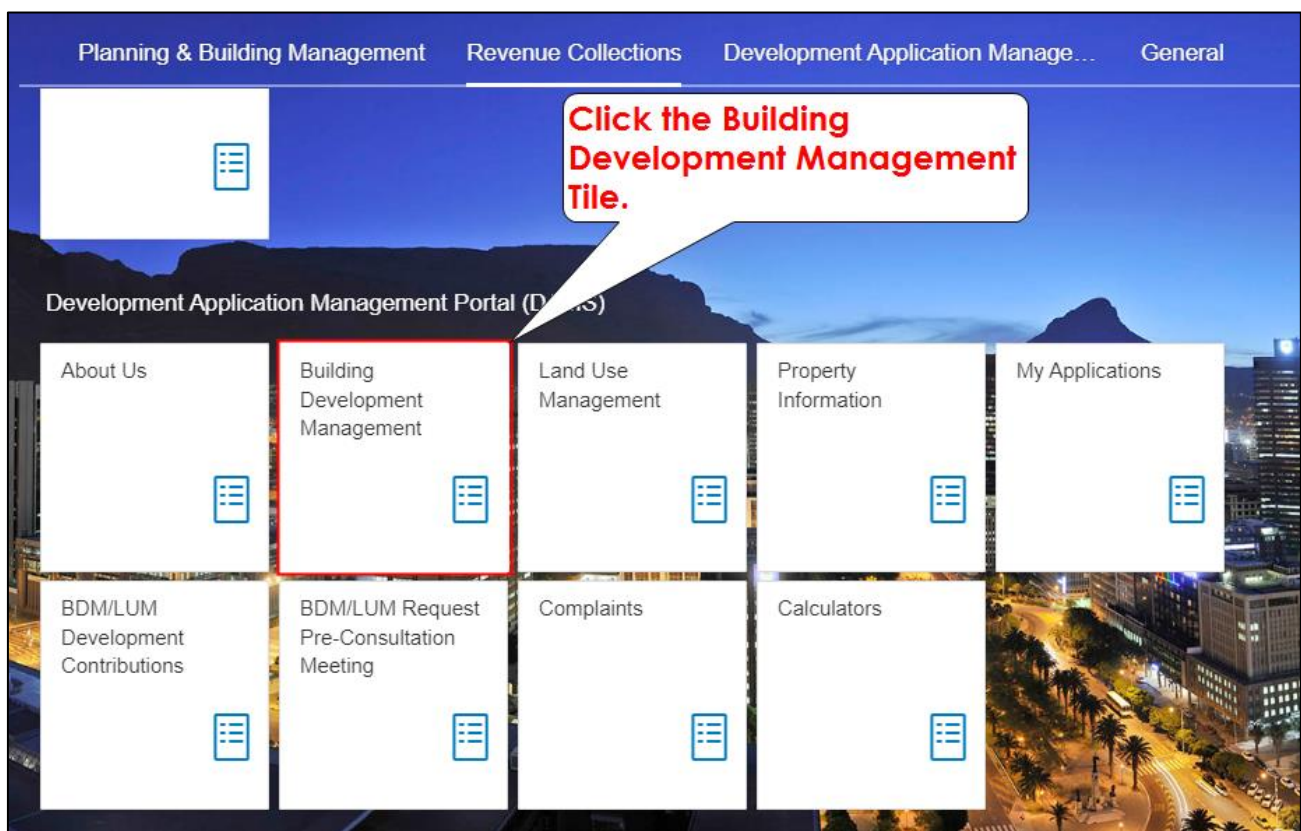
BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Overview:

This user manual will simulate the process "Submit a Building Plan/Permit" via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the "Building Development Management Tile"



STEP 2: Submit a Building Plan/Permit application

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

Select the "Submit Building Plan/Permit" Tile.

Requests (Paid Services)

Request Copies of Plans
Application

Request Permission to Use
Application

Request Occupancy Certificate
Application


Resubmission after Refusal
Application

STEP 3: Selecting the applicant and payer

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

*Application as: 

Full name: the person owning the property


Business partner number: the person appointed by the owner of the property

Address details:

*Email:

*Mobile number:

*Who will be responsible for payment:

 If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

*Application as: the person appointed by the owner of the property ▾

Full name: ELLA RICH

Business partner number: 1003055441

Address details: 89 Wood Cape town 7878 ZA

*Email: tyu@hfh.com

*Mobile number: 0832348560

*Who will be responsible for payment: ▾

Select from the list below

- Applicant
- Owner

Click the drop-down arrow to select the payer.

