

External Submissions



16.06.2020

Submitting External Applications



INTEGRATED PROPERTY, VALUATION, ASSET & PROJECT PORTAL



Overview

OVVIO includes functionality for external users to access the application (or components there-of) and to load submission such as Building Plan and Land Use Applications.

This document will show you how to access the OVVIO portal, view your existing applications and guide your through the steps of submitting your own applications (building plan / land use applications etc).

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2. View you Building Plan Submissions	2
3. Submit a Building Plan	5

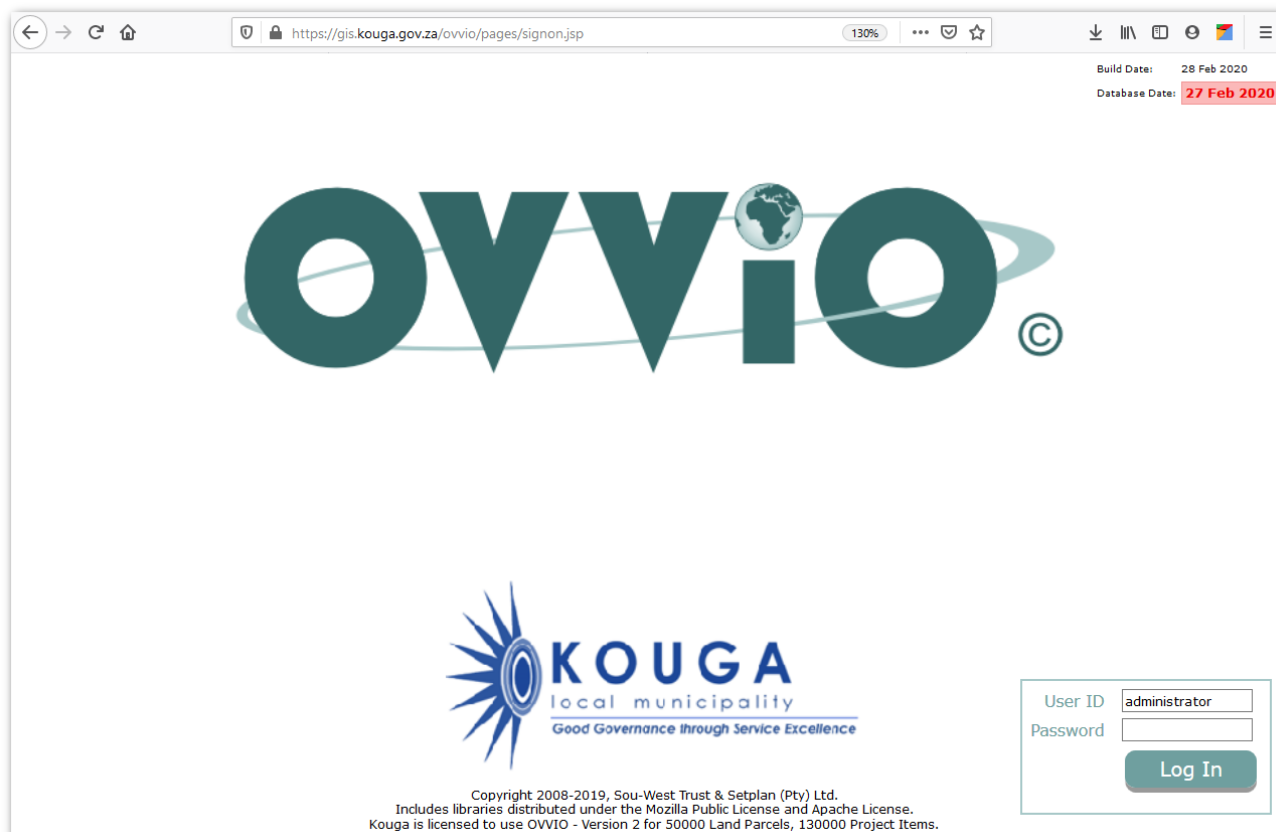
Document Change Log

Date	Update
	•
	•
	•

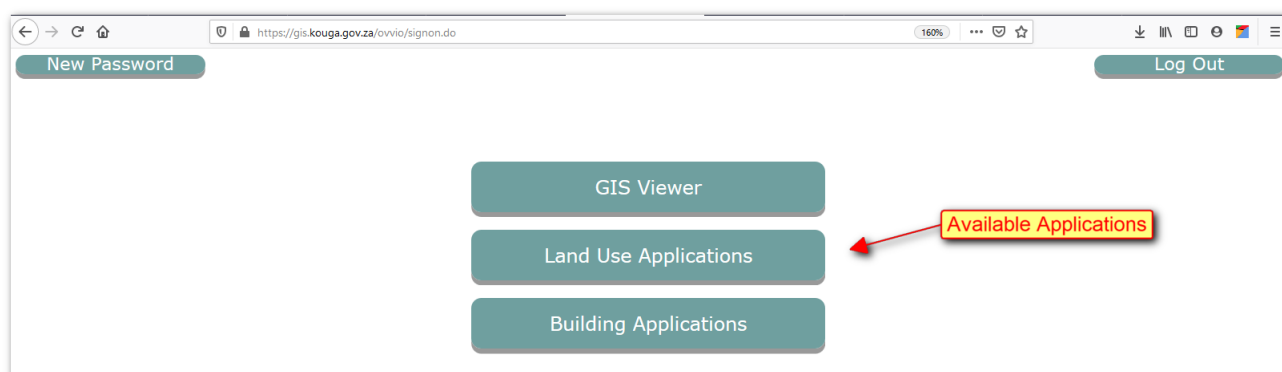
1. How to Access the OVVIO Portal

To access the OVVIO Portal, navigate to **<https://gis.kouga.gov.za/ovvio/>** in a Google Chrome, Mozilla Firefox internet browser (OVVIO is optimised for use on screens which are 7 inch and larger at a minimum resolution of 800×600).

Once the landing page of the portal has been reached, login with the credentials you have received.



You will see the OVVIO dashboard containing links to the applications you can access



2. View your Building Plan Submissions

From the dashboard select the **"Building Applications"** button to view a list of your Building Applications (you will only be able to see your own Building Plan Applications submitted via the portal)

[New Password](#)[Log Out](#)

[Building Applications](#)[Land Use Applications](#)

To view all your applications, leave the Filter Screen blank and click the **"Select"** button. Alternatively, complete some of the fields on the filter to receive a filtered list of all your applications.

[New Password](#)

Select Building Applications where ... [New](#)[Help](#) [Messages](#)[Home](#) [Return](#)

[Standard Filter](#) [Custom Filters](#)

Quotation

Planning Office

Plan/Quote

Status

Work Type

Dates

Date Captured Between and

Land Parcel

Erf/Farm Area

