

CONSTRUCTION PERMIT MANAGEMENT SYSTEM

**User manual for architects,
homeowners & agents**



a world class African city

Revised: March 2022



a world class African city

Contents

1	Getting Started.....	1
1.1	Introduction	1
1.2	Accessing the Portal.....	1
1.3	Registration/Create Account	1
1.4	Logging In	4
1.5	Resetting your password	4
1.6	Editing Your Account Details.....	5
1.7	Logging Out	6
2	CHAPTER 1: INTERFACE OVERVIEW	6
2.1	Main Navigation Menus.....	6
2.1.1	Dashboard.....	6
2.1.2	Recent Bills.....	7
3	CHAPTER 2: MAKING AN APPLICATIONS	7
3.1	Submitting Applications (Building Plan Application)	7
3.2	Viewing an Application	11
4	CHAPTER 3: INVOICING AND PAYMENT.....	12
4.1	View Invoice	12
4.2	Pay Invoice	13
5	CHAPTER 4: VIEW APPROVED PERMITS.....	15
5.1	View stamped building Plan.....	16

1 Getting Started

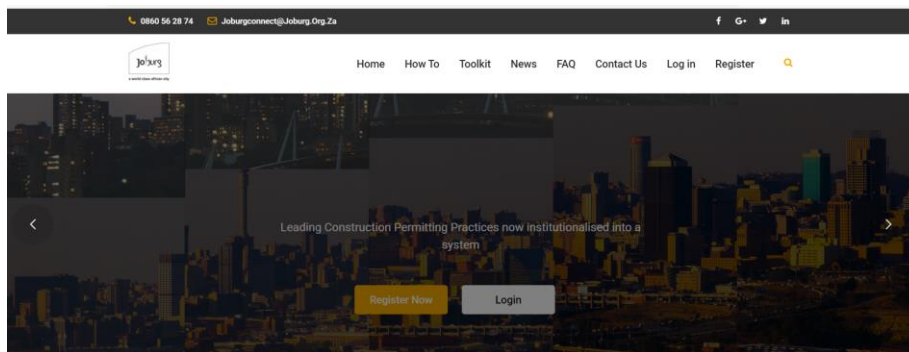
1.1 Introduction

The Construction Permit Management System (CPMS) is a web-based Management Information System (MIS) software application that automates the application and review procedures for Building Permit Applications. It allows applications submitted by developers/architects to be routed to the various departments of the City of Johannesburg Development Planning and other internal stakeholders for evaluation and approval.

In this tutorial, we will be giving the professionals a walkthrough of what will become their new workspace in the cloud.

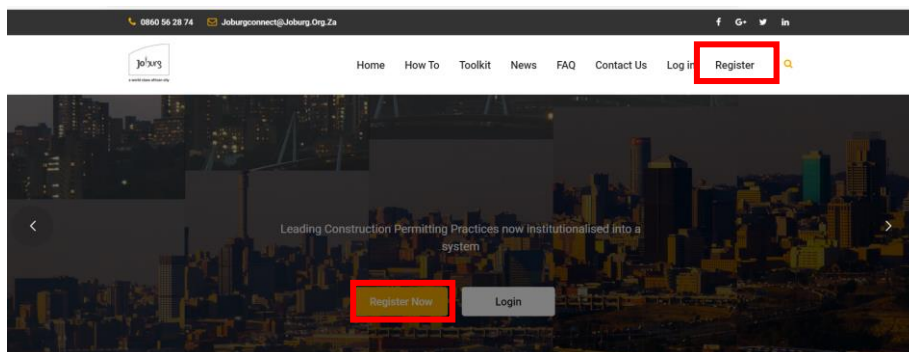
1.2 Accessing the Portal

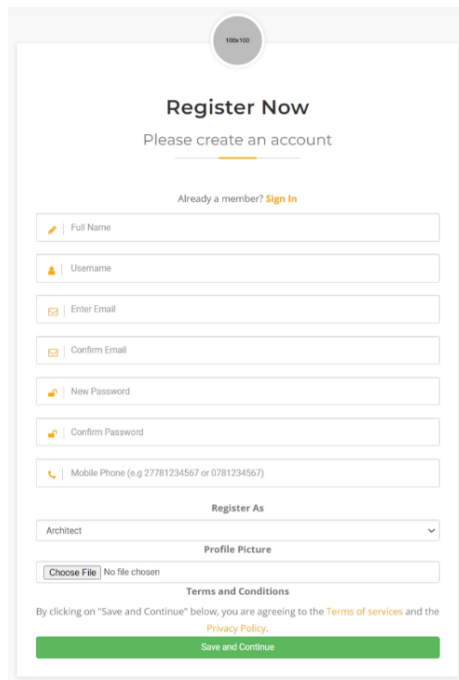
COJ Building Permitting system is an internet-based system and is accessible via any web browser. A browser must therefore be installed on your computer before starting to use the system. To get to the system; 1. Open your preferred web browser (e.g. Google Chrome, Firefox, and Safari), we will be using Mozilla Firefox throughout this tutorial; 2. On the address bar, enter the COJ Building Permitting System. Portal system address <https://cbpms.joburg.org.za> and click enter to continue. You will be presented with the homepage as shown.



1.3 Registration/Create Account

To register for an account, click on "Sign Up"





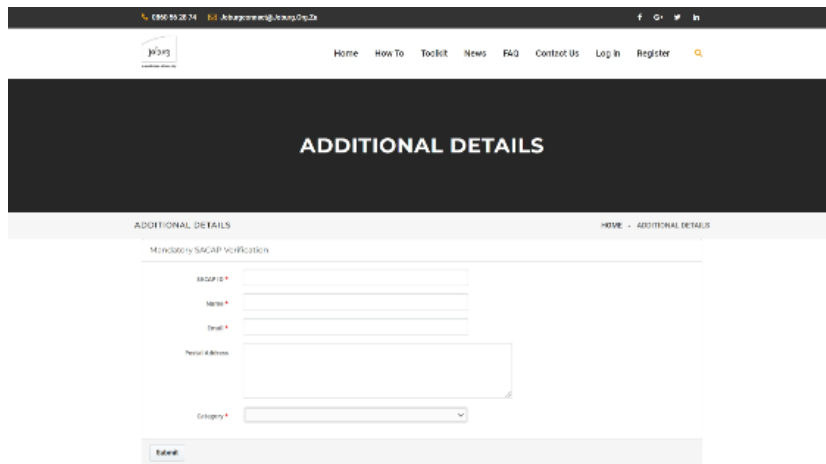
The screenshot shows a registration form titled "Register Now" with the instruction "Please create an account". Below the title, there is a link for "Already a member? Sign In". The form contains several input fields: "Full Name", "Username", "Enter Email", "Confirm Email", "New Password", "Confirm Password", and "Mobile Phone (e.g 27781234567 or 0781234567)". There is a "Register As" dropdown menu currently set to "Architect". Below this is a "Profile Picture" section with a "Choose File" button and the text "No file chosen". At the bottom, there is a "Terms and Conditions" section with a link to "Privacy Policy" and a green "Save and Continue" button.