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

*Application as: the person appointed by the owner of the property ▾

Full name: ELLA RICH

Business partner number: 1003055441

Address: 89 Wood Cape town 7878 ZA

*Mobile number: 0832348560

*Who will be responsible for payment: Applicant ▾

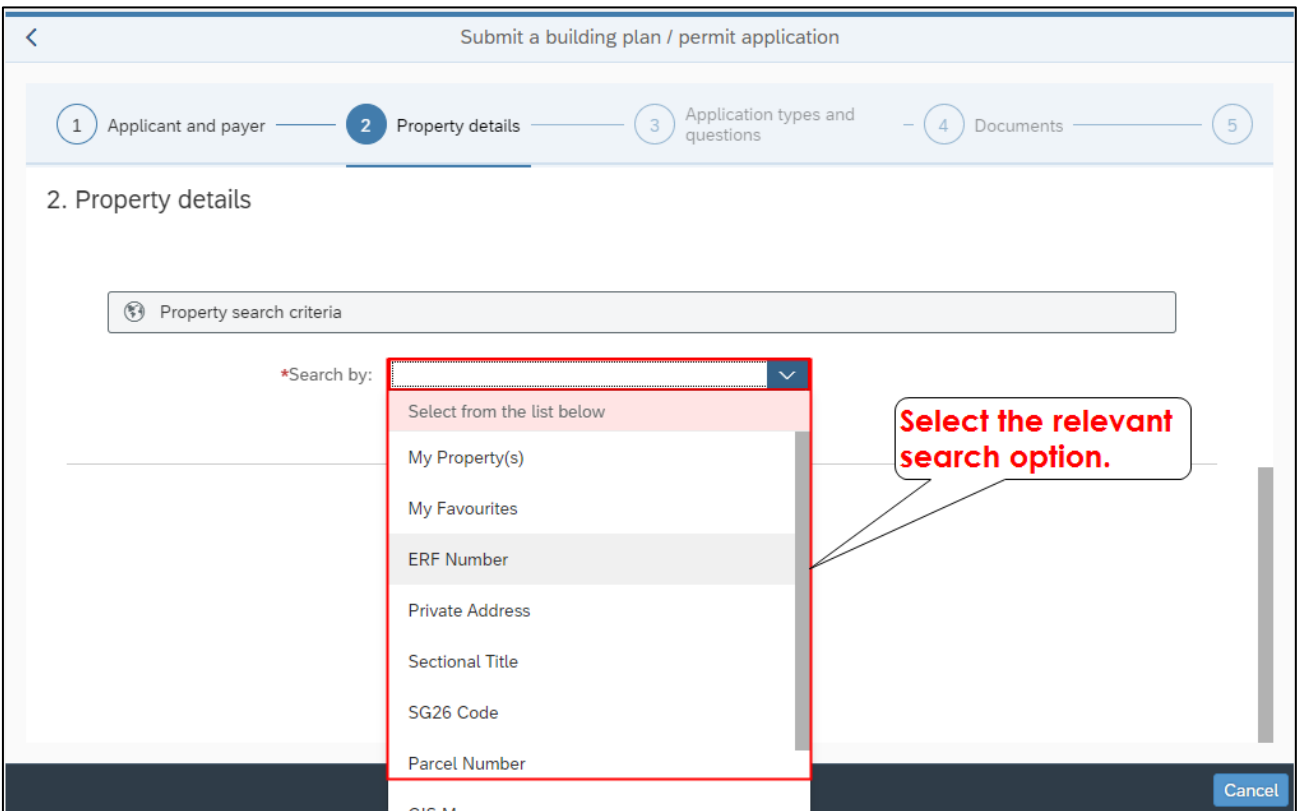
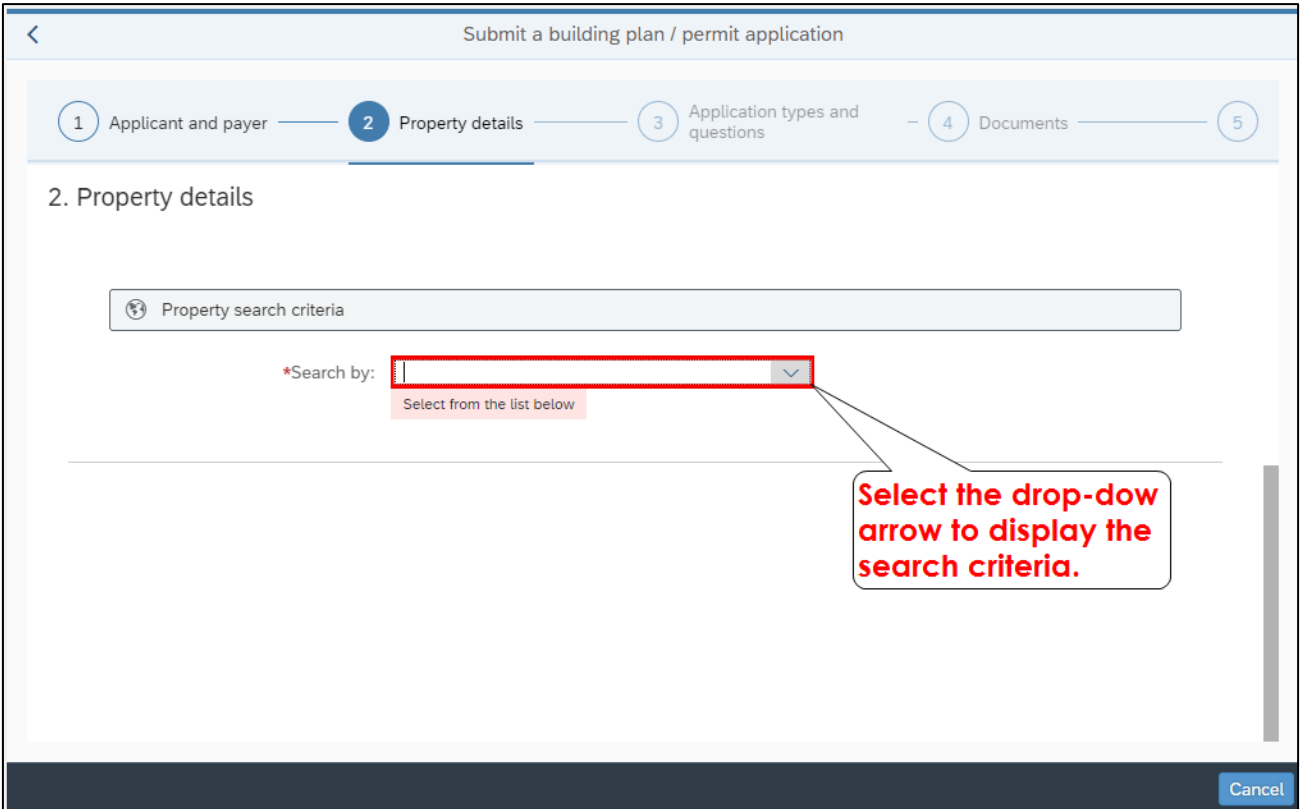
Click Step 2 to proceed.

Step 2

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

STEP 4: Search criteria process and property details



Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment: []

*ERF number: 934

Search

Cancel

Select the drop-down arrow to display the allotment areas.

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment: [ABBOTSDALE, ATLANTIC HILLS, ATLANTIS INDUSTRIAL, BAINS KLOOF PASS, BAKKERSHOOGTE, BANTRY BAY, BELLVILLE, BERGVLIET, BETTY'S BAY, BIG BAY, BIRKENHEAD]

*ERF number: 934

Search

Cancel

Select the relevant allotment OR type the allotment area.

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment:

*ERF number:

Enter the ERF Number Search

Select the erf number field and type in the erf number.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

2. Property details

Property search criteria

*Search by: ERF Number

Click Search

Search by erf number and allotment

Allotment: BERGVLIET

*ERF number: 934

Search

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Allotment: BERGVLIET

*ERF number: 934

Select the property line item.