Erf/Farm Number Between and

SG Number

Scheme Name

+ More ...

[Select](#)

A list of your Building Plan submissions will be displayed.

[New Password](#)[Log Out](#)

Building Applications [New](#)[Home](#) [Return](#)[Print](#) [Export](#)

Land Parcel	Plan/Quote	Description	Status
100 of Aston Bay	J1819-00034	Additions (Restaurant) - General Building Work	Recommendation Made
100 of Aston Bay	J1819-00036	Additions (Other Residential) - General Building Work	Open
100 of Aston Bay	J1819-00025	Internal (Dwelling-House) - General Building Work	Open
200 of Aston Bay	J1819-00040	Additions (Dwelling-House) - General Building Work	Plan Approved
10 of Crossways	J1819-00029	Additions (Other Residential) - General Building Work	Open
15 of Crossways	J1819-00031	Additions (Dwelling-House) - General Building Work	Plan Approved
100 of Hankey	J1819-00037	New (Restaurant) - General Building Work	Recommendation Made
10 of Humansdorp	J1819-00030	New (Resort) - Revised Plan / Alterations: RDP Informal	Assessment Phase
150 of Humansdorp	J1819-00033	New (Other Residential) - Exemption on Municipal Plan Fees	Plan Approved
100 of Jeffreys Bay	J1819-00038	New (Low-Cost House) - General Building Work	Payment Received

Page 11-10 of 10

Click on a Building Plan to view the specific Building Plan details

The screenshot shows the 'Building Application Information' screen. It includes a 'New Password' button at the top left and a 'Log Out' button at the top right. The main content area is divided into several sections:

- Application Information:** Contains fields for Plan No (J1819-00103), Application Date (12 Jun 2020), Status (Open), Work Type (Minor Building Work (< 10 m²)), Deposit Type, Estimated Cost (0.00), and Public Sector (No).
- Contact Information:** Contains fields for Owner Name (Crossways Farm Village), Owner Postal Address (Po Box 234 Thornhill 6375), Owner ID Number (73112563248), Phone (042-2860939(H)), Title Deed (No), and SACAP Registration Attached (No).
- Building Application Payments:** A table showing payment details.