On the form fill in:

1. Full name
2. Username
3. Enter email
 - 3.1 *Your email address will be used as your username.*
4. Your email address will be used as your username.
5. Confirm email
6. New password
7. Confirm password
8. Mobile phone
9. Click on the "registered as" drop-down field and select the relevant progression
 - 9.1 *For SACAP Verification, please refer to the next page*
10. Optional – click on "choose file" to add your profile photo.
11. Click "save and Continue"

If you are an architect, further details are required.

The screen below will display as soon as you click **"Save and Continue"** above. Additional details need to be filled in **immediately. SACAP verification is compulsory for SACAP affiliated professionals** and needs to be completed immediately. For all other professionals, the SACAP ID section will not be compulsory.



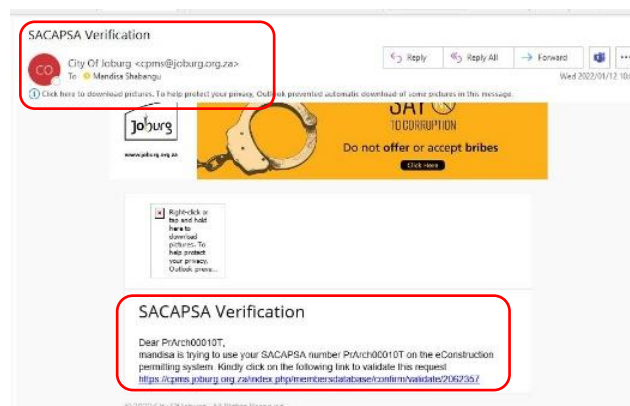
The screenshot shows the 'ADDITIONAL DETAILS' form on the Joburg website. The form is titled 'Mandatory SACAP Verification' and includes the following fields:

- SACAP ID ***: A text input field.
- Name ***: A text input field.
- Email ***: A text input field.
- Postal Address**: A larger text area for entering the postal address.
- Category ***: A dropdown menu for selecting a category.

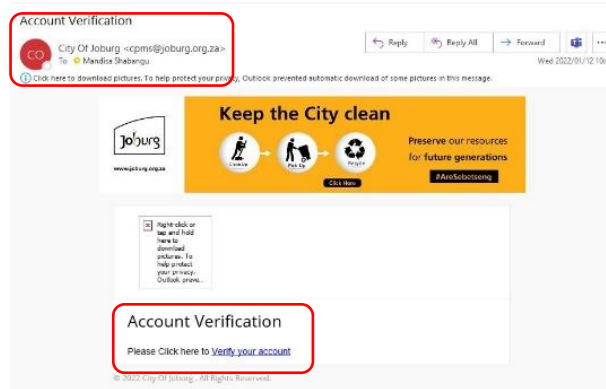
At the bottom of the form is a 'Submit' button.

1. Fill in your SACAP ID in the **"SACAP ID"** field.
2. Fill in your full name in the **"name field"**.
3. Fill in your email address in the **"email"** field. This should be the email address registered with SACAP.
4. Optional – provide your postal address in the **"postal address"** field.
5. Select your category by clicking on the **"category"** drop-down field.
6. Click **"submit"**
7. Please check your email for an **account verification** email and a **SACAP verification** email (Only applicable to Architects).

Please do not forget to check your email and do the verification immediately as the **validation links expire**. SACAP Professionals will receive two emails, SACAP Verification (to be done 1st) and Account verification.



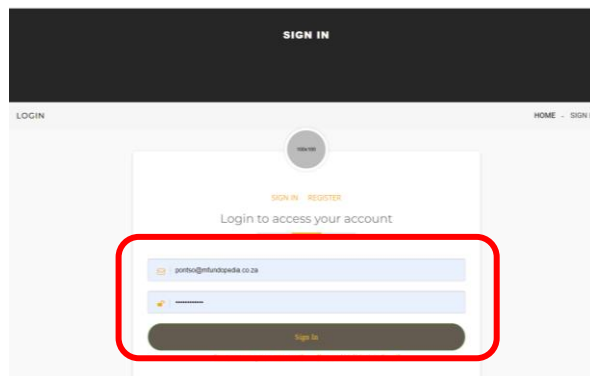
Click the **"SACAPSA Verification"** link. This is *only applicable to SACAP affiliated professionals*.



A verification email will be sent to the provided email containing an account verification link. Click on **“verify your account”**

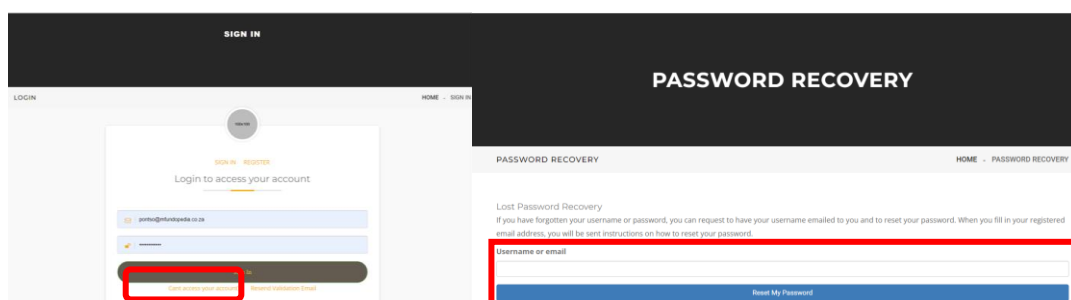
1.4 Logging In

After activating your account, click on the login link. The following form will appear. Provide valid details and click on the Sign In button

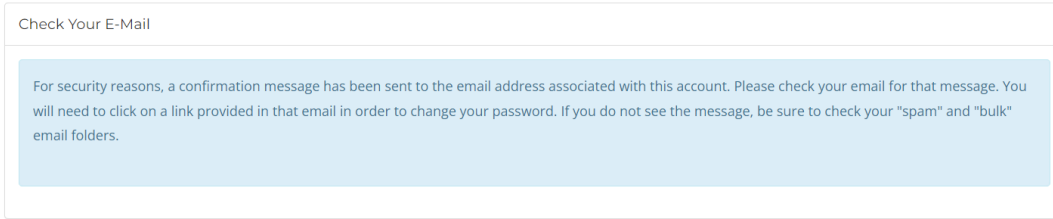


1.5 Resetting your password

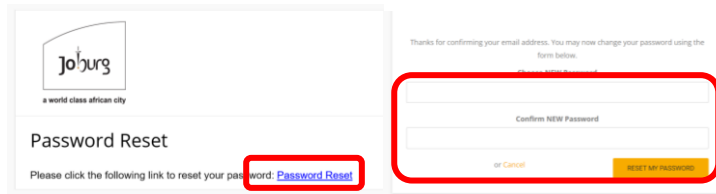
If you have forgotten your password, follow the steps below:



1. Click on **“Can't Access your account”** the login page.
2. Enter your **Username or email**
3. Click **“Reset my password”** button.

