



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.

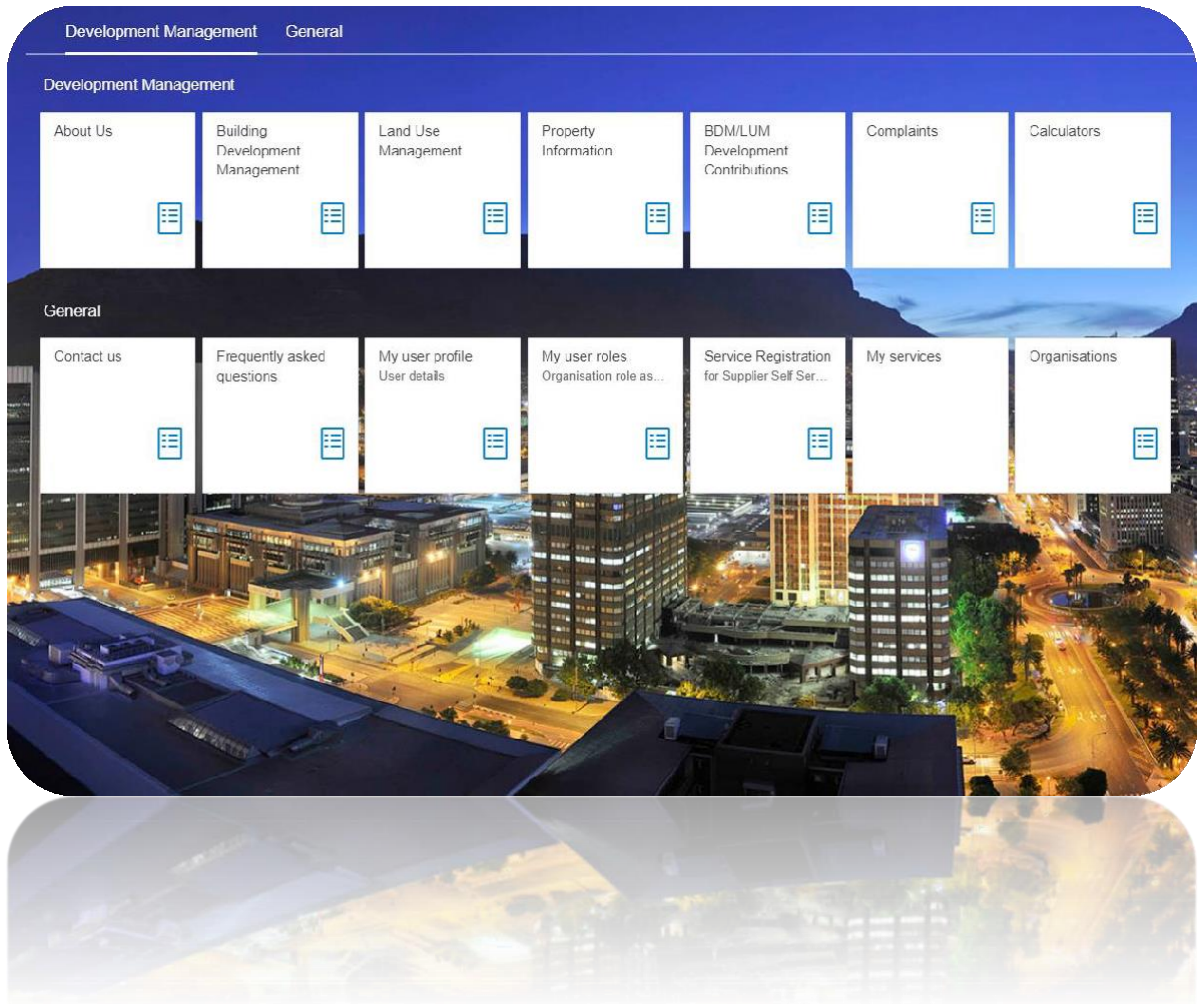
The following mandatory documents must be available for upload to process the request:

- [Power of attorney](#)

DAMS Access:

Sign into the **e-Services** portal

Development Management **e-Services** homepage:



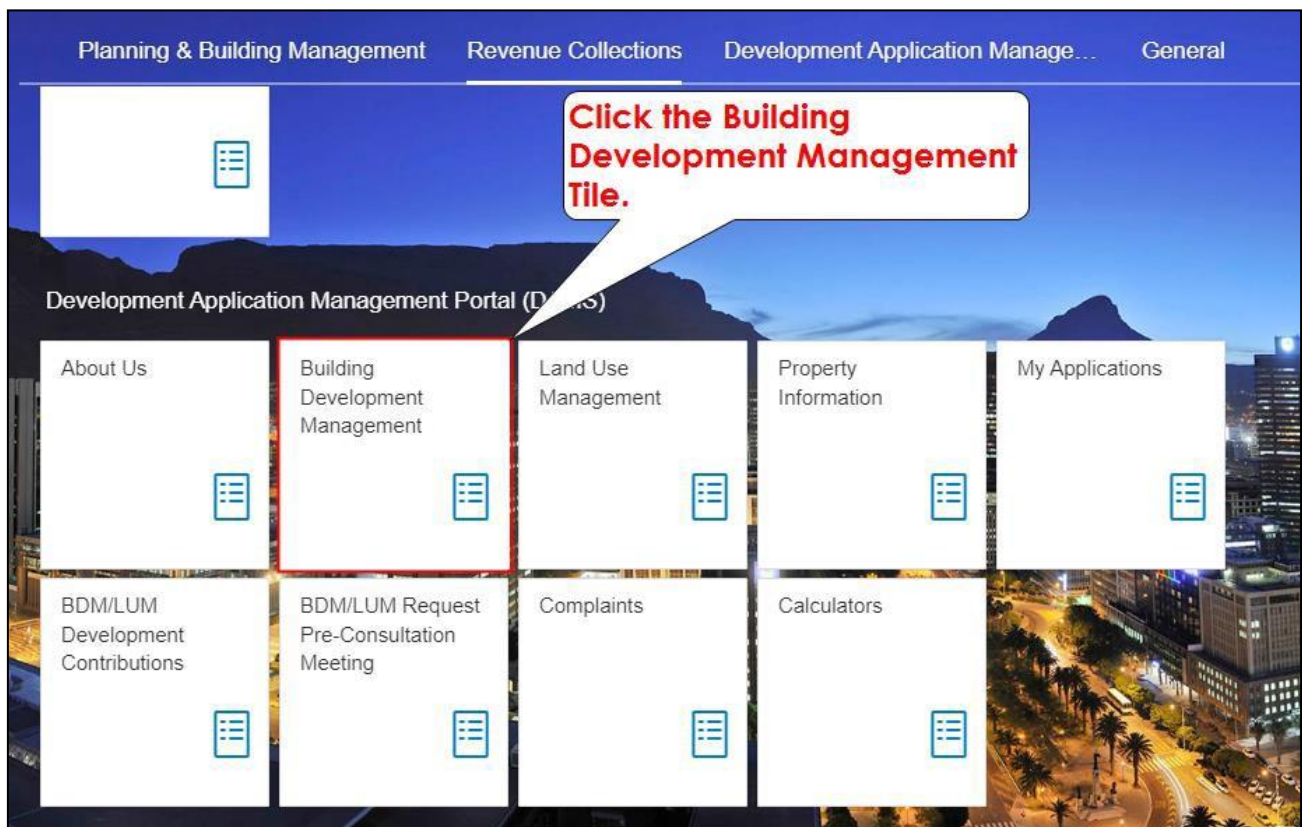
Building Development Management (BDM) – Request Copies of Plans

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”



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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