Select the property

ERF number	House number	Street
00000934	25A	FIRGROVE

Suburb: BERGVLIET

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Select the property

ERF number	House number	Street
00000934	25A	ROVE

Suburb: BERGVLIET

*Select owner:

- Select owner from dropdwon
- CITY OF CAPE TOWN

Click the drop-down arrow to select the property owner.

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

Owner details

Full name: CITY OF CAPE TOWN

Business partner number: 1002183435

Address details: 12 HERTZOG BOULEVARD CAPE TOWN 8001 WC ZA

ester1@gmail.com

0849035667

Click Step 3 to proceed.

Step 3

Cancel

STEP 5: Selecting the application type and questions

Submit a building plan / permit application

1 - 2 Property details — 3 **Application types and questions** — 4 Documents — 5 Review application

3. Application types and questions

i Building plan applications are for all building related work, with various subcategories, based around your requirements.

Application type

Application type:

Permit type: Enter the application type

Plan type: Building Plan Application

Application sector: Permits

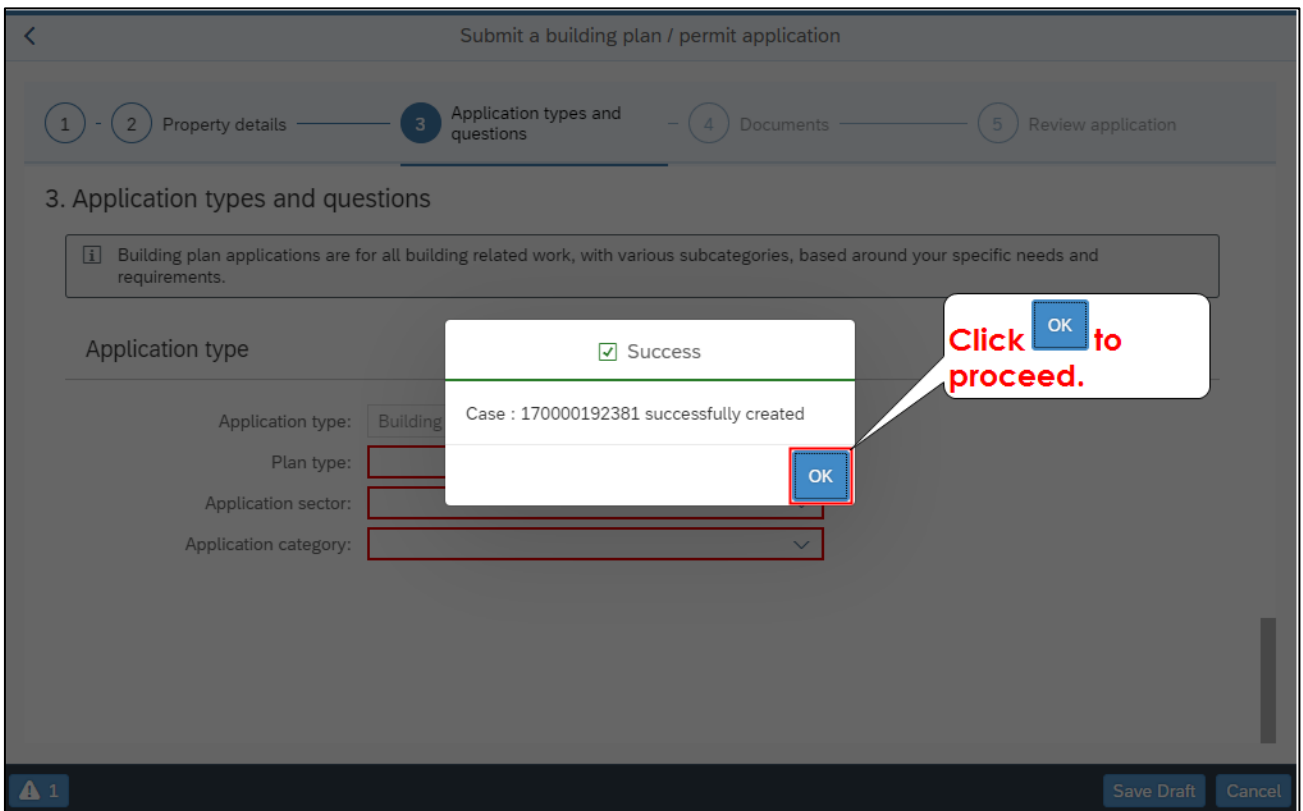
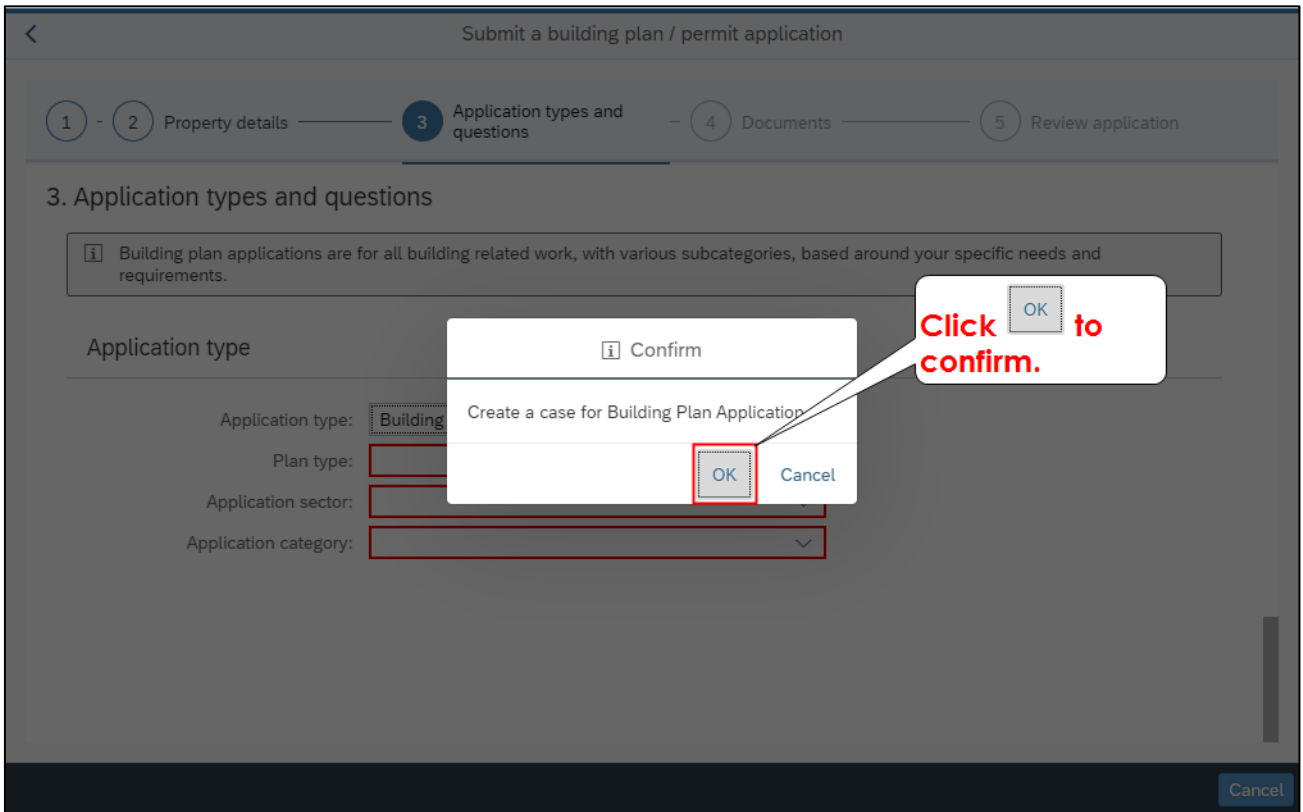
Application category:

Application category - Permits:

Click the application type drop-down arrow to select the application type

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT



Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

3. Application types and questions

i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Building Plan Application

Plan type: **▼**

Application sector: Enter the plan type

Application category: Building Plan < 500m2

Building Plan > 10 000m2

Building Plan > 500m2

Minor Works

Click the plan type drop-down arrow to select the plan type category.

1 Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

3. Application types and questions

i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Building Plan Application

Plan type: Building Plan < 500m2

Application sector: **▼**

Application category: Application sector

Private

Local Authority

Provincial Government

National Government

Special Tariff Exemptions

Note: These sectors are only to be selected where the applications are specifically submitted for these sectors or property owners!

Click the application sector drop-down arrow to select the application sector type.

Note: This sector for Special Tariff Exemptions, only applies to City of Cape Town Incentive Areas. (e.g. Atlantis Industrial)

1 Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review and submit application

3. Application types and questions


i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Building Plan Application


Plan type: Building Plan < 500m2

Application sector: Private

Application category: 

- Application category
- Residential
- Non-Residential


Click the application category drop-down arrow to select the application category type.

 1 Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — **3 Application types and questions** — 4 **Click the drop-down arrow to select the building work type**


Residential - select one or more of the available options



Select from drop down

- Internal Alterations
- New Additions
- Minor Works

Note: Single or Multiple Building Work Types may be selected for Submission.

*Professional person: 

Submit a building plan / permit application

1 - 2 Property details - **3 Application types and questions** - 4 Documents - 5 Review application

Residential - Internal alterations + change of use

*What is the value of building work?:

Number of Units:

Change of Use (if Yes, please check)

Note: This functionality is only available when selecting Internal Alterations as a Building Work Type

Residential - New / additions

Single Residential

Townhouses

Group Housing

Single Title

Retirement housing

Block of flat with Lifts

Block of flat without Lifts

Answer the questions applicable to your application.

Submit a building plan / permit application

Application types and questions

Available options

Select and enter the application details to your application.

Note: This functionality is only available when selecting New Additions as a Building Work Type

Residential - new / additions

New / additions	Total m2 (new work)
<input type="checkbox"/> Single Residential	<input type="text"/>
<input type="checkbox"/> Townhouses	<input type="text"/>
<input checked="" type="checkbox"/> Group Housing	<input type="text"/>
<input type="checkbox"/> Single Title	<input type="text"/>
<input type="checkbox"/> Retirement housing	<input type="text"/>
<input type="checkbox"/> Block of flat with Lifts	<input type="text"/>
<input type="checkbox"/> Block of flat without Lifts	<input type="text"/>

1 Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Select and enter the details applicable to your application.** — 3 Review and submit application

Residential - minor works

Minor work	Total m2 (new work)
<input type="checkbox"/> MW RES Aviary	<input type="text"/>
<input type="checkbox"/> MW RES Awnings	<input type="text"/>
<input type="checkbox"/> MW RES Cellmast Greenfields	<input type="text"/>
<input type="checkbox"/> MW RES Cellmast Rooftop	<input type="text"/>
<input type="checkbox"/> MW RES Change room	<input type="text"/>
<input type="checkbox"/> MW RES Child's playhouse	<input type="text"/>
<input type="checkbox"/> Convert (Door / Window)	<input type="text"/>
<input type="checkbox"/> Covered Walkway	<input type="text"/>
<input type="checkbox"/> Cycle shed	<input type="text"/>
<input type="checkbox"/> Enclosed Balcony	<input type="text"/>
<input type="checkbox"/> Enclosed Braai/ Patio	<input type="text"/>
<input type="checkbox"/> Erection/Demolition-Internal Wall	<input type="text"/>
<input type="checkbox"/> Greenhouse	<input type="text"/>
<input type="checkbox"/> LP Gas Installations	<input type="text"/>
<input type="checkbox"/> Opening in wall	<input type="text"/>
<input type="checkbox"/> Open-sided Shelter/Carport <40m ²	<input type="text"/>
<input type="checkbox"/> Open-sided Shelter/Carport >40m ²	<input type="text"/>

Note: This functionality is only available when selecting Minor Works as a Building Work Type

1 Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 **Application types and questions** — 4 **Click the drop-down arrow and select your answer.** — 5 Review application

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

*Professional person:

1 Save Draft Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

Additional information

Is Enter the professional person

Name

ID Number

Professional Number

Business Partner Number

Click the drop-down arrow and select the preferred option.

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

*Professional person:

Type in the "professional person" detail as selected.

*Business partner number:

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

*Professional person:
Business Partner Number

*Business partner number:
Click Search Search

1 Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

Partner:
1001128778

Mobile Number:
0824539779

Appointment confirmation

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

Tick to confirm appointment and generate quotation

1 Save Draft Cancel

STEP 6: Quotation

Submit a building plan / permit application

Quotation

Note: This Communication is Important Process Steps that must be followed to Submit the Application.

Information

NB: Please complete Step 4 (Documents) and Step 5 (Review and submit application) to ensure the application is submitted

OK

Click **OK** to continue.