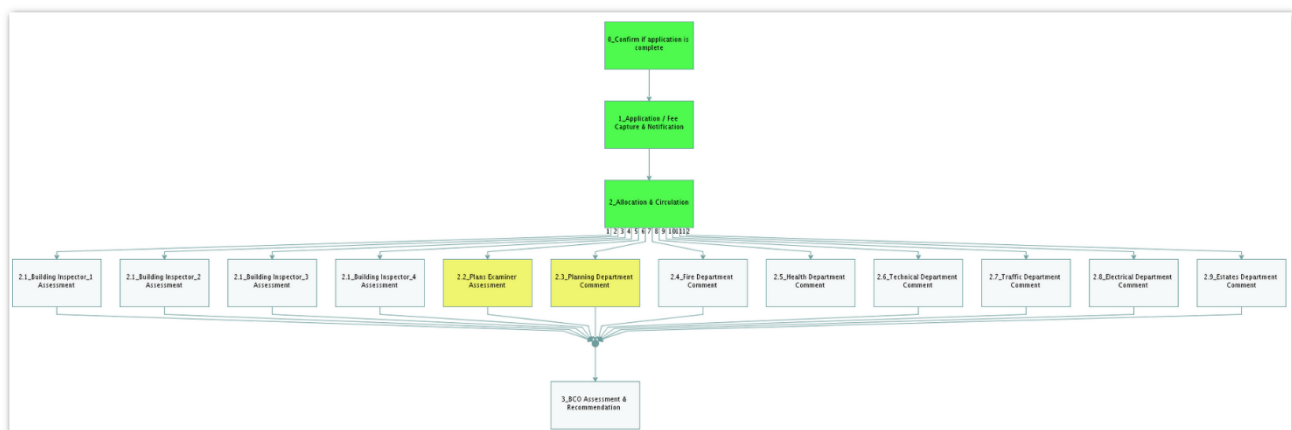
Type	Due	Payment Date	Receipt No	Received	Outstanding
Building Plan Fees	622.00	15 Jun 2020	INV55648	622.00	0.00
Total	622.00			622.00	0.00
- PayFast:** A section for online payment with a 'Pay' button and a '0.00' amount field.
- Documents Required for Application:** A table showing the status of required documents.

Document	Required	Provided	Document No	Document Date	Reason
Copy of Owner's ID	Yes	Yes	1		
Power of Attorney	Yes	Yes	2		
- Toolbar:** A vertical menu on the right side containing links for Print, Export, Documents, Comments, Tasks and Questions, Payments, Documents Required, Communications, Questions, Evaluations, Resubmissions, Collections, Inspections, Occupation Certificates, and Close.

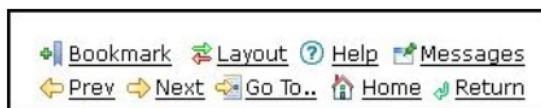
The following Statuses are applicable to Building Applications:

- **Missing Documents** - There are outstanding Documents to be attached to the Application
- **Open** - This is the status of a new application
- **Assessment Phase** - The application is being assessed
- **Recommendation Made** - A recommendation has been made by the BCO
- **Resubmitted** - If a submission was Deferred and a re-submission was made
- **Plan Approved** - The submission was approved by the AO
- **Plan Refused** - The submission was refused by the AO
- **Inspections Completed** - Required inspections have been completed
- **Occ Cert Issued** - An Occupation Certificate was issued
- **Closed** - The application is closed

In addition to Application Information the Building Application Information screen also includes a Workflow diagram indicating the current actions being undertaken in the processing of the application.



