



## Building Development Management (BDM) – Request Occupancy Certificate

### 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.

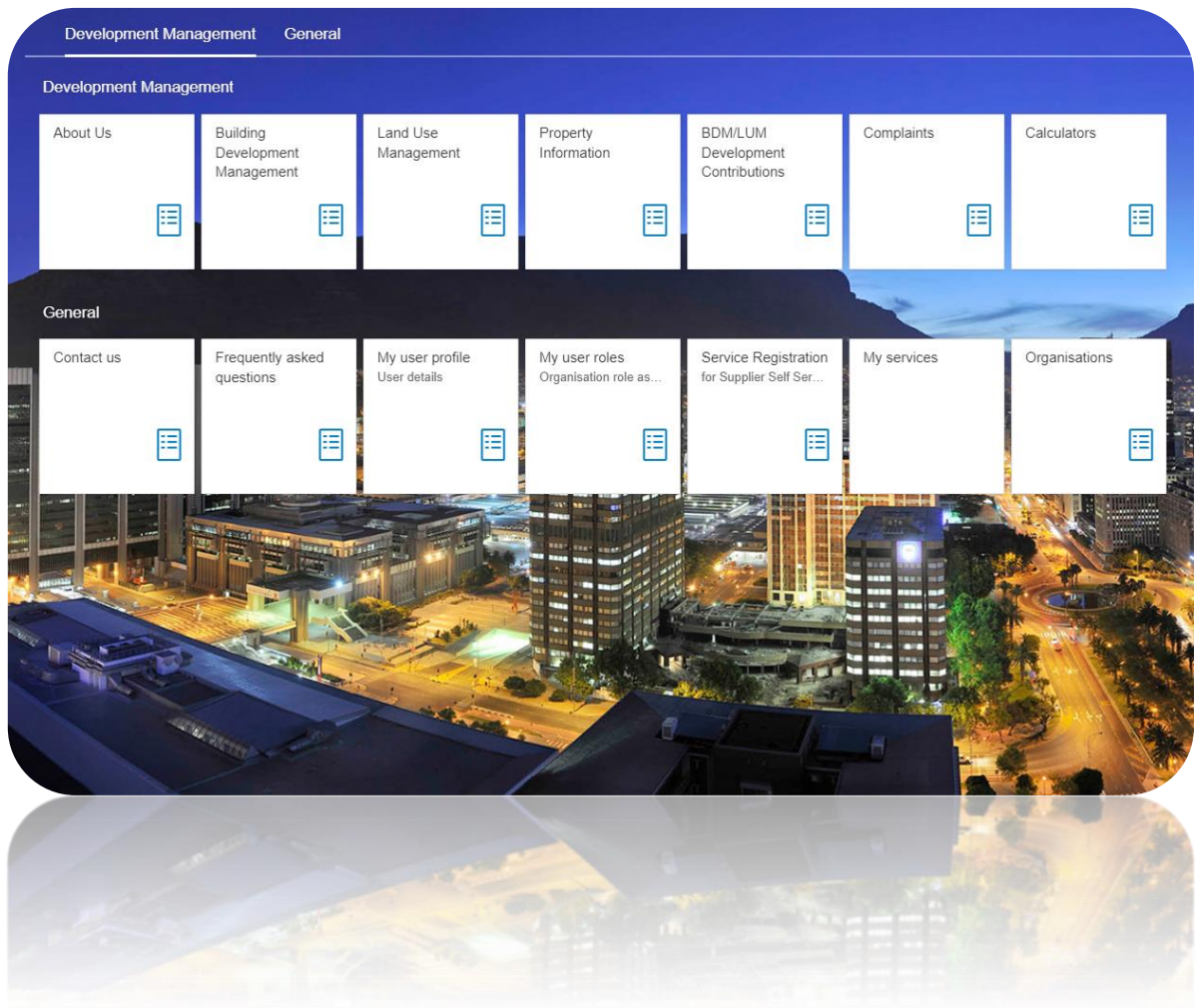
The following mandatory documents must be available for upload to process the request:

- o [Power of attorney](#)

**DAMS Access:**

Access the **e-Services** portal

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



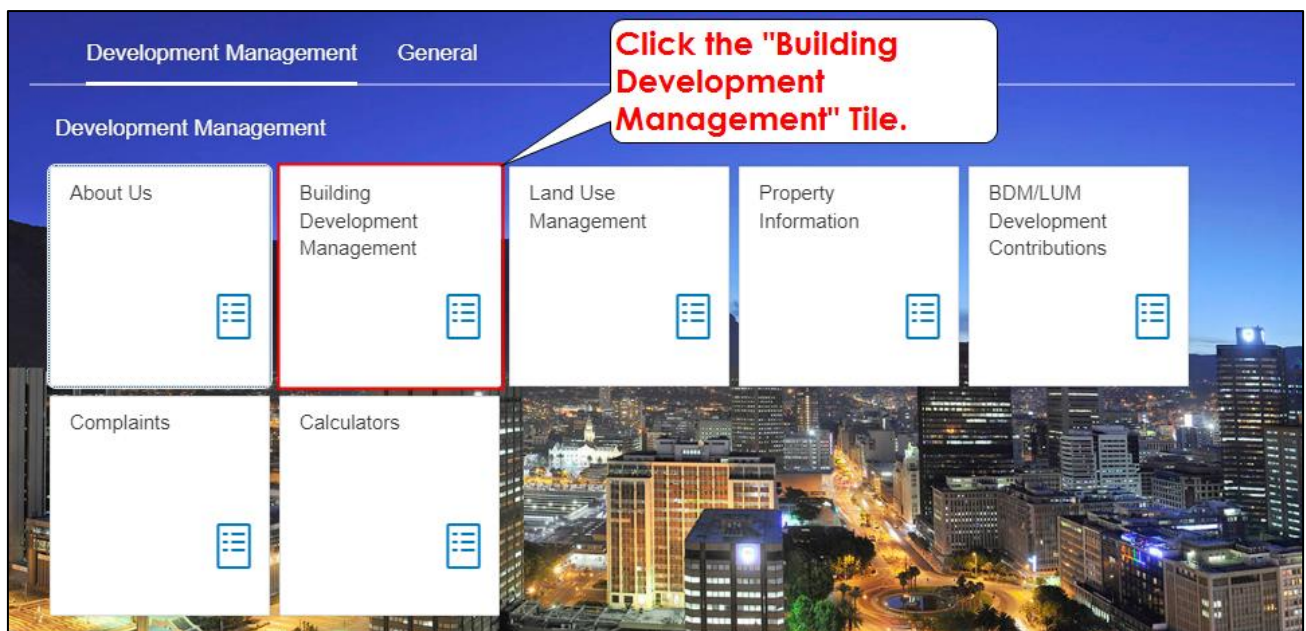
## Building Development Management (BDM) – Request Occupancy Certificate

### Overview:

Find out how to “Request Occupancy Certificate” via the Development Application Management Portal (DAMS).

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

Select the “Building Development Management Tile



**STEP 2: Request Occupancy Certificate**

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

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

**Click the "Request Occupancy Certificate" Tile.**

**STEP 3: Selecting from application list displayed.**

Request Occupancy Certificate – 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
170000001197	Work Completed	BDM Building Plan	30-11-2022	00004320	CAPE TOWN
170000001194	Work Completed	BDM Building Plan	30-11-2022	00006270	MITCHELLS PLAIN
170000000387	Work Completed	BDM Building Plan	30-11-2022	00003533	PINELANDS

**Select the relevant application for which the Occupancy Certificate is requested.**


**STEP 4: Completion of application details**

Request Occupancy Certificate – Input and Uploads

Case ID: 170000001197  
Allotment: CAPE TOWN  
ERF No: 00004320

Address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE  
Case Status:  Work Completed

**SECTION A**

Business partner number: 1000456819  
I/we: Insert Name  
\*Being:  

Company registration.no (if applicable):   
Street address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE

\*Contact number:  Enter cellphone nu...  Enter telephone nu...  
do here by apply for a **certificate of occupancy** for the building located on

ERF number: 00004320


**Click the drop-down arrow.**

Request Occupancy Certificate – Input and Uploads

Case ID: 170000001197  
Allotment: CAPE TOWN  
ERF No: 00004320

Address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE  
Case Status:  Work Completed

**SECTION A**

Business partner number: 1000456819  
I/we: Insert Name  
\*Being:  

Company registration.no (if applicable):   
Street address: Architect

\*Contact number:  Enter cellphone nu...  Enter telephone nu...  
do here by apply for a **certificate of occupancy** for the building located on

ERF number: 00004320

**Select the relevant option.**

# Building Development Management (BDM) – Request Occupancy Certificate

Request Occupancy Certificate – Input and Uploads

Case ID: 170000001197  
Allotment: CAPE TOWN  
ERF No: 00004320

Address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE  
Case Status:  Work Completed

**SECTION A**

Business partner number: 1000456819  
I/we: **Insert Name**  
\*Being: Architect  
Company registration.no (if applicable):  
Street address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE  
\*Contact number: **Enter cellphone nu...** Enter telephone nu...  
do here by apply for a **certificate of occupancy** for the building located on  
ERF number: 00004320

Enter contact number.

Cancel

Request Occupancy Certificate – Input and Uploads

\*Being: Architect  
Company registration.no (if applicable):  
Street address: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE  
\*Contact number: **Insert Cell Number** Enter telephone nu...  
do here by apply for a **certificate of occupancy** for the building located on  
ERF number: 00004320  
Suburb: CAPE TOWN CITY CENTRE  
located at: 34B ST GEORGES STREET CAPE TOWN CITY CENTRE

**SECTION B**

The work has been completed in accordance with approved plan no. 204107  
Extent of the application description:

**SECTION C**

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

Provide a description.

Cancel

## Building Development Management (BDM) – Request Occupancy Certificate

Request Occupancy Certificate – Input and Uploads

SECTION C

Regulation A4 Local Authority may Require Additional Documents and Information for the administrative process to obtain an Occupancy 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)

Please upload Electric Wiring document

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.

Cancel

Request Occupancy Certificate – 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.

dd-MM-yyyy

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

**Click to select date.**

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.

## Building Development Management (BDM) – Request Occupancy Certificate

Request Occupancy Certificate – 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.

dd-MM-yyyy

Select the date of completion.

48 27 28 29 30 1 2 3

49 4 5 6 7 8 9 10

50 11 12 13 14 15 16 17

51 18 19 20 21 22 23 24

52 25 26 27 28 29 30 31

mitted at the time it is delivered to the District Building

Email address to which certificate must be forwarded:

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

Postal Code:

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.

Request Occupancy Certificate – 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.

05-12-2022

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

Complete the relevant fields.

Email address to which certificate must be forwarded:

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

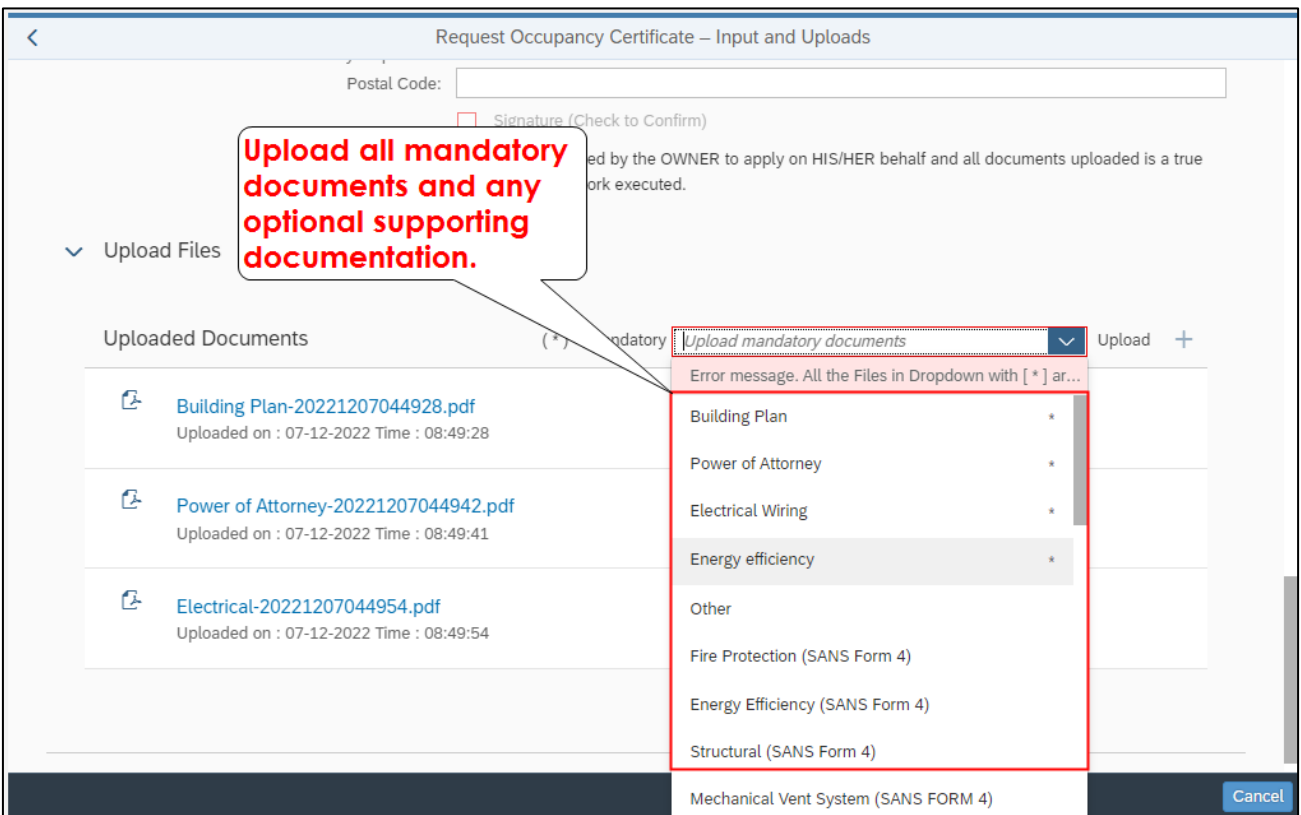
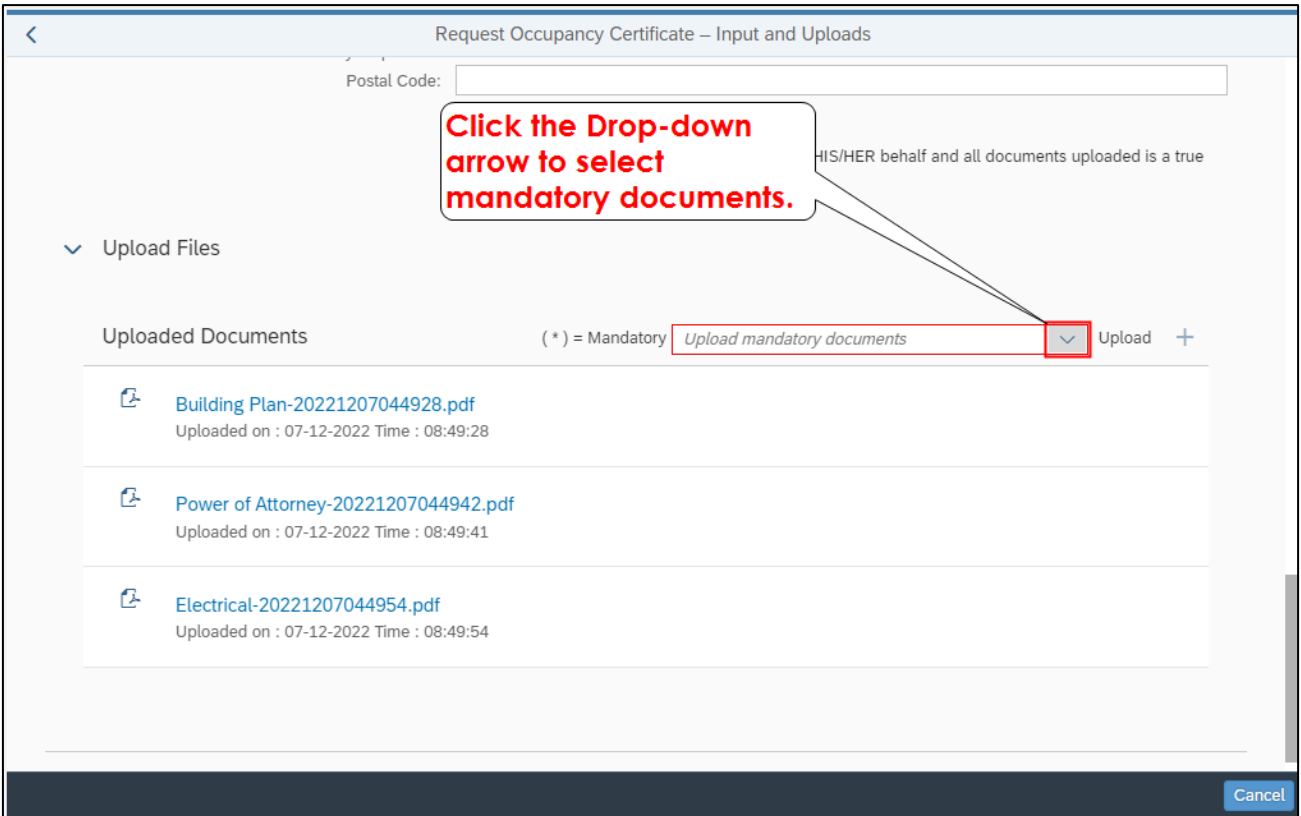
Postal Code:

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.



**STEP 5: Document upload process**



## Building Development Management (BDM) – Request Occupancy Certificate

Request Occupancy Certificate – Input and Uploads

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.

Click the upload button +.




Upload Files

Uploaded Documents

(\*) = Mandatory

Energy efficiency  Upload

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

 Building Plan-20221207044928.pdf Uploaded on : 07-12-2022 Time : 08:49:28
 Power of Attorney-20221207044942.pdf Uploaded on : 07-12-2022 Time : 08:49:41
 Electrical-20221207044954.pdf Uploaded on : 07-12-2022 Time : 08:49:54

Cancel





Request Occupancy Certificate – Input and Uploads

Upload Files

Uploaded Documents

(\*) = Mandatory

Energy efficiency  Upload

 Building Plan-20221207044928.pdf Uploaded on : 07-12-2022 Time : 08:49:28
 Power of Attorney-20221207044942.pdf Uploaded on : 07-12-2022 Time : 08:49:41
 Electrical-20221207044954.pdf Uploaded on : 07-12-2022 Time : 08:49:54
 Energy Efficiency (SANS Form 4)-20221207064352.pdf Uploaded on : 07-12-2022 Time : 10:43:52

Cancel

**STEP 5: Confirmation and submission**

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

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.

05-12-2022

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: test@gmail.com

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.

Cancel

Request Occupancy Certificate – Input and Uploads

Fire alarm 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.

05-12-2022

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: test@gmail.com

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.

Save Cancel

## Building Development Management (BDM) – Request Occupancy Certificate

Request Occupancy Certificate – Input and Uploads

Fire 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.

Success

Request for Certificate of Occupancy ( 170000001197 ) Successfully Submitted!

Email address to which certificate must be forwarded: test@gmail.com

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

Postal Code:

Request Occupancy Certificate – Input and Uploads

Fire 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.

05-12-2022

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: test@gmail.com

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 true reflection of the work executed.

**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](#)