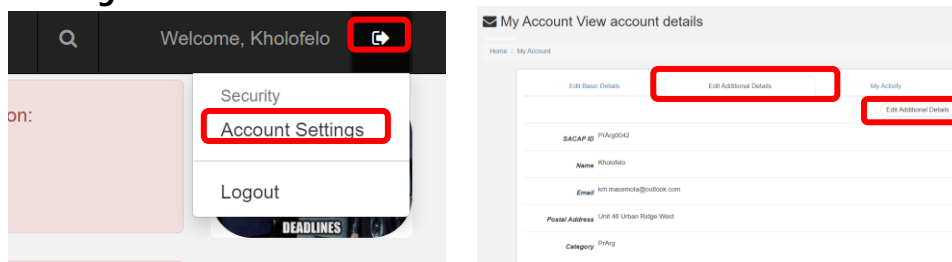


A “check your E-mail” message will display, prompting you to check your email.




In case you cannot view the password reset email, kindly check your spam for the same. Follow the instructions sent in the email to reset your password. Login with the new password after you have done the password reset.

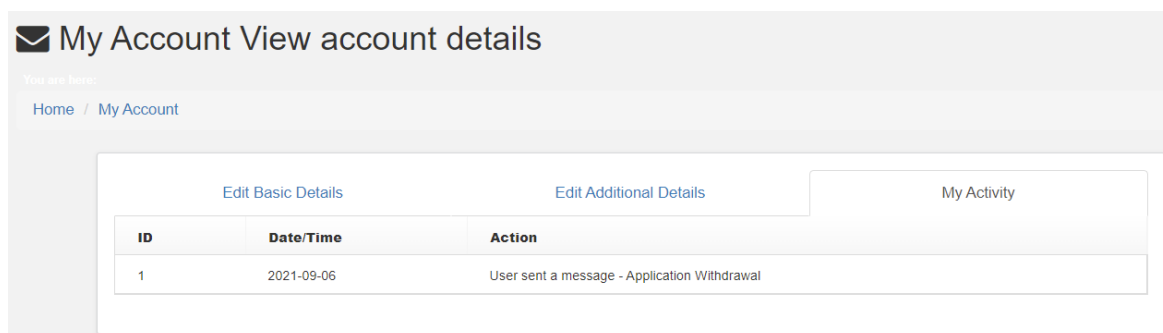
1.6 Editing Your Account Details



To edit your account:

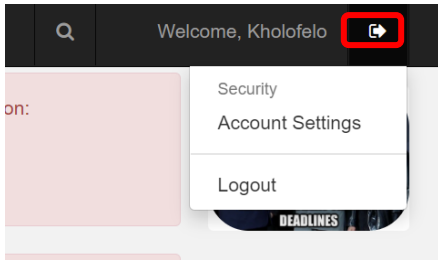
1. Click on the logout arrow 
2. Click ‘**account settings**’
3. Click “**Edit additional Details**”

The “My Activity tab” – allows you to view activity logs of your account. It displays an action and the date that it was taken.



1.7 Logging Out

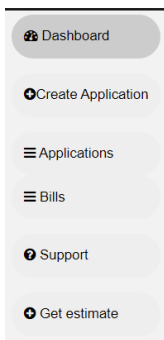
To get out of the system, click on the logout icon, on the drop down click on “Log Out”



2 CHAPTER 1: INTERFACE OVERVIEW

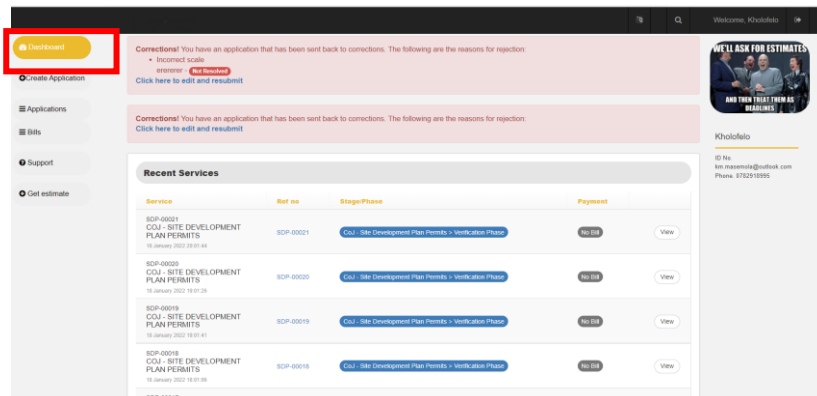
2.1 Main Navigation Menus

To navigate the system, you will make use of the menu bar at the top-right of the screen.



1. **Dashboard** – A collection of information on services and forms i.e. Construction Permits, Inspections and Occupation Certificates. The dashboard also shows statistics on applications, more government services and Notifications and Messages directed to you.
2. **Create Applications** – Allows you to make submissions and track progress for all applications you have submitted.
3. **Bills** – Invoices that are due to you.
4. **Support** – Displays Support messages sent to your account from reviewers. Feedback– This displays a form to fill out to give feedback on any issue.
5. **Get Estimate** – allows you to get an estimate of fees for applications.

2.1.1 Dashboard

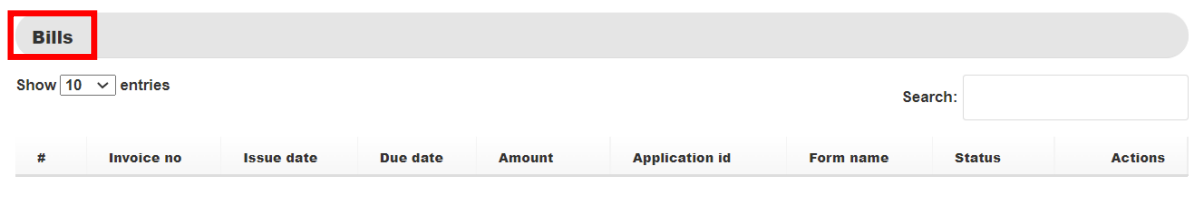


The dashboard will be clear on your first log in. On subsequent log in's it will indicate your recent applications, detailing:

1. **Services** – Applications that you have previously completed.
2. **Ref no** – Application reference number.
3. **Stage/Phase** – Specifies the stage/phase that the application is on with regards to the approval workflow.
4. **Payment** – Indicates if an application has been billed, paid or payment is pending

Clicking on the Application reference number allows you to view application details including the: Downloadable documents from the system, Payment details and invoices, Reviews, and which allows you to see the administrative users that have processed your application.