Please note following Navigation Tools which help you to move between the various screens / views in OVVIO (all the tools might not be available for use at the same time)



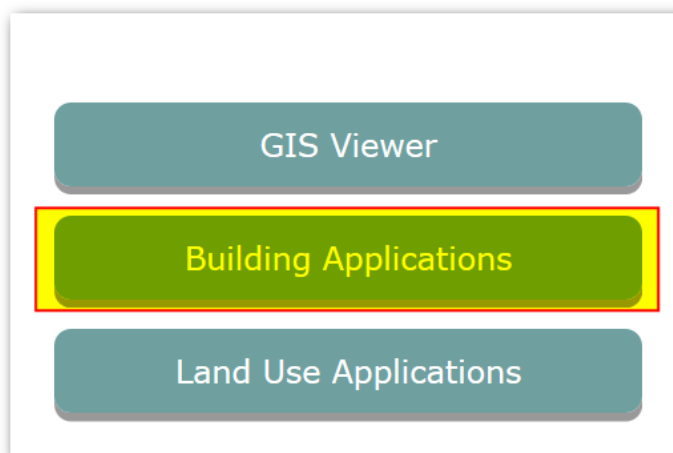
- [Bookmark](#) button allows you to add/remove a bookmark for the current record
- [Layout](#) button changes the layout view of record between list and tab view
- [Help](#) opens up the OVVIO help menu
- [Messages](#) opens up a tool where you can send messages to other users
- [Prev](#) button to view the previous record in the list
- [Next](#) button to view Next record in the list
- [Go To..](#) button will open up your bookmark list & allow quick navigation to a record
- [Home](#) button to return to the Dashboard
- [Return](#) button to return to the previous page.

NOTE: Do not use the back & forward buttons on your browser to return to previous pages

3. Submit a Building Plan

A. Add a Building Plan

To submit a new Building Plan, select the **Building Applications** button on the Dashboard



Select the "New" button.

New Password

Select Building Applications where ...

New

[Help](#) [Messages](#)
[Home](#) [Return](#)

Standard Filter

Custom Filters

Quotation

Planning Office

Plan/Quote

Status

Work Type

Contains

Dates

Date Captured

Between

and

Land Parcel

Erf/Farm Area

Erf/Farm Number

SG Number

Scheme Name

Between

and

Contains

Contains

+ More ...

Select

Complete the Erf details (Either Land Parcel or Sectional Title Unit) to which the Building Plan will apply and click the "Add" button.

New Password

Specify a Land Parcel or a Sectional Title Scheme Unit for the Building Application

Type

☒ Land Parcel
☐ Sectional Title Unit

Erf Area

Aston Bay

Erf Number

250

Erf Portion

Note: Please contact the municipality if you cannot find the Land Parcel or Sectional Title Unit you are looking for.

The Building Application information screen will open, with the Erf information linked. Some ownership information will be pre-populated based on the information available from the municipality. Complete the details for the Building Plan Application.

The following mandatory fields must be completed.

- Owner Name
- Owner Postal Address
- Owner ID
- Work Type

Add Building Application [Help](#) [Messages](#)

Quotation ☐

Planning Office

Jeffreys Bay

Land Parcel

250 of Aston Bay

Scheme Name

Unit No

Original/Superceded Application

Owner Information

Owner Name

Van Zyl GA

Owner Postal Address

Posbus 4289
Tzaneen
0850

Owner ID Number

6401035028087

Owner Home Phone No

Owner Work Phone No

Owner Cell No

Owner EMail

Bank Name

Bank Account No

Bank Branch Code

Designer is required.

Deposit Type is required.

Building Type is required.

Scope is required.

Floor Area is required.

Add

Cancel

Note: Please ensure that you select the correct Planning Office should there be more than one Planning Office in the Municipality

Continue by specifying a **Work Type** from the drop down list:

Add Building Application

Bank Account No
Bank Branch Code

Building Details

Designer
Engineer
Builder
Plumber
Electrician
Work Type
Deposit Type
Floor Area
Quantity
Building Type
Public Sector
Scope

Minor Building Work (< 10 m²)
Swimming Pool
RDP Informal Housing
General Building Work
Revised Plan / Alterations: Other
Minor Work - Internal Changes
Exemption on Municipal Plan Fees
Wind Turbines
Wind Turbine: Additional Structures
Industrial / Rural / Churches
Revised Plan / Alterations: RDP Informal
Boundary Wall