Close

Save Draft Cancel

Submit a building plan / permit application

on

A quotation have been generated, please check if the correct fees have been calculated.

Page 2 / 2

Department / Development Management

QUOTATION

Payment Reference:

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
3	1	* Single Residential >50 = 75m ² @ R 1,791.30 per each	1,791.30
TOTAL EXCLUDING VAT			21,460.95
TOTAL VAT			3,219.14
A rounding amount of 0.09- has been applied.			
TOTAL PAYABLE			24,680.00

Close

Save Draft Cancel

Submit a building plan / permit application

Quotation

Page 2 / 2 Department: Development Management

QUOTATION

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
3	1	* Single Residential >50 = 75m ² @ R 1,791.30 per each	1,791.30
TOTAL EXCLUDING VAT			21,460.95
TOTAL VAT			3,219.14
A rounding amount of 0.09- has been applied.			
TOTAL PAYABLE			21,680.00

Payment Reference:

Click Close to proceed.

Close

Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

Appointment confirmation

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

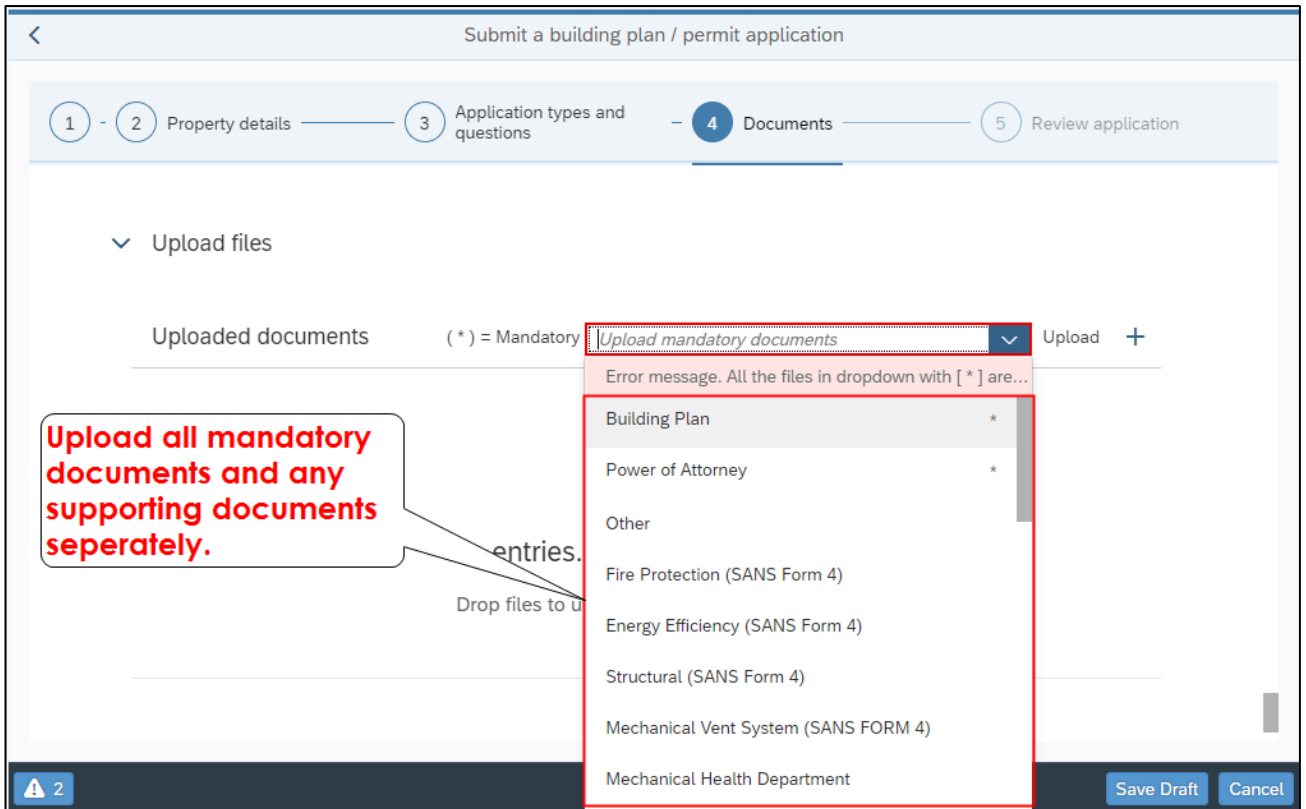
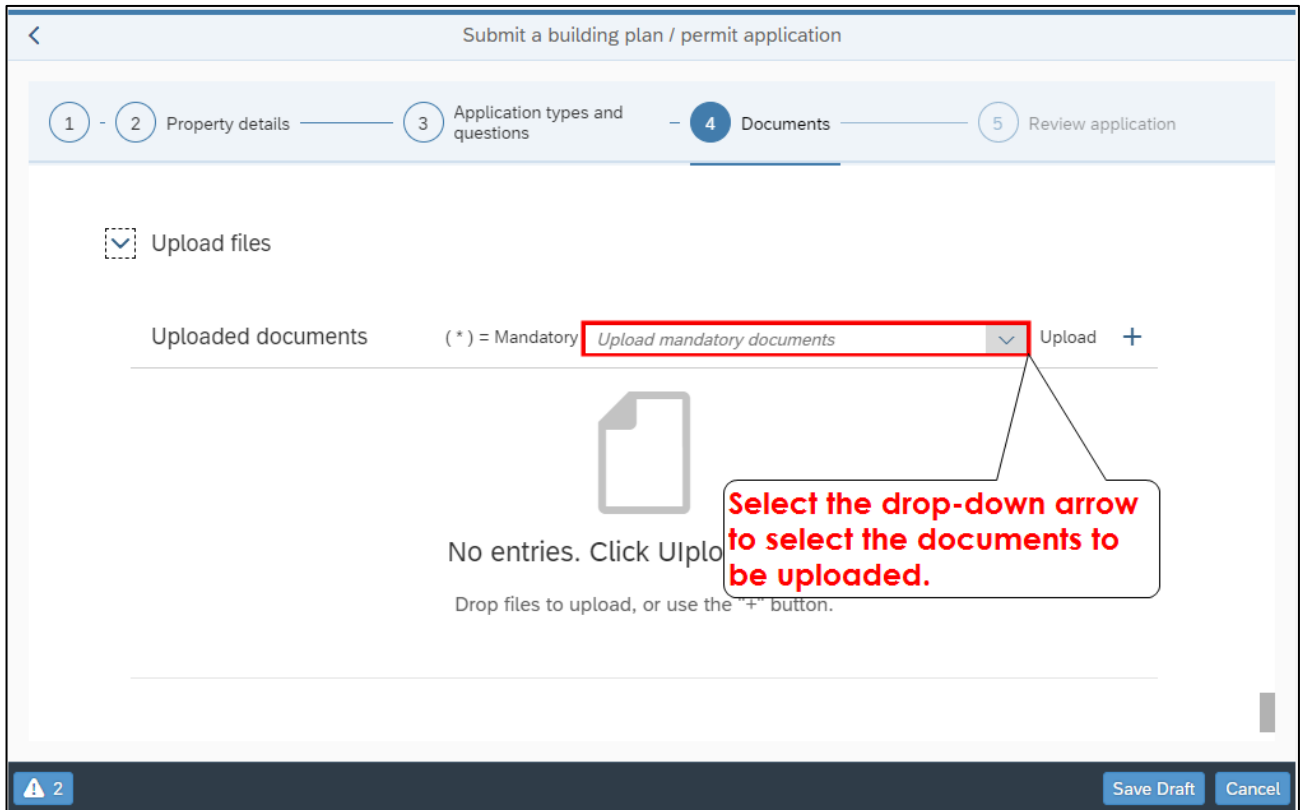
Tick to confirm appointment and generate quotation