2.1.2 Recent Bills



#	Invoice no	Issue date	Due date	Amount	Application id	Form name	Status	Actions
---	------------	------------	----------	--------	----------------	-----------	--------	---------

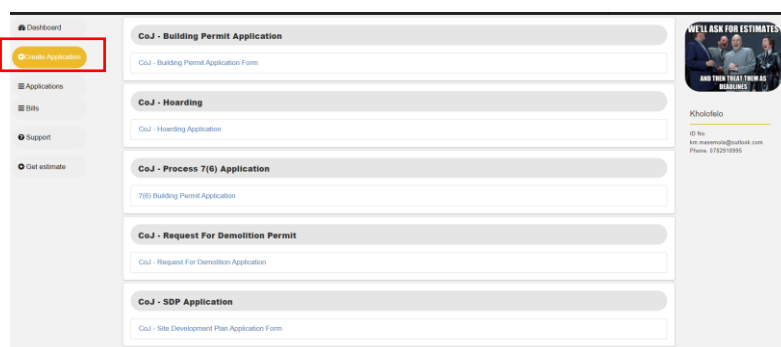
The Recent Bills tab allows you to note which bills are due, and the amount of the due bill. If a bill is pending, you can register your proof of payment by clicking on the action now button.

3 CHAPTER 2: MAKING AN APPLICATIONS

Applications are the building plans you submit to acquire a permit. These applications are then reviewed and vetted by the relevant departments.

3.1 Submitting Applications (Building Plan Application)

While on your dashboard, click on "Create Application", then click apply now



Applications catered for on the system are:

1. Building Permit Application (Registered Architectural Professionals Only).
2. Hoarding.
3. Section 7(6) Application.
4. Request for demolition permit.
5. SDP Application.

CoJ - Building Permit Application Form

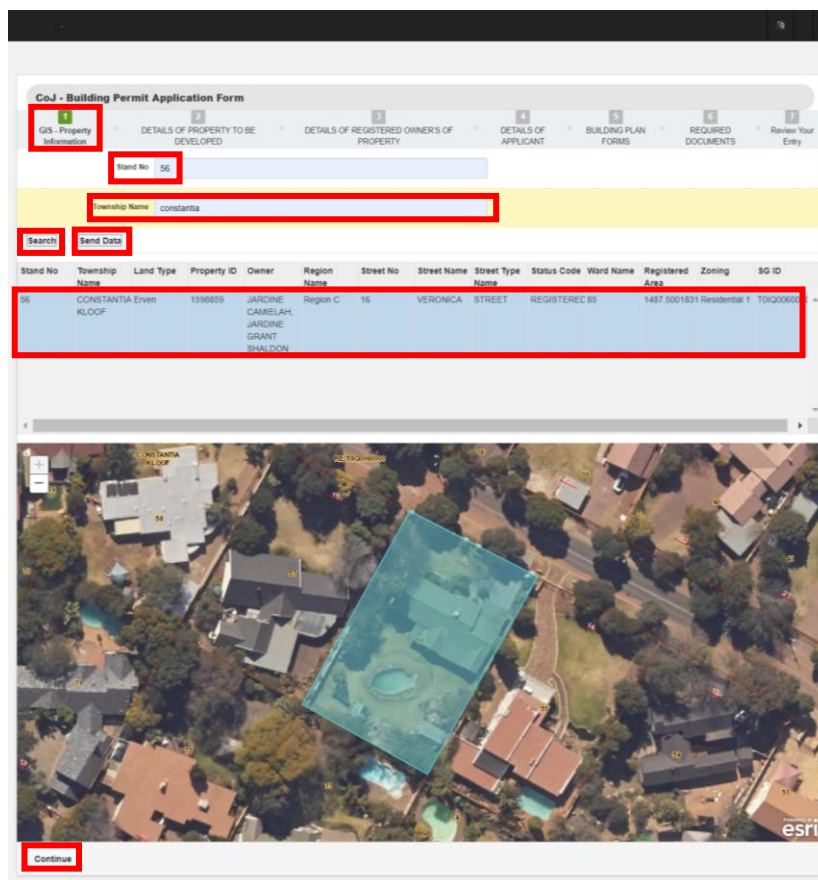
CoJ - Building Permit Application Form

Apply Now

When you click on an application type, you will be presented with a form to fill in the required details. Fill in all the required details with correct information the submit when done. Attach all the required documents.

Using the GIS Details

The Reviewer can view the GIS details of an application.



CoJ - Building Permit Application Form

1 GIS - Property Information 2 DETAILS OF PROPERTY TO BE DEVELOPED 3 DETAILS OF REGISTERED OWNER'S OF PROPERTY 4 DETAILS OF APPLICANT 5 BUILDING PLAN FORMS 6 REQUIRED DOCUMENTS 7 Review Your Entry

Stand No: 56

Township Name: constantia

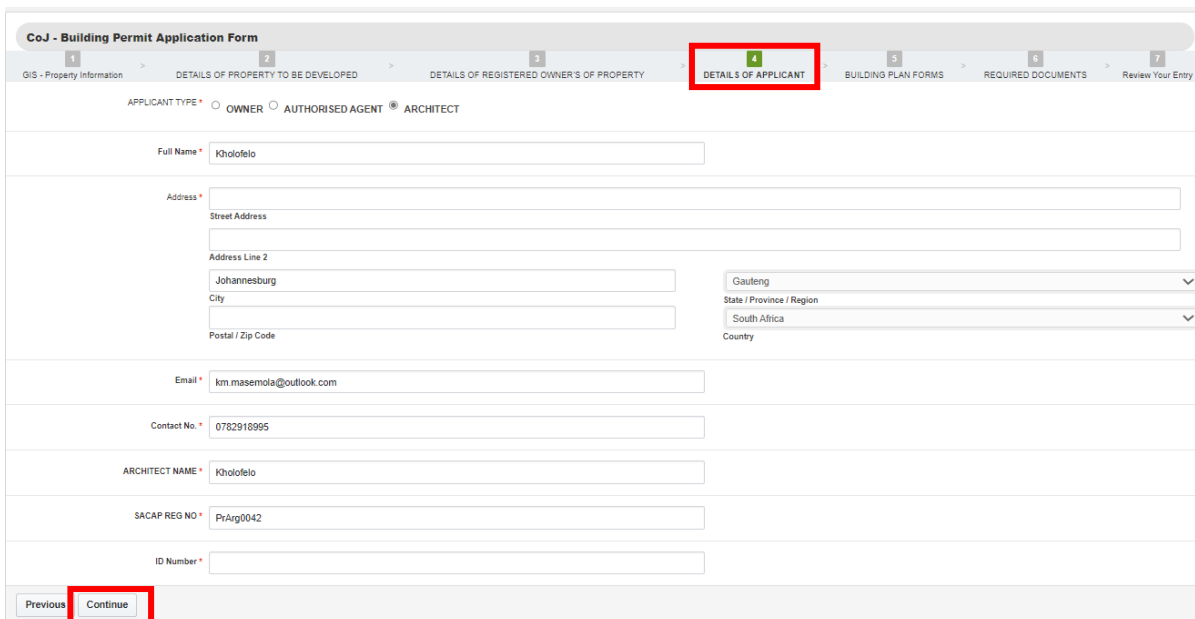
Search Send Data

Stand No	Township Name	Land Type	Property ID	Owner	Region Name	Street No	Street Name	Street Type	Status Code	Ward Name	Registered Area	Zoning	SG ID
56	CONSTANTIA	Urban	1399609	JARDINE CAMELAH JARDINE GRANT (PVT) PTN)	Region C	16	VERONICA	STREET	REGISTEREC B3		1487.5001831	Residential 1	T01Q0000