Depending on the **Work Type** specified above the following additional mandatory fields might have to be completed in the Building Details section:

- Designer
- Deposit Type
- Building Type
- Scope
- Floor Area

Building Details

Designer: C. Oelofse
Engineer:
Builder:
Plumber:
Electrician:
Work Type: General Building Work
Deposit Type: Other Zonings
Floor Area: 100.0
Quantity:
Building Type: Alterations (Res)
Public Sector:
Scope: Internal

To complete the Designer / Engineer / Builder / Plumber information start typing the name of the person / company. A list of options will be displayed. Select one of the option to apply it to the form.

Building Details	
Designer	gavin
Engineer	Gavin Mclachlan (SACAP 2461)
Builder	
Plumber	

Note: Please contact the municipality if the Designer / Engineer / Builder / Plumber lists do not include the option you are looking for.

After completing the form select the Add button to submit the application.

A summary of your application will be displayed including the **Plan No** as well as the fees payable.

New Password

Building Application Information

Edit

Delete

Plan No

J1819-00104

Application Date

12 Jun 2020

Status

Missing Documents

Land Parcel

Owner Name

Van Zyl GA

Owner Postal Address

Posbus 4289
Tzaneen
0850

Owner ID Number

6401035028087

Phone

0828743234

Owner EMail

support@ovvio.co.za

Title Deed

No

SACAP Registration Attached

No

Designer

C. Oelofse

Work Type

General Building Work

Deposit Type

Other Zonings

Floor Area

100.00

Floor Area

100sqm

Estimated Cost

650,000.00

Building Type

Alterations (Res)

Public Sector

No

Scope

Internal

Application Information

Building Application Payments

Type	Due	Payment Date	Receipt No	Received	Outstanding
Building Plan Fees	2,392.00			0.00	2,392.00
Building Plan Deposit	6,615.00			0.00	6,615.00
Total	9,007.00			0.00	9,007.00

Fees Payable

PayFast

A DPO Company

9007.00

Pay

Documents Required for Application

Document	Required	Provided	Document No	Document Date	Reason
Copy of Owner's ID	Yes				
Power of Attorney	Yes				
Proof of Payment	Yes				
Copy of Title Deed	Yes				
Completed Form 1	Yes				
Completed Form 2	Yes				
Professional Indemnity Insurance	Yes				
Building Plans	Yes				
Copy of RoD/EIA	Yes				
Energy Calculations - Fenestrations	Yes				

Documents Required

A pdf confirmation of the application submission will also automatically download (please ensure that your browser's pop up blocker is disabled to allow you to view the download)



33 da Gama
Jeffreys Bay
6330
P.O. Box 21
Jeffreys Bay
6330
Tel: 042 200 2200
Fax: 042 293 2238
planning@kouga.gov.za
9 Apr 2020

Building Plan Submission

Erf	250 of Aston Bay	Plan No	J1819-00045
Address	33 Swan Drive	Application Date	9 Apr 2020
Owner	Van Zyl GA	Work Type	General Building Work
Owner Address	Posbus 4289 Tzaneen 0850	Deposit Type	Single Residential
Designer	David Boy	Floor Area	100sqm
		Estimated Cost	650,000.00
		Building Type	Dwelling-House
		Sector	Private
		Scope	New

Payment Type	Code	Amount Due	Refund To	Receipt No	Date	Received
Building Plan Fees	SR 40700-91051	2,392.00				
Building Plan Deposit	SR 40700-15501	2,488.00				
TOTAL		4,880.00				

B. Pay Application Fees

You can settle the Fees Payable using the secure PayFast online Payment Gateway. Selecting the Pay option will divert you to the various payment options provided by PayFast (www.payfast.co.za) including options to pay via EFT or Credit Card.

Building Application Payments					
Type	Due	Payment Date	Receipt No	Received	Outstanding
Building Plan Fees	2,392.00			0.00	2,392.00
Building Plan Deposit	6,615.00			0.00	6,615.00
Total	9,007.00			0.00	9,007.00



9007.00

Select to pay via EFT / Credit Card

C. Upload Documents

On submission the **Status** of the Application will be marked as **Missing Documents**

Proceed with your application by attaching the required documentation to the application.

