



Building Development Management (BDM) – Request Copies of Plans

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:

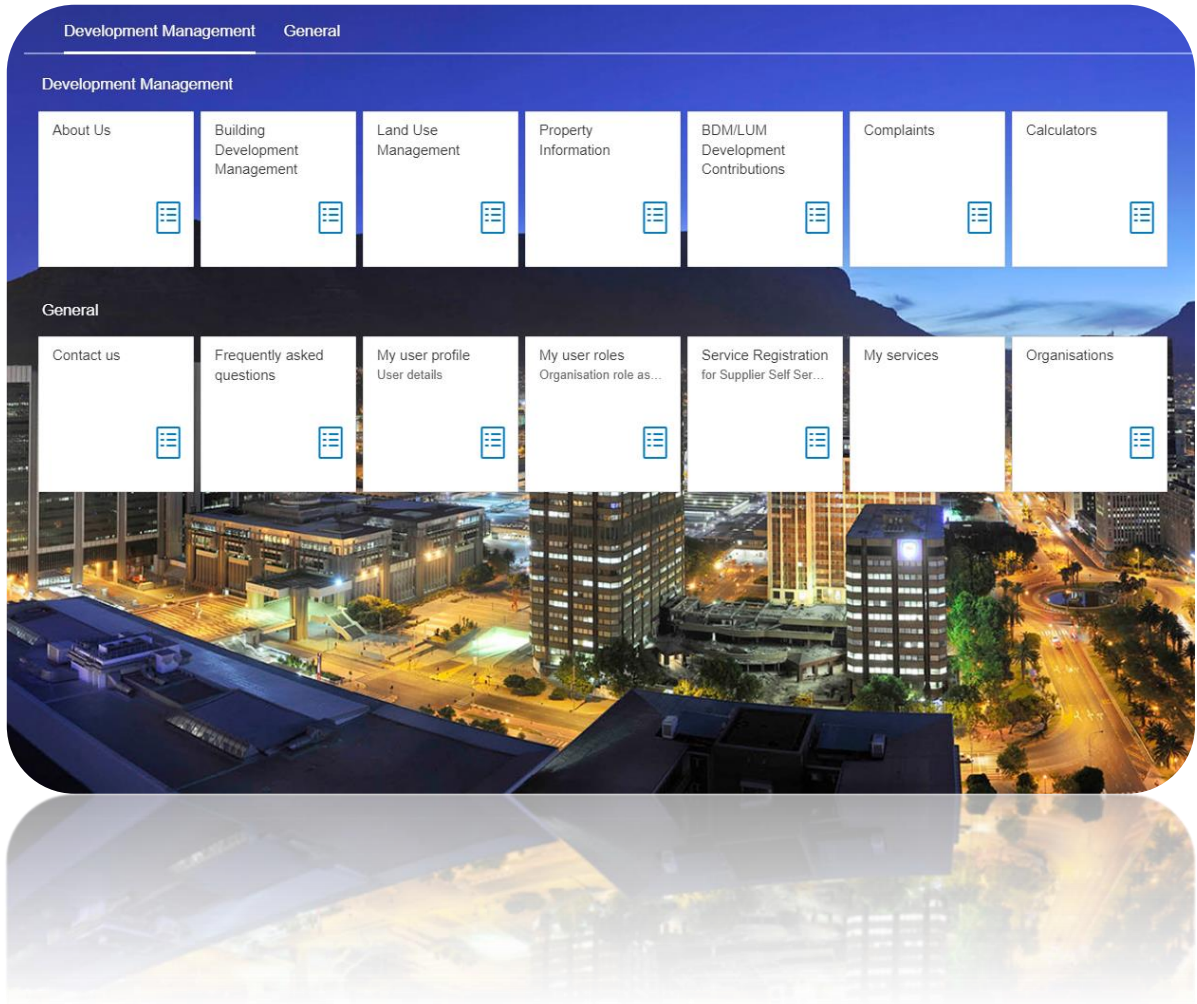
Applicants must register on the e-Services portal. The following mandatory documents must be available for upload to process the request:

- [Power of attorney](#)

DAMS Access:

Sign into the **e-Services** portal

Development Management **e-Services** homepage:



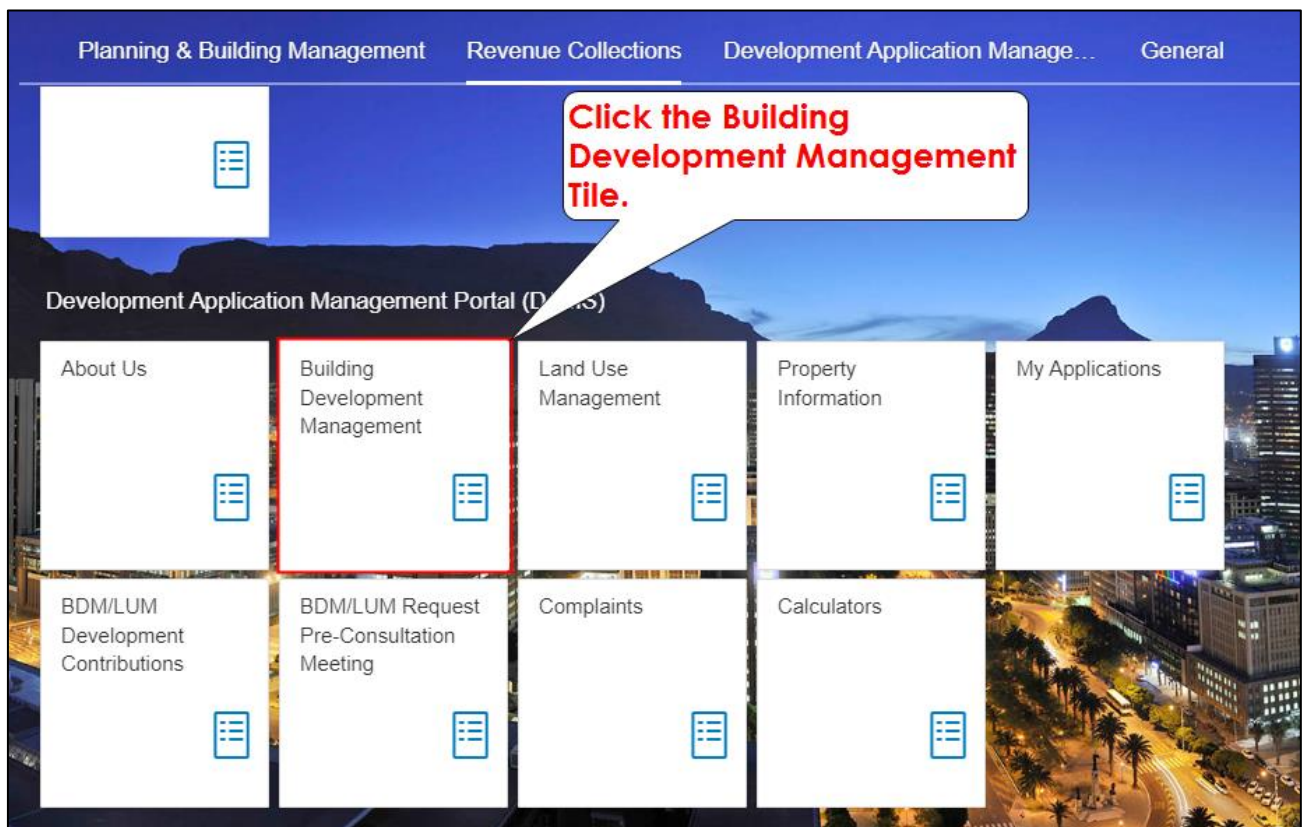
Building Development Management (BDM) – Request Copies of Plans

Overview:

Find out how to “Request Copies of Plans” via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Homepage

Select the “Building Development Management Tile”



STEP 2: Request Copies of Plans

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

Click the Request Copies of Plans 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

Copies of Plans – Properties

Properties (Owner)

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|----------------|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Click  Request

STEP 3: Confirmation and payment

Copies of Plans – Properties

Properties (Owner) Search by street or suburb

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|-------------------------|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Confirm

You have requested Plans! There will be charges...Please confirm!

Click to confirm.

Copies of Plans – Properties

Properties (Owner) Search by street or suburb

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|-------------------------|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Confirm

Do you want to submit this Request?

Type "Yes" to confirm.

Building Development Management (BDM) – Request Copies of Plans

Copies of Plans – Properties

Properties (Owner) Search by street or suburb

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|-------------------------|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Confirm

Do you want to submit this Request?

Yes

[Submit](#) [Cancel](#)

Click [Submit](#) to proceed.

Quotation have been generated and can be downloaded.

Quotation

1 of 1

| ITEM | UNIT(S) | DESCRIPTION | AMOUNT (Excl. VAT) |
|----------------------------|---------|--|--------------------|
| 1 | 1 | * Copy of plans search fee @ R 54,78 per each | 54,78 |
| TOTAL EXCLUDING VAT | | | 54,78 |
| TOTAL VAT | | | 8,22 |
| TOTAL PAYABLE | | | 63,00 |

Items marked with "*" include 15% VAT with effect 1st April 2018
QUOTATION VALID UNTIL 30.06.2023

IMPORTANT NOTES:

1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed beneficiary on your bank's website. Use your 9 - digit reference number in the beneficiary account number / payment reference field.
2. Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller.
3. Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments above R7000 per transaction per account number. The City absorbs costs in respect of single payments of R7000 and

[Download](#) [Close](#)

Click [Download](#) to save a copy of the quotation.

Building Development Management (BDM) – Request Copies of Plans

Quotation

1 of 1

| ITEM | UNIT(S) | DESCRIPTION | AMOUNT (Excl. VAT) |
|----------------------------|---------|--|--------------------|
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Download Close

Click Close to proceed.

Copies of Plans – Properties

Properties (Owner) Search by street or suburb

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|--|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Proceed to Payment Close

Click Proceed to Payment to view Pro-forma and make payment.

Building Development Management (BDM) – Request Copies of Plans

Pro Forma Invoice

1 of 1

Service Type: Building Application

| ITEM | UNIT(S) | DESCRIPTION | AMOUNT (Excl. VAT) |
|----------------------------|---------|--|--------------------|
| 1 | 1 | * Copy of plans search fee @ R 54,78 per each | 54,78 |
| TOTAL EXCLUDING VAT | | | 54,78 |
| TOTAL VAT | | | 8,22 |
| TOTAL PAYABLE | | | 63,00 |

Items marked with "*" include 15% VAT with effect 1st April 2018
PRO FORMA INVOICE VALID UNTIL 30.06.2023

IMPORTANT NOTES:

1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed beneficiary on your bank's website. Use your 9 - digit reference number 619095265 in the beneficiary account number / payment reference field.
2. Direct deposit at NEDBANK, please present your Payment Reference Number 619095265 to the bank teller.
3. Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments

Download Close

Click [Close](#) to proceed.

Copies of Plans – Properties

Properties (Owner)

| ERF Number | Street No | Street Name | Suburb | Plans Attachment | Request |
|------------|-----------|-------------|------------|------------------|-------------------------|
| 00020389 | 12 | AVIGNON | WELGELEGEN | | Request |

Close

Click [Close](#) to return to the main menu.

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](#)