NB: Request a copy of a building plan as an Owner or 3rd Party

< Copies of Plans – Properties

Property search criteria

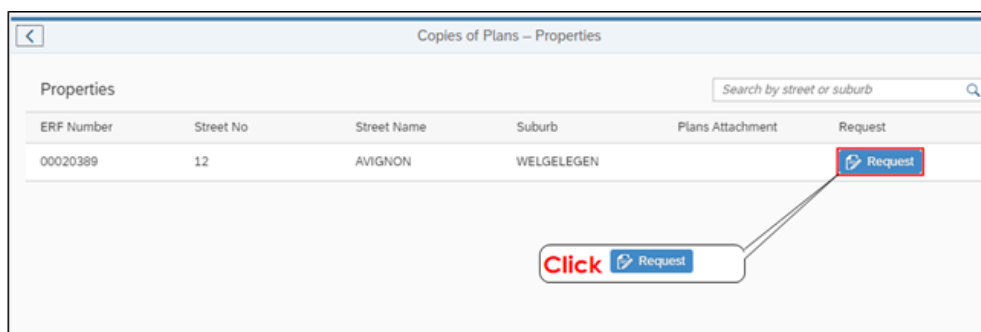
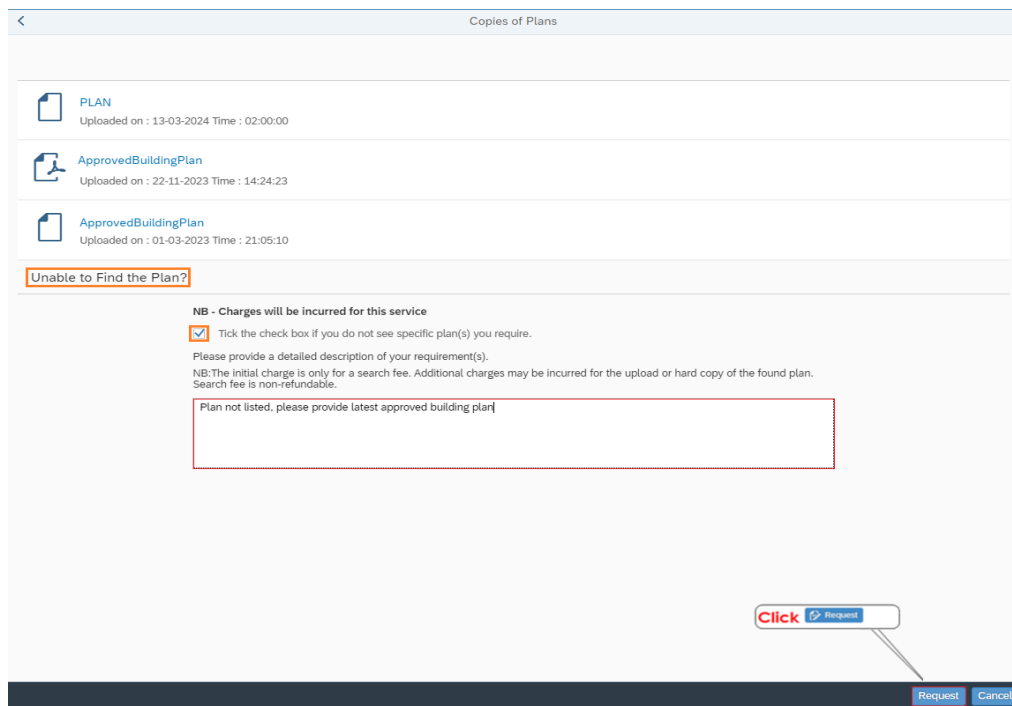
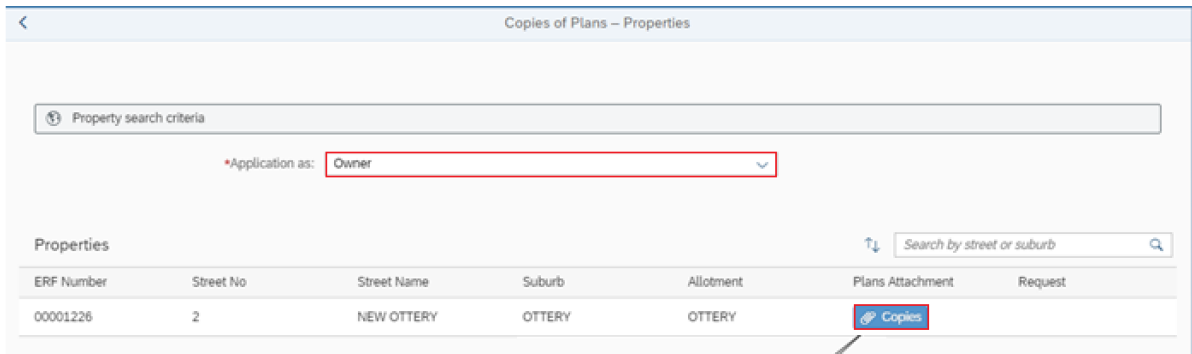
*Application as:

- Owner
- 3rd Party

STEP 2: Request Copies of Plans (Owner)

NB: Should a copy of your building plan be available, click 'Copies'

If no building plan is available to download on your property, click Request



STEP 3: Request Copies of Plans (3rd Party)

Copies of Plans – Properties

Property search criteria

*Application as: 3rd Party

Property search criteria

*Search By: ERF Number

Search by erf number and allotment

Allotment: PAROW

*ERF number: 20389

Search

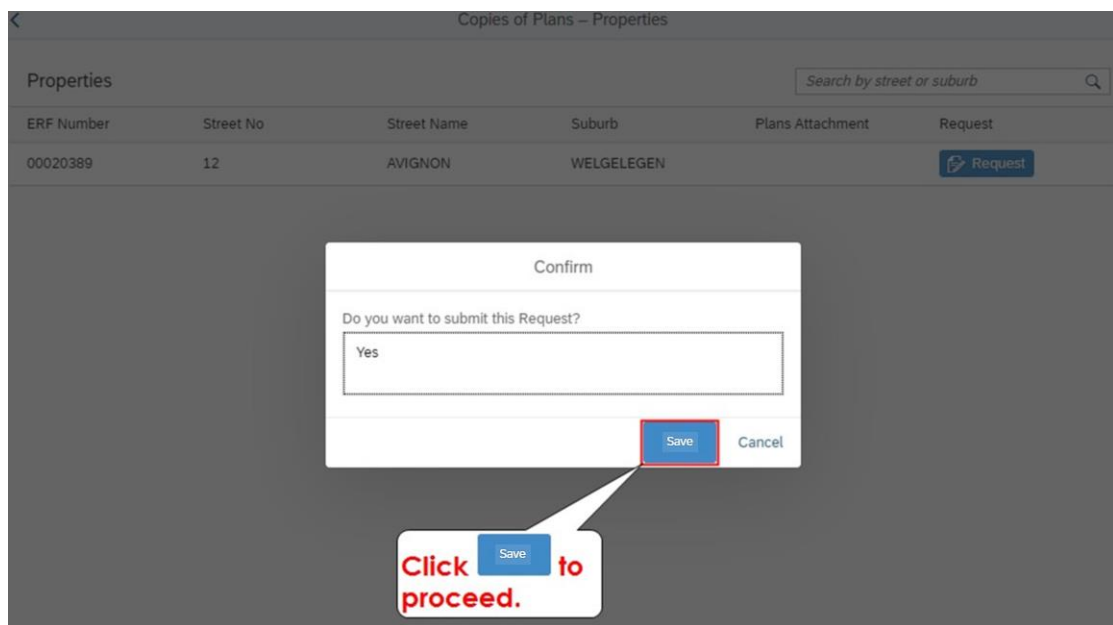
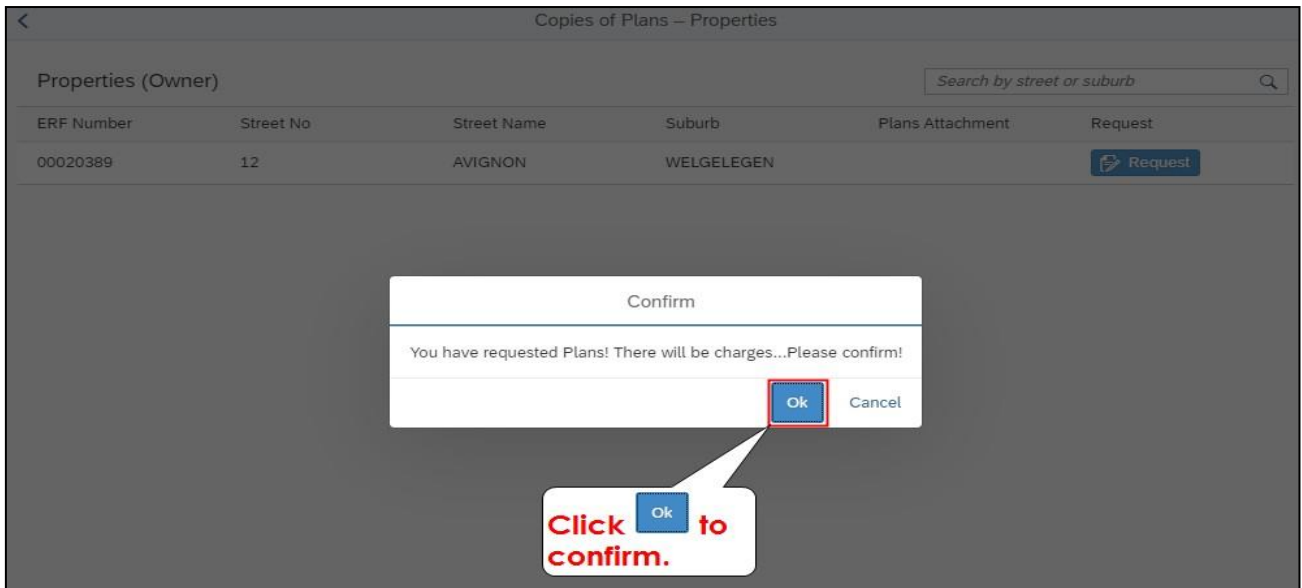
Copies of Plans – Properties