Documents Required for Application					
Document	Required	Provided	Document No	Document Date	Reason
Copy of Owner's ID	Yes				
Power of Attorney	Yes				
Proof of Payment	Yes				
Copy of Title Deed	Yes				
Completed Form 1	Yes				
Completed Form 2	Yes				
Professional Indemnity Insurance	Yes				
Building Plans	Yes				
Copy of RoD/EIA	Yes				
Energy Calculations - Fenestrations	Yes				

To attach a document, select the Document Type from the list of **Documents Required for Application** section

Document Required for Application Information

[Edit](#) [Delete](#)

[Home](#) [Return](#)

Building Application	J1819-00104
Document	Copy of Owner's ID
Required	Yes
Provided	
Error(s)	Document is required

[Print](#)
[Export](#)
[Documents](#)
[Comments](#)
[Tasks and Questions](#)

Select the **Documents** option from the Toolbar on the right. This will open the Document Manager window.

Start by selecting the Submissions folder (under BUILDING CONTROL) then select the New button to add a Document.

Document Management - add a new document that is linked to J1920-00533/ 1. Submission Form

[Help](#) [Messages](#)
[Home](#) [Return](#)

1. Select the Submissions Folder

3.2 Submissions

2. Select New to add a Document

Select the correct folder in which to save the document and then click on the button above.

Folder Structure
KOUGA FILE STRUCTURE
1 DOCUMENTS
2 LAND USE MANAGEMENT
3 BUILDING CONTROL
3.1 General
3.2 Submissions
3.2.1 Correspondence
3.2.2 Assessments
3.2.3 Decisions

Select the Browse option and locate the files you want to upload from your device (you can also drag and drop the files in the space provided)

Add A Document To 3.2 Submissions

Click the browse button to select a file, or drag and drop a file into the area below

The document will be automatically linked to the Document Required for Application J1920-00533/ 20. Building Plans.

Drag and drop a file here or click the browse button

Browse...

No file selected.



Cancel

Once selected, you can edit the file name and complete the optional fields listed. Select the Update button to start uploading the selected Document.

Add A Document To 3.2 Submissions

File Name	OwnerID.pdf
Mime Type	application/pdf
Size	58140 bytes
Last Modified	6/11/2020
Name	OwnerID

Type

Reference No

Source

Author

Compiled On

✖

Keywords

Update

Cancel

After the document upload is complete the Document will be displayed as a Linked Document.

Document Required for Application Information

[Edit](#)
[Delete](#)
[Audit Trail](#)
[Bookmark](#)
[Layout](#)
[Help](#)
[Messages](#)
[Go To..](#)
[Home](#)
[Return](#)

Building Application	J1920-00533
Document	20. Building Plans
Required	Yes
Provided	Yes
Document No	4
Document Date	

Linked Documents

- KOUGA FILE STRUCTURE/3 BUILDING CONTROL/3.2 Submissions
 - Building Plans

Building Plans
Uploaded Document

Comments

Tasks and Questions and eForms

Next, you need to confirm that that the Document has been provided. To do this select the Edit option.

Document Required for Application Information

[Edit](#)
[Delete](#)
[Audit Trail](#)
[Bookmark](#)
[Layout](#)
[Help](#)
[Messages](#)
[Go To..](#)
[Home](#)
[Return](#)

Building Application	J1920-00533
Document	20. Building Plans
Required	Yes
Provided	Yes
Document No	4
Document Date	

Linked Documents

- KOUGA FILE STRUCTURE/3 BUILDING CONTROL/3.2 Submissions
 - Building Plans

Select the Edit option to confirm that the Document has been provided

Comments

Tasks and Questions and eForms

Select the **Yes** option from the Provided field and specify a Document Reference Nr (Completion of the Document Date is option).

Update Document Required for Application

Building Application	J1920-00533
Document	20. Building Plans
Required	Yes
Provided	Yes v
Document No	4
Document Date	18 Jun 2020 ✖
Reason	

Select the Update button to update the record.

Document Required for Application Information

[Edit](#) [Delete](#) [Home](#) [Return](#)

Building Application	J1819-00104
Document	Copy of Owner's ID
Required	Yes
Provided	Yes
Document No	55f
Document Date	12 Jun 2020

Linked Documents

- KOUGA FILE PLAN/2 BUILDING CONTROL/2.2 Submissions
- OwnerID

Click on the **Building Application** number or select the **Return** button to return to the Building Application Information.