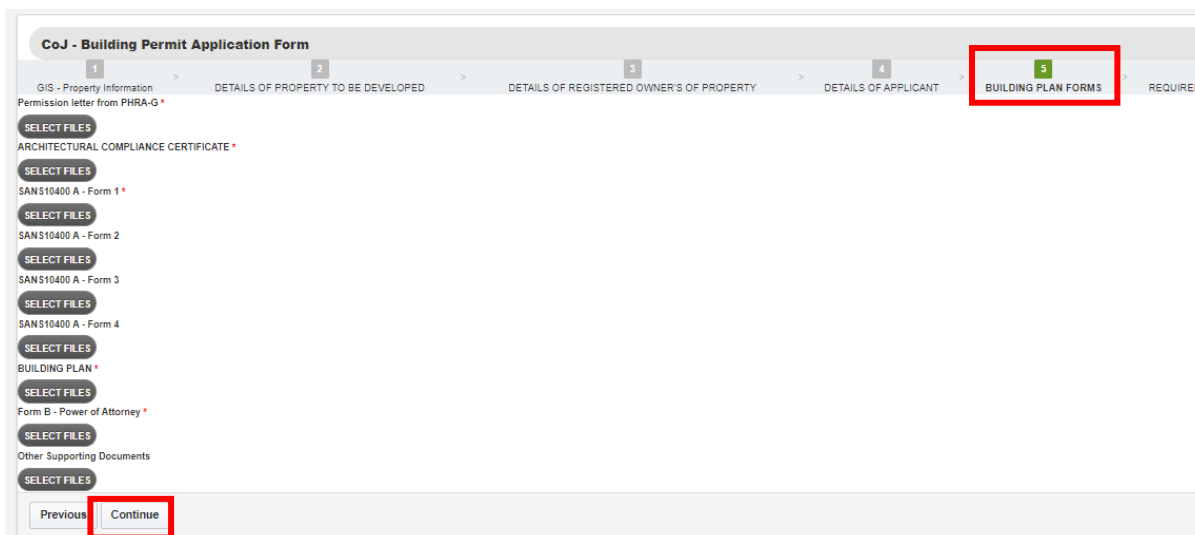
Continue

To access this view:

1. Click "**GIS View**", (this functionality gives you property details)
2. Enter "**stand no**"
3. Enter "**Township Name**"
4. Click "**search**" (property details will display, select the property you are looking for)
5. Click "**Send Data**" to push property information to the application form. (A pop-up screen will display showing property information to be pushed to the application form).
6. Click "**OK**" on the pop-up screen below. The screen displays information that will be pushed to the application form.
7. Click "**continue**" to proceed with the application to go back to the application form.

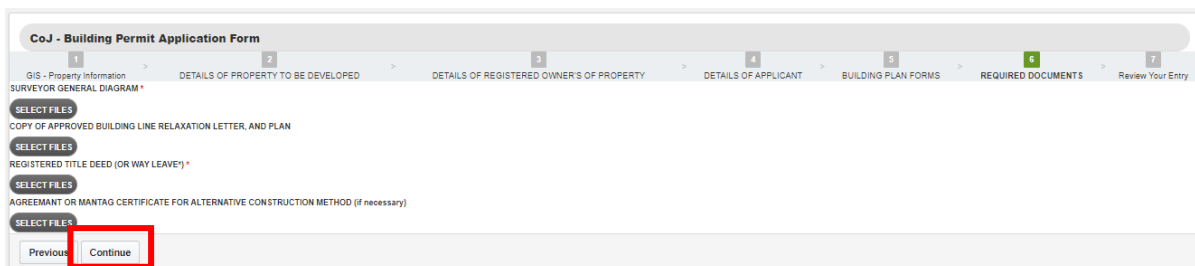


Enter "Details of Applicant"



Attach "Building Plan Forms"

To Complete an application, fill in all the mandatory fields of the application, that are marked with a *. Should anything mandatory be omitted or the wrong field values be inputted, the system will not let you carry on to the next page until the error is resolved. Upon completion of the forms and uploading of the mandatory documents, you will review the application.



Attache "Required Documents"

Review Your Entry
Please review your entry below. Click Submit button to finish.

[HOME](#) | [DETAILS OF PROPERTY TO BE DEVELOPED](#) | [DETAILS OF PROPOSED/EXISTING USES OF PROPERTY](#) | [DETAILS OF APPLICANT](#) | [BUILDING PLAN/CONTRACT](#) | [REGULATORY COMMENTS](#) | [Previous](#) | **Submit**

In Structures on site 60 years or older?	Yes
BDP NO	35
REGION	Region C
COMPLINT	CONSERVATION
WARD NO	35
Street Frontage	15.400000
Property ID	100000
Plan Type	Minor Status
State Use Category	Non-Commercial
Building Type	Residential
Building Category	(Single dwelling) with/with and extension)
Area m ²	80
Registered Area	1001
Noted Hazard?	Yes
Full Name	Khuzofo
Title	Mix
GP Number	3
Address	1008 Oak Street Aberdeen, Gauteng 1601 South Africa
Contact No.	0730218590
Email	foraplan@outlook.com
CoJ Account Number	12104403
Multiple Owners	No
ARTIFICIAL 1/1%L	ARTIFICIAL
Full Name	Osama Osama Osama
Address	1008 Oak Street Aberdeen, Gauteng 1601 South Africa
Contact No.	0730218590
Email	osama@outlook.com
ARTIFICIAL 1/1%L	ARTIFICIAL
Full Name	Osama Osama Osama
Address	1008 Oak Street Aberdeen, Gauteng 1601 South Africa
Contact No.	0730218590
ARTIFICIAL 1/1%L	ARTIFICIAL
SACAP REG NO	17449142
GP Number	0000000000
Permitted Area From 1/1%L	Document 1 - Not pdf (28.24 KB)
ARTIFICIAL COMPLIANCE CERTIFICATE	Document 1 - Not pdf (28.24 KB)
SAKINGO-A - Form 1	Document 1 - Not pdf (28.24 KB)
BUILDING PLAN	Document 1 - Not pdf (28.24 KB)
Form B - (Form of Assent)	Document 1 - Not pdf (28.24 KB)
BUILDING GENERAL CONTRACT	Document 1 - Not pdf (28.24 KB)
PROPERTY STATUS (SOLD OR RENT LIBRARY?)	Document 1 - Not pdf (28.24 KB)

Review application

Once you ensure everything is correct, click "Submit" button. You will get a message that your application has been successfully submitted.

Thank you for submitting your application. Our team will immediately start working on your application. Please track you application status using the menu on left screen of x your dashboard when logged. Thank you for using our service.

On submission, your application will get a temporary reference number beginning with "BDP" e.g. BDP-AAA0001. You will use this number to track the progress of your application in the system.