Click Step 4 to proceed.

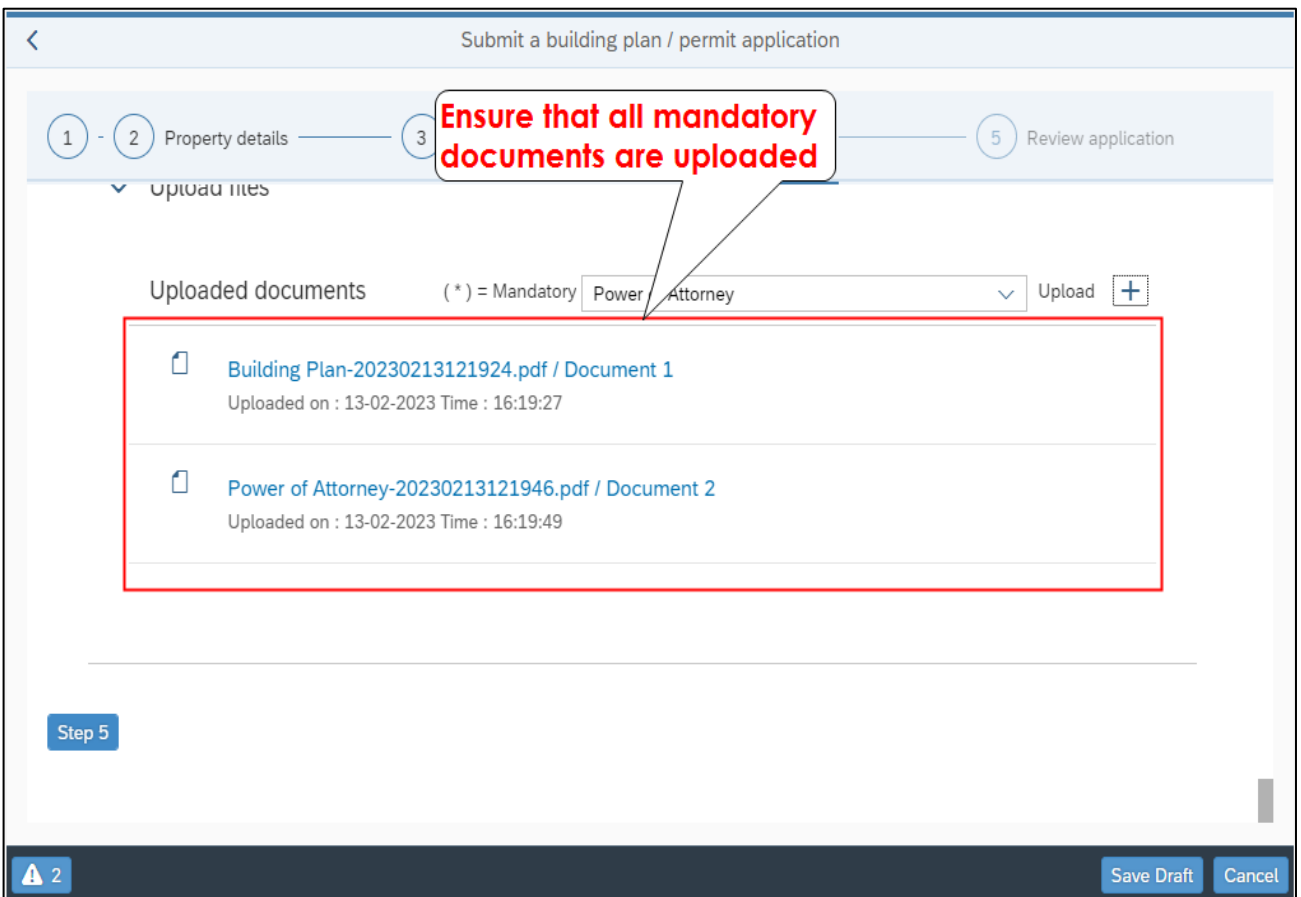
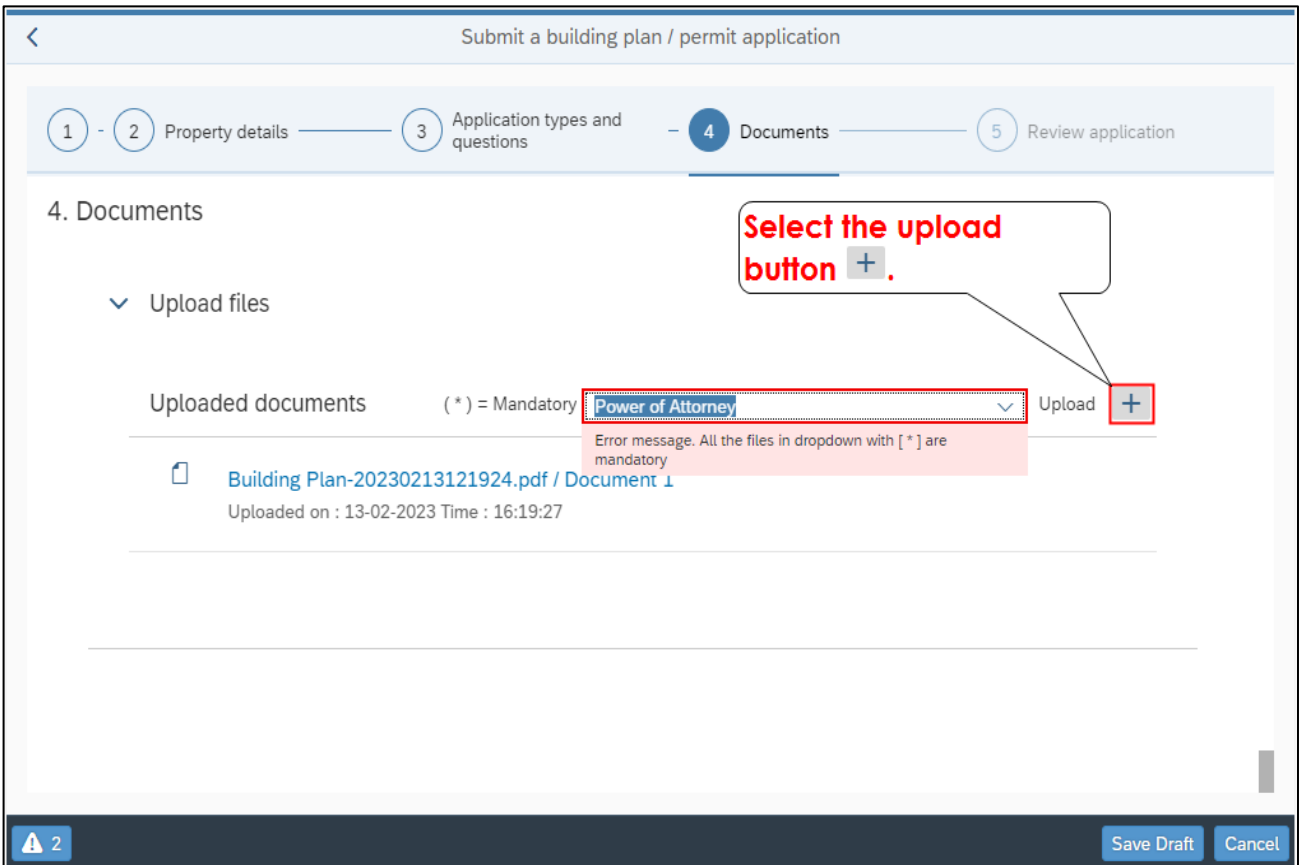
Step 4