Document Required for Application Information

[Edit](#) [Delete](#) [Audit Trail](#) [Bookmark](#) [Layout](#) [Help](#) [Messages](#) [Go To..](#) [Home](#) [Return](#)

Building Application	J1920-00533
Document	20. Building Plans
Required	Yes
Provided	Yes
Document No	4
Document Date	18 Jun 2020

Linked Documents

- KOUGA FILE STRUCTURE/3 BUILDING CONTROL/3.2 Submissions
- Building Plans

Comments

Tasks and Questions and eForms

The status of the Required Document will now be updated and indicated in black text. All outstanding Documents will be indicated in red.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes				
	Proof of Payment	Yes				
	Copy of Title Deed	Yes				
	Completed Form 1	Yes				
	Completed Form 2	Yes				
	Professional Indemnity Insurance	Yes				
	Building Plans	Yes				
	Copy of RoD/EIA	Yes				
	Energy Calculations - Fenestrations	Yes				

Proceed to upload all the Documents Required by following the above process.

Should you deem a Document not to be required for submission as part of your application you can mark it as not provided.

To do this select the **Edit** button next to the Document Type.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes				
	Proof of Payment	Yes				
	Copy of Title Deed	Yes				
	Completed Form 1	Yes				
	Completed Form 2	Yes				
	Professional Indemnity Insurance	Yes				
	Building Plans	Yes				
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes				

Specify the "No" option under the Provided field and provide a motivation.

Update Document Required for Application

Building Application

J1819-00104

Document

Copy of RoD/EIA

Required

Yes

Provided

No ▾

Document No

Document Date

Reason

Development not subject to an Environmental Assessment

The Document Required status for the Document will now be updated accordingly.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes				
	Proof of Payment	Yes				
	Copy of Title Deed	Yes				
	Completed Form 1	Yes				
	Completed Form 2	Yes				
	Professional Indemnity Insurance	Yes				
	Building Plans	Yes				
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes				

Once all the Required Documents have been uploaded the Status of your application will change from **Missing Documents** to **Open**.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes	Yes	3		
	Proof of Payment	Yes	Yes	4		
	Copy of Title Deed	Yes	Yes	5		
	Completed Form 1	Yes	Yes	6		
	Completed Form 2	Yes	Yes	7		
	Professional Indemnity Insurance	Yes	Yes	8		
	Building Plans	Yes	Yes	9		
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes	Yes	10		

Building Application Information

 [Edit](#)
 [Delete](#)

[< Prev](#)
[Next >](#)

[Home](#)
[Return](#)

Plan No	J1819-00104	Designer	C. Oelofse
Application Date	12 Jun 2020	Work Type	General Building Work
Status	Open	Deposit Type	Other Zonings
Land Parcel		Floor Area	100.00
Owner Name	Van Zyl GA	Floor Area	100sqm
Owner Postal Address	Posbus 4289 Tzaneen 0850	Estimated Cost	650,000.00
Owner ID Number	6401035028087	Building Type	Alterations (Res)
Phone	0828743234	Public Sector	No
Owner EMail	support@ovvio.co.za	Scope	Internal
Title Deed	No		
SACAP Registration Attached	No		

The municipality will now be notified of your submission

4. Tracking the Status of a Building Plan Submission

As the application is processed so the Status of a submission / application will change.

Building Application Information		Edit Delete Prev Home Return	
Plan No	J1819-00038	Designer	AMB Draughting (T0343)
Application Date	12 Sep 2019	Engineer	Aurecon
Status	Payment Received	Builder	Alet Yerber
Land Parcel	100 of Jeffreys Bay	Work Type	General Building Work
Owner Name	Els CA	Deposit Type	Exemption on Municipal Building Deposit
Owner Postal Address	Posbus 265 Colesberg 9795	Floor Area	100
Owner ID Number	3504150011086	Estimated Cost	650,000.00
Phone	051 7530711(H) 0722270625	Building Type	Low-Cost House (Non-Res)
		Public Sector	No
		Scope	New

The following Status indicators will apply:

- **Missing Documents** - There are outstanding Documents to be attached to the Application
- **Open** - This is the status of a new application
- **Assessment Phase** - The application is being assessed
- **Recommendation Made** - A recommendation has been made by the BCO
- **Resubmitted** - If a submission was Deferred and a re-submission was made
- **Plan Approved** - The submission was approved by the AO
- **Plan Refused** - The submission was refused by the AO
- **Inspections Completed** - Required inspections have been completed
- **Occ Cert Issued** - An Occupation Certificate was issued
- **Closed** - The application is closed

The applicant can view the Status of the submission as it is being process by the municipality.