3.2 Viewing an Application

To view all applications you have submitted. Go to the Dashboard and on the recent services, all applications are listed here

Recent Services			
Service	Ref no	Stage	Payment
SDP-AAA015 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS 12 October 2020 12:10:17	SDP-AAA015	CoJ - Dealing with Site Development Plan Permits > Confirm Completeness and Quality (Pre-Scrutiny)	No Bill View
BPA-0011 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 12 October 2020 11:10:08	BPA-0011	CoJ - Dealing with Building Plan Construction Permits > Confirm Completeness and Quality (Pre-Scrutiny)	No Bill View
BPD-AAA005 COJ - DEALING WITH REQUEST FOR DEMOLITION PERMIT 08 October 2020 18:10:53	BPD-AAA005	CoJ - Dealing with Request For Demolition Permit > Pre-scrutiny	No Bill View
BPD-AAA004 COJ - DEALING WITH REQUEST FOR DEMOLITION PERMIT 08 October 2020 18:10:55	BPD-AAA004	CoJ - Dealing with Request For Demolition Permit > Perform Inspection	Paid View
BPD-AAA003 COJ - DEALING WITH REQUEST FOR DEMOLITION PERMIT 08 October 2020 18:10:45	BPD-AAA003	CoJ - Dealing with Request For Demolition Permit > Generate Demolition Certificate	Paid View

11 applications in this stage - page 1/8

[1](#) | [2](#) | [3](#) | [4](#)

Click on the 'Application No' or the 'View' icon of the application you want to view.

BPA-0011
COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS
12 October 2020 11:10:05

BPA-0011

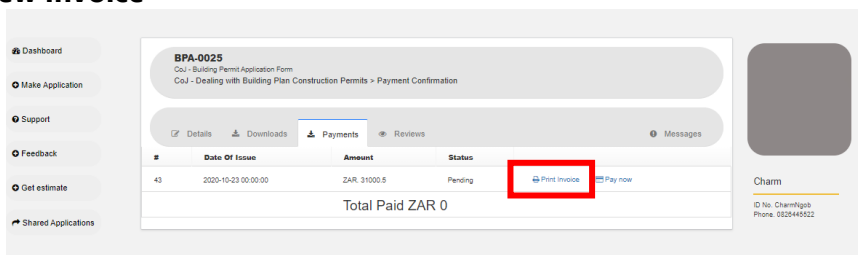
CoJ - Dealing with Building Plan Construction Permits > Confirm Completeness and Quality (Pre-Scrutiny)

No Bill

View

4 CHAPTER 3: INVOICING AND PAYMENT

4.1 View Invoice



BPA-0025
CoJ - Building Permit Application Form
CoJ - Dealing with Building Plan Construction Permits > Payment Confirmation

Details Downloads Payments Reviews Messages

#	Date Of Issue	Amount	Status	
43	2020-10-23 00:00:00	ZAR 31000.5	Pending	Print Invoice Pay now
Total Paid ZAR 0				

Charm
ID No: CharmNgob
Phone: 0822445022

Click **"Print Invoice"** to view the invoice.

Invoice Details	Tag
Invoice No	INV-BPAA0019
Invoice Date	23 October 2020
Invoice Expiry Date	12 December 2020
List of Fees	

On the invoice you will be able to view:

1. The invoice number.
2. Invoice date.
3. Invoice Expiry date.
4. List of fees.
5. Total.
6. Invoice Status.

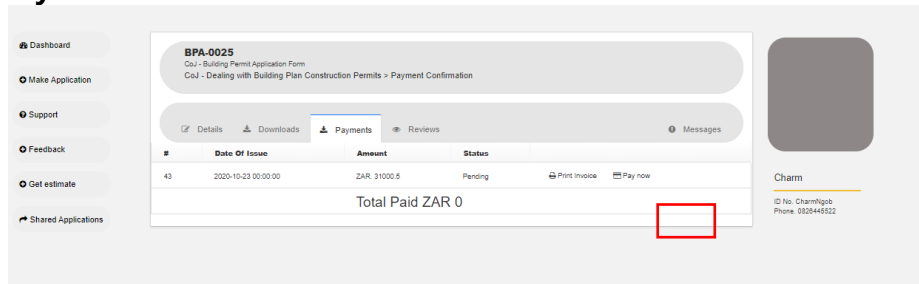
Bar Code



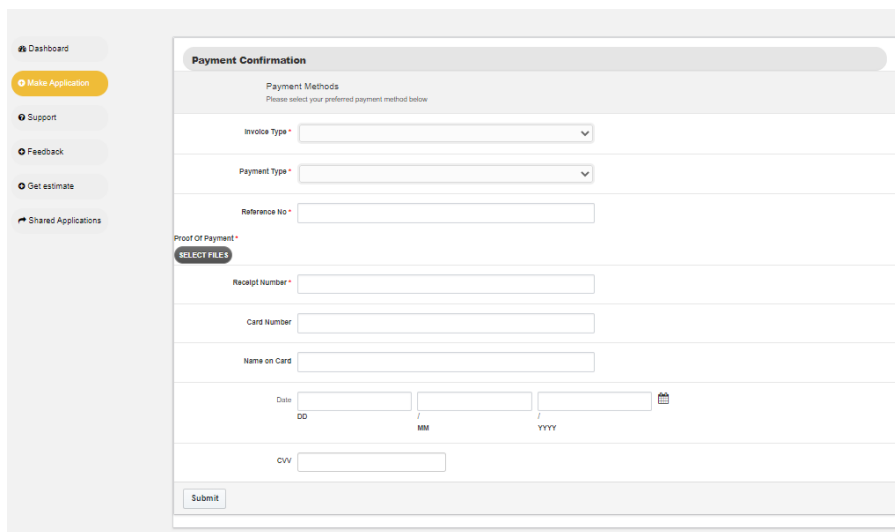
Bar Code (Small)



4.2 Pay Invoice



To pay the invoice click on the pay now button. This allows the you to record your payment made by cash or through EFT. To record the payment input the field shown below:



1. Invoice type – Which application type are you payig for:
 - i. SDP
 - ii. Building Permit
 - iii. Water Connection
 - iv. Demolitions
 - v. Hoarding
 - vi. Inspection
 - vii. S7(6)
2. Payment Type can be either:
 - i. Cash
 - ii. EFT
3. Reference Number: should be the **INVOICE NUMBER, as indicated in figure 24.**
4. **Upload Proof** of payment by clicking “**Select Files**”, and uploading a file from your computer.
5. If it was a cash payment, specify your receipt number.
6. Specify the date of capture by using the calendar pick.
7. Click Submit.