Properties Search by street or suburb

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

Click [Request](#)

STEP 3: Confirmation and payment



NB: Quotation is first generated – no Payment Reference number.

Close the quotation and click on the 'Submit' button to request the Copies of Plans application



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Cape Flats District

Ledger House,
cnr Aden Avenue and George Street,
Athlone, 7764
P O Box 283, Athlone, 7760
27216844369

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Department: Development Management

QUOTATION

Payment Reference

 Information

NB: Please click on the Submit button to request the Copies of Plans application

OK

3rd Party: Application form / *Power of Attorney signed by the owner has to be uploaded.

You are required need to provide the following documentation, submitted via the Power of Attorney and Application Form document attachment (see below):

- Application Form [BDM014]
- Rates Account of property/ Municipal Bill
- ID copies of owner[s]
- ID copy of authorised person submitting this request [3rd Party]
- Letter of consent from owners, giving applicant permission to obtain copies
- Resolution Letter (*only required if the property owner is a company or trust)
- Executorship letter (*only required when owner is deceased and the executor is making application)

PLEASE NOTE: All documents may be combined in a single document and uploaded to the power of attorney document node (see below).

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

Error message. All the files in dropdown with [*] are...

Application Form

Power of Attorney

No entries. Click Upload to add

Drop files to upload, or use the "+" button.

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

Power of Attorney-20240313130058.pdf / CopyofPlanApplication
Uploaded on : 13-03-2024 Time : 17:00:57

Click Submit

Submit Cancel Close

NB: Pro- forma is then generated with a Payment Reference number

Payment: At any City of Cape Town Cash Office or using alternative options listed at the bottom of the document.



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2721 6844369

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Department: Development Management

PRO FORMA INVOICE

Payment Reference **622755812**

Success


Copies of Plans (1700519999) successfully submitted!


OK


Building Development Management (BDM) – Request Copies of Plans

Copies of Plans – Properties

Properties (Owner)

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

Click  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](#)

For system related issues and enquiries, contact us through our System Support boxes:

Dams.BDMSupport@capetown.gov.za

DamsLum.Support@capetown.gov.za