Save Draft Cancel

STEP 7: Documentation selection and upload process



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

Upload files

Uploaded documents (*) = Mandatory Power of Attorney Upload +

Building Plan-20230213121924.pdf / Document 1
Uploaded on : 13-02-2023 Time : 16:19:27

Power of Attorney-20230213121946.pdf / Document 2
Uploaded on : 13-02-2023 Time : 16:19:49

Click **Step 5** to proceed.

Step 5

2 Save Draft Cancel

STEP 8: Application review and confirmation

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

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4 Documents — 5 Review application

5. Review application

Review

Click **Review**.

2 Save Draft Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Review submit a building plan / permit application

Please ensure that the details below are correct.

Case ID : 1700468333 Address : 4 MAIN FIRGROVE
Allotment: FIRGROVE Case status: Applicant Generate Invoice
ERF number: 00000604

1. Applicant and payer

Full name: JOHN KILLA
Business partner number: 1000000309
Address details: 36 UNION ROAD MILNERTON 7441 WC ZA
eMail: tyyu@hfh.com
Mobile number: (083) 234-8560
Payer: Applicant

Information
NB: Please review, confirm and submit the application

Click to confirm

[Edit](#)

Review submit a building plan / permit application

conditions in the owner will bear the sole responsibility for rectifying previously mentioned contraventions.

4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public for viewing on request.

6. That, the owner/applicant/developer, are aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable), and

7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.

8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep up to date with the application and will ensure that any additional information required by the City is promptly provided.

9. The email address provided in this application is to be used by the City to communicate when there is attention that will be available through e-Services. If my email address or cell number changes, please contact the City on 0860 103 089 to update my/our business partner details.

Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.

Tick to confirm and submit

Click the Tick-box to confirm that all details are correct

[Edit](#)

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Review submit a building plan / permit application

4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public for viewing on request.

6. That, the owner/applicant/developer, are aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable), and

7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.

8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep updated on the progress of the application and will ensure that any additional information required by the City is promptly provided.

9. The email address and cell number provided with this application is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.

Tick to confirm and submit

[Click to proceed](#)

[Edit](#)

Review submit a building plan / permit application

Pro Forma

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Payment Reference: 619718587