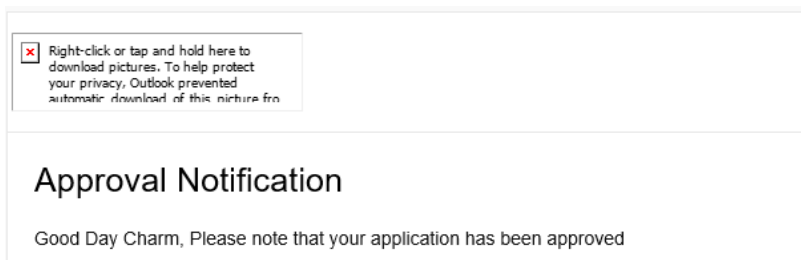
A payment will only be marked as paid when CoJ has confirmed receipt of the payment in their Standard Bank Development Finance Account.

Paid Invoice Confirmation and Application Progress

Service	Ref no	Stage	Payment
SDP-AAA023 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS	SDP-AAA023	CoJ - Dealing with Site Development Plan Permits > Approval Notification	Paid View

You can track the progress of the payment under the "stage"

Approval Notification



You will receive a Approval Notification will be sent to you, upon approval from the approving department.

Stage change to Approval Notification

Recent Services

Service	Ref no	Stage	Payment
SDP-AAA023 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS 26 October 2020 09:10:43	SDP-AAA023	CoJ - Dealing with Site Development Plan Permits > Approval Notification	Paid View

Figure 31. Permit Received

SDP-AAA023
CoJ - Site Development Plan Application Form
CoJ - Dealing with Site Development Plan Permits > Approval Notification

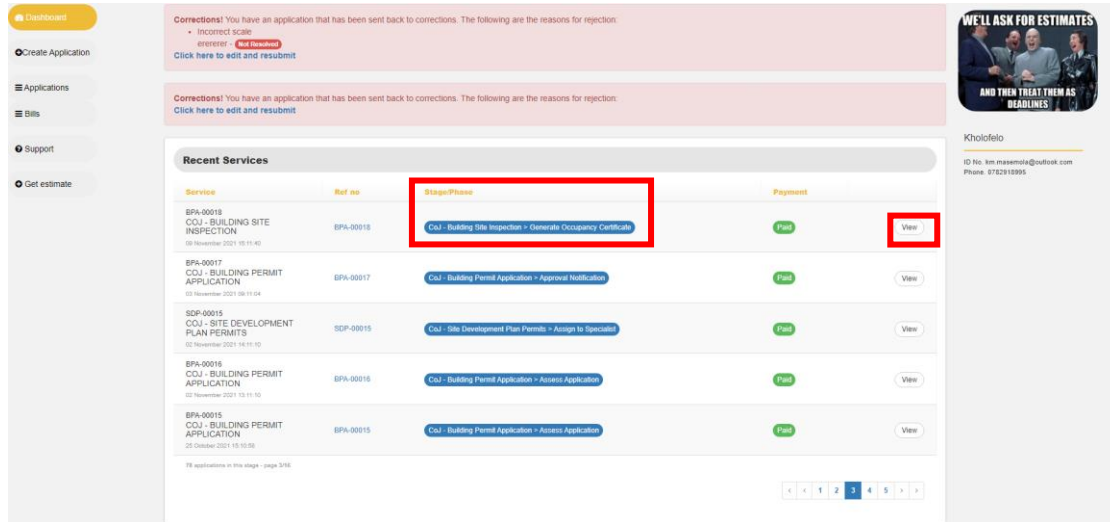
Details
Downloads
Payments
Reviews
Messages

SITE DEVELOPMENT PLAN PERMIT (2020-10-26 10:56:53)

You can view the permit by clicking on the document listed under the **downloads tab**.

5 CHAPTER 4: VIEW APPROVED PERMITS

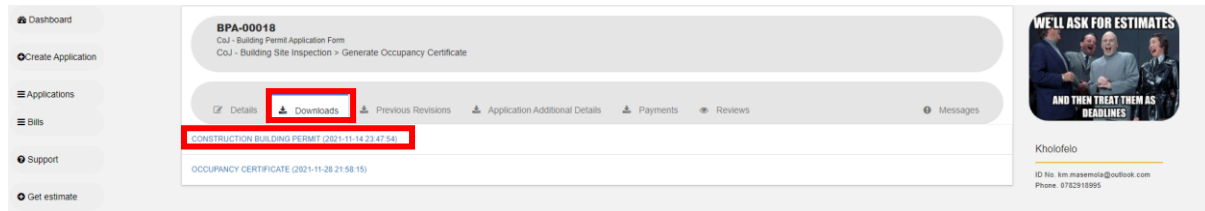
For you to download a permit in the system:



Recent Services

Service	Ref no	Stage/Phase	Payment	View
BPA-00018 COJ - BUILDING SITE INSPECTION 03 November 2021 15:11:40	EPK-00018	COJ - Building Site Inspection > Generate Occupancy Certificate	PAID	View
BPA-00017 COJ - BUILDING PERMIT APPLICATION 03 November 2021 09:11:04	EPK-00017	COJ - Building Permit Application > Approval Notification	PAID	View
SDP-00015 COJ - SITE DEVELOPMENT PLAN PERMITS 02 November 2021 14:11:10	SEP-00015	COJ - Site Development Plan Permits > Assign to Specialist	PAID	View
BPA-00016 COJ - BUILDING PERMIT APPLICATION 02 November 2021 13:11:10	EPK-00016	COJ - Building Permit Application > Assess Application	PAID	View
BPA-00015 COJ - BUILDING PERMIT APPLICATION 25 October 2021 15:10:58	EPK-00015	COJ - Building Permit Application > Assess Application	PAID	View

- Check the status of the application, under “Stage/Phase”
- Click on “View” to open the record.
- Click on the downloads tab
- Click on the document you want to view



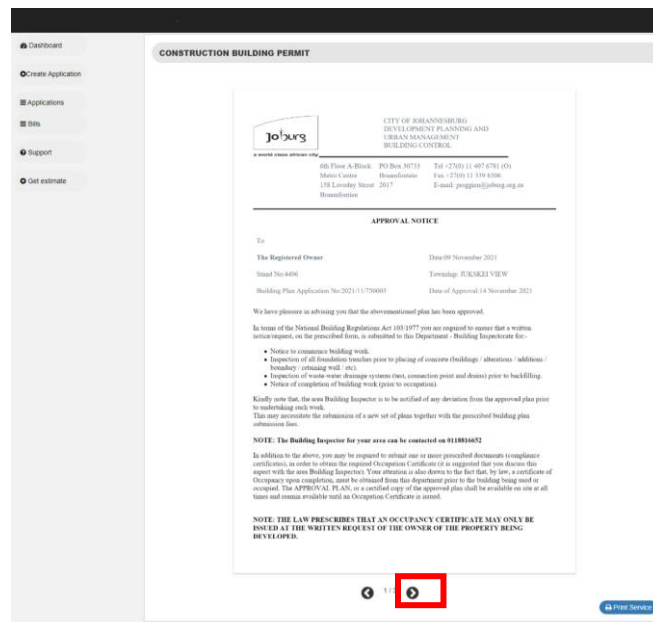
BPA-00018
COJ - Building Permit Application Form
COJ - Building Site Inspection > Generate Occupancy Certificate

Details Downloads Previous Revisions Application Additional Details Payments Reviews Messages

CONSTRUCTION BUILDING PERMIT (2021-11-14 23:47:56)

OCCUPANCY CERTIFICATE (2021-11-28 21:58:15)

- Click on the black arrows ◀ ▶ to navigate the permit.



