

CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD

### SPATIAL PLANNING AND ENVIRONMENT

USER MANUAL: Development Application Management Portal (DAMS)

# 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 <u>DAMS</u> <u>Registration Booklet</u> 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 <u>Power of attorney</u>

# **DAMS Access:**

Sign into the **e-Services** portal

Development Management e-Services homepage:

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About Us	Building Development Management	Land Use Management	Property Information	BDM/LUM Development Contributions	Complaints	Calculators
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Building Development Management (BDM) – Request Copies of Plans

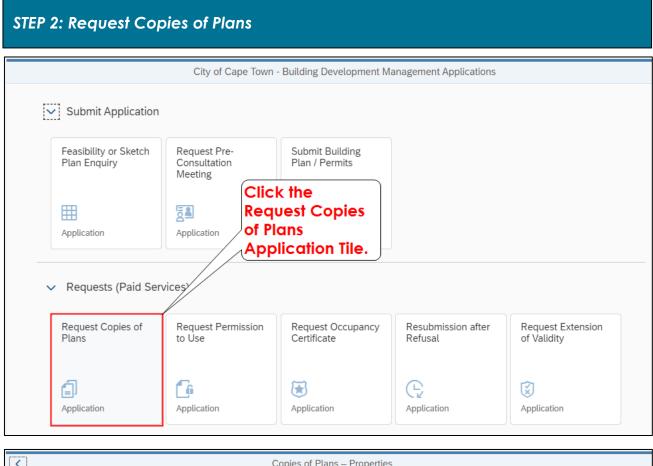
### **Overview**:

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

## STEP 1: Building Development Management Applications – Homepage

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### Building Development Management (BDM) – Request Copies of Plans

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Quotation have been generated and can be downloaded.

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Items marked with "*" include 15% QUOTATION VALID U	
IMPORTANT NOTES:           1. Electronic Payments(EFT) : Select the City of Cape Town as a ban reference number in the beneficiary account number / payment           2. Direct deposit at NEDBANK, please present your Payment Referent           3. Cash, Debit and credit card: The City will recover the bank costs above R7000 per transaction per account number. The City above	t reference field. Ince Number to the bank teller. In a cash, debit and/or credit card payment on pay tents
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### Building Development Management (BDM) – Request Copies of Plans

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

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