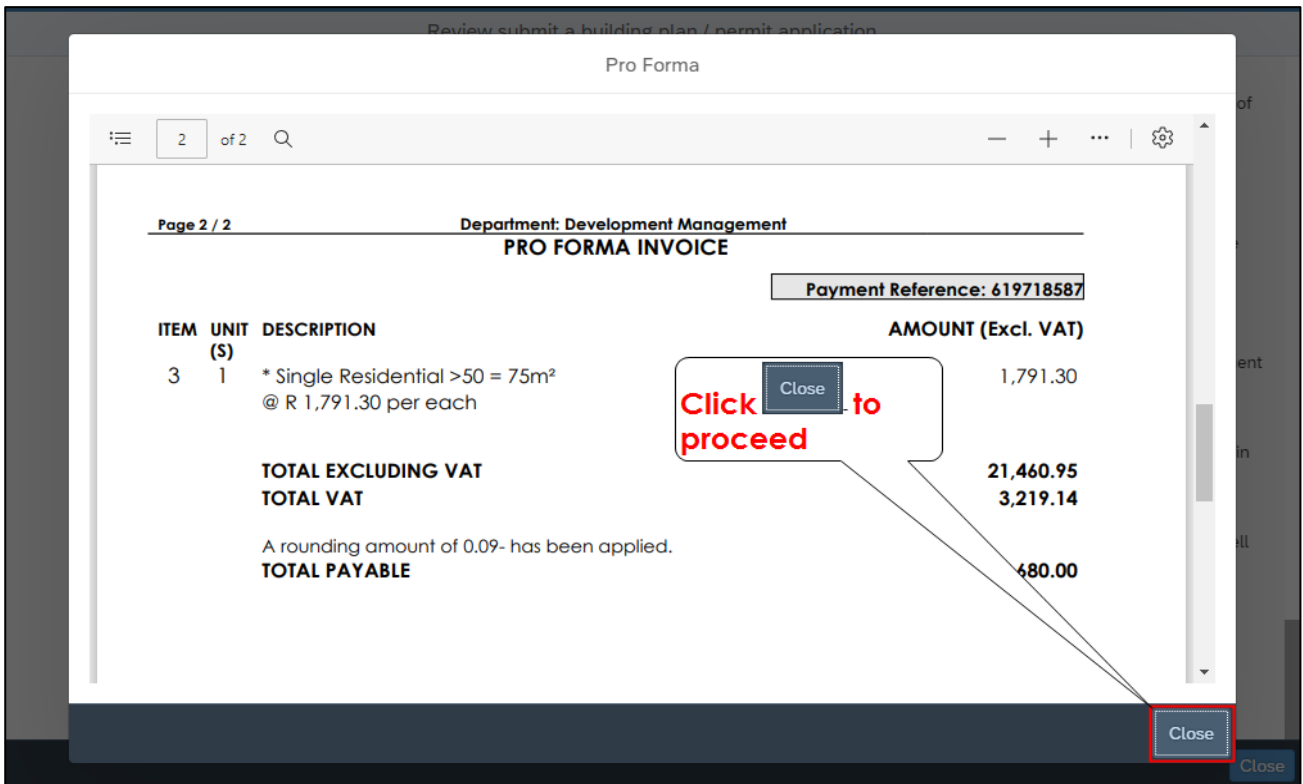
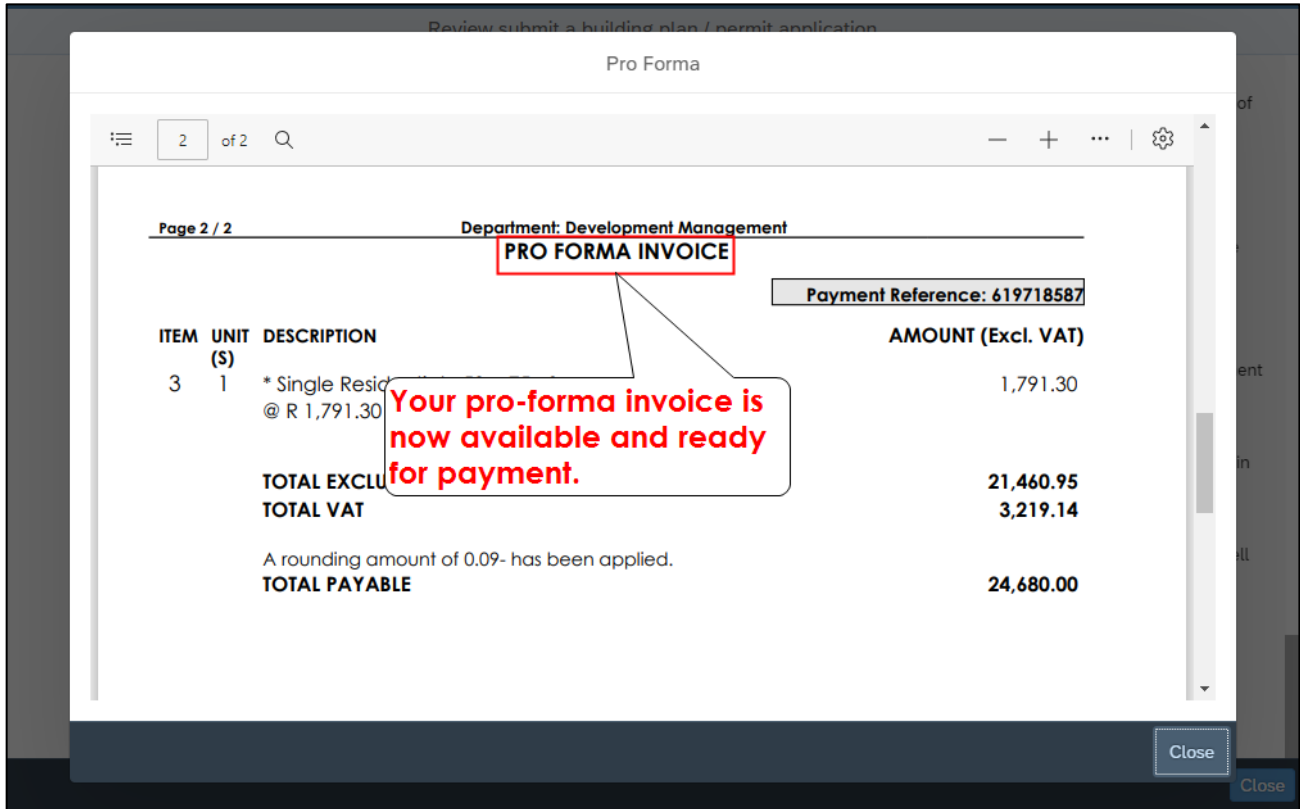
ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
3	1	* Single Res @ R 1,791.3	1,791.30
TOTAL EXC			21,460.95
TOTAL VAT			3,219.14
TOTAL PAYABLE			24,680.00

A rounding amount of 0.09- has been applied.

Success
Case : 170000192381 Successfully Submitted - Awaiting Payment!

STEP 9: Invoice and payment

Payment is now required for the application. Please proceed with payment through the various payment options



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A BUILDING PLAN/PERMIT

Review submit a building plan / permit application

1. That the information contained in this application and accompanying documentation is complete and correct.
2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.*
3. That where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.
4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.
5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.
6. That where the proposal involves existing building work erected on a site, that I/we have consulted with the Section Head: Land Use and Planning to ensure the correct application in terms of Planning law is being made. I/we confirm that the application complies with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
7. That, as owner/applicant/developer, I am aware of the state of the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable).
8. The email address and cell number provided on this form is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Service. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

Please note that the city may charge additional fees as per published Tariifs and may require additional information necessary to consider this application.

Tick to confirm

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](#)