CONSTRUCTION BUILDING PERMIT

Joburg
CITY OF JOHANNESBURG
DEVELOPMENT PLANNING AND
CIVILS MANAGEMENT
BUILDING CONTROL

46, Flies A Block PO Box 30739
Maitland Centre Braamfontein
151 Louisa Street 2017
Braamfontein

Tel: +27(0) 11 467 4761 (0)
Fax: +27(0) 11 339 4366
E-mail: progadm@joburg.org.za

APPROVAL NOTICE

To
The Registered Owner Date: 09 November 2021
Sinal No: 4496 Township: FICKSKEI VIEW
Building Plan Application No: 2021/1/750003 Date of Approval: 14 November 2021

We have pleasure in advising you that the above-mentioned plan has been approved.

In terms of the National Building Regulations Act 103/1977 you are required to ensure that a written notice request, on the prescribed form, is submitted to this Department - Building Inspectors Etc.:

- Notice to commence building work.
- Inspection of all foundation trenches prior to placing of concrete (chillings) / alterations / additions / boundary / retaining wall / etc).
- Inspection of waste-water drainage systems (incl. connection point and drains) prior to backfilling.
- Notice of completion of building work (prior to occupation).

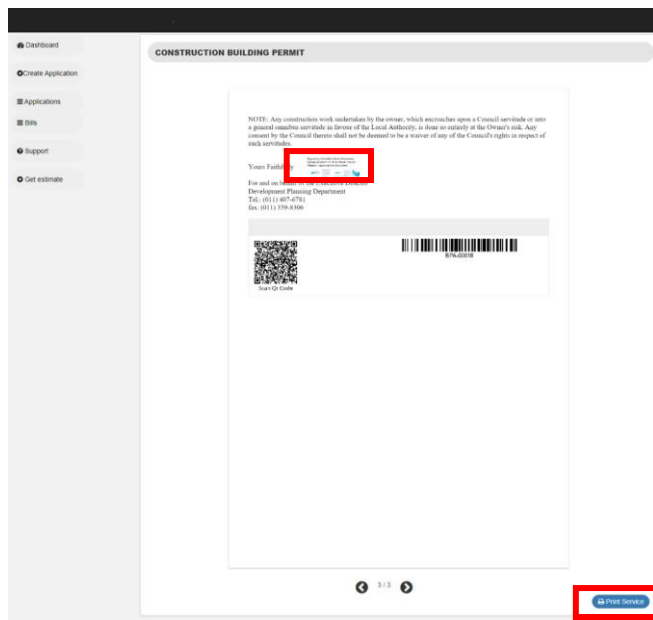
Kindly note that, the area Building Inspector is to be notified of any deviation from the approved plan prior to undertaking such work.
This may necessitate the submission of a new set of plans together with the prescribed building plan submission fees.

NOTE: The Building Inspector for your area can be contacted on 0113816052

In addition to the above, you may be required to submit one or more prescribed documentary compliance certificates, in order to obtain the required Occupancy Certificate (it is suggested that you discuss this aspect with the area Building Inspector). Your attention is also drawn to the fact that, by law, a certificate of Occupancy upon completion, must be obtained from this department prior to the building being used or occupied. The APPROVAL NOTICE is a certified copy of the approved plan and shall be available on site at all times and remains available until an Occupancy Certificate is issued.

NOTE: THE LAW PRESCRIBES THAT AN OCCUPANCY CERTIFICATE MAY ONLY BE ISSUED AT THE WRITTEN REQUEST OF THE OWNER OF THE PROPERTY BEING DEVELOPED.

- The signed permit will
- Click **“Print Service”** to download and print the permit.
 - An approved permit will include:
 - The electronic signature of who approved with the date and time stamp,
 - A QR code with information about the permit, and
 - A barcode with the permit reference number.

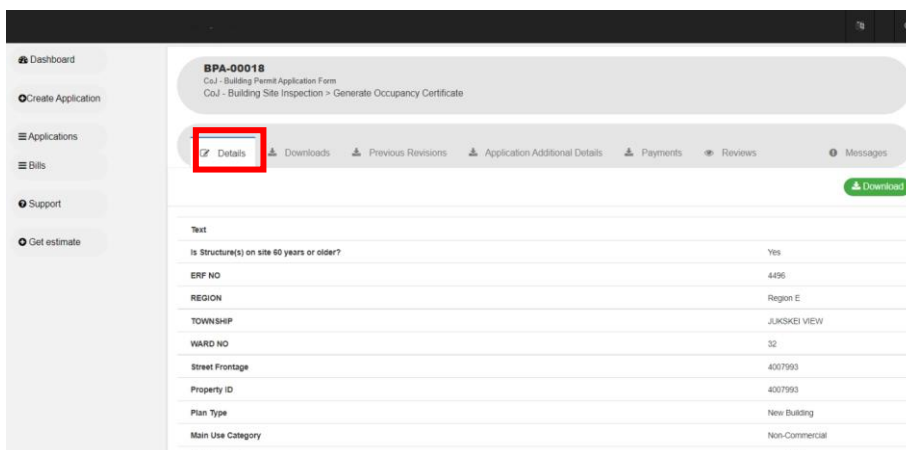


5.1 View stamped building Plan

To access stamped building plans after approval:

Service	Ref no	Stage	Payment	
SDP-AAA023 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS 26 October 2020 09:10:43	SDP-AAA023	CoJ - Dealing with Site Development Plan Permits > Approval Notification	Paid	View

- Click **“View”**
- Stay on the **“details”** tab





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- Scroll down the application till you see “**Building Plan**”,
- Click on “**upload this.pdf**” to download the stamped building plan on to your machine.

Full Name	Kholofelo
Address	4007993 BBBB Johannesburg, Gauteng 4007993 South Africa
Email	km.masemola@outlook.com
Contact No.	0782918995
ARCHITECT NAME	Kholofelo
SACAP REG NO	PrArg0042
ID Number	0000000000000
Permission letter from PHRA-G	upload this.pdf
ARCHITECTURAL COMPLIANCE CERTIFICATE	upload this.pdf
SANS10400 A - Form 1	upload this.pdf
SANS10400 A - Form 2	
SANS10400 A - Form 3	
SANS10400 A - Form 4	
BUILDING PLAN	upload this.pdf
Form C - Company Resolution	
Form B - Power of Attorney	upload this.pdf
Other Supporting Documents	
SURVEYOR GENERAL DIAGRAM	upload this.pdf

- View the download and the electronic signature details will be displayed on it.
- An stamped building plan will include:
 - The electronic signature of who approved with the date and time stamp.

Signed by:Kholofelo Marks Masemola
 Signed at:2021-11-14 23:59:31 +02:00
 Reason:I approve this document