Building Application Information		Edit Delete Prev Next Home Return	
Plan No	J1819-00031	Designer	A.J. Myburgh (D2866)
Application Date	20 Jun 2019	Engineer	Africon
Status	Plan Approved	Work Type	General Building Work
Land Parcel	15 of Crossways	Deposit Type	Single Residential
Owner Name	Crossways Farm Village	Floor Area	100.00
Owner Postal Address	Po Box 234 Thornhill 6375	Floor Area	100sqm
Owner ID Number	7832456745	Estimated Cost	650,000.00
Phone	042-2860939(H) 0828745456	Building Type	Dwelling-House (Res)
Title Deed	No	Public Sector	No
SACAP Registration Attached	No	Scope	Additions

Comments					
-					

Building Application Payments					
Type	Due	Payment Date	Receipt No	Received	
Building Plan Deposit	2,488.00	7 Apr 2020	INV5548d	2,488.00	
Building Plan Fees	2,392.00	14 Apr 2020	INV55648	2,392.00	

 Print

- ☐ Comments
- ☒ Tasks and Questions and eForms
- ☐ Amended/Subsequent Applications
- ☒ Building Application Payments
- ☐ Questions for Building Application
- ☒ Building Application Evaluations
- ☐ Building Application Resubmissions
- ☐ Building Application Collections
- ☐ Building Application Inspections
- ☐ Occupation Certificates
- ☒  Work Flow Diagram
- ☐  GIS

Page Width ▾

A Building Application Report in pdf format will be generated and downloaded. (Please ensure that the pop-up blocker in your Internet Browser application has been switched off)



Building Application

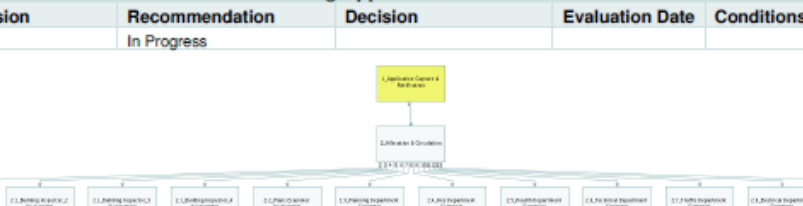
9 Apr 2020 13:04

Plan No	J1819-00045	Designer	David Boy
Application Date	9 Apr 2020	Work Type	General Building Work
Status	Open	Deposit Type	Single Residential
Land Parcel	250 of Aston Bay	Floor Area	100.00
Owner Name	Van Zyl GA	Floor Area	100sqm
Owner Postal Address	Posbus 4289 Tzaneen 0850	Estimated Cost	650,000.00
Owner ID Number	6401035028087	Building Type	Dwelling-House (Res)
Phone		Public Sector	No
Title Deed	No	Scope	New
SACAP Registration Attached	No		

Tasks and Questions and eForms				
Type	No	Name	Planned	Assigned To
Task	641	1_Application Capture & Notification	9 Apr 2020 - 13 Apr 2020	building.admin
				% Complete 0

Building Application Payments				
Type	Due	Payment Date	Receipt No	Received
Building Plan Fees	2,392.00			0.00
Building Plan Deposit	2,488.00			0.00

Building Application Evaluations				
Resubmission	Recommendation	Decision	Evaluation Date	Conditions
	In Progress			



```

graph TD
    A[Application Capture & Notification] --> B[Evaluation & Decision]
    B --> C[Application Approved]
    B --> D[Application Rejected]
    B --> E[Application Withdrawn]
    B --> F[Application Suspended]
    B --> G[Application Under Review]
    B --> H[Application On Hold]
    B --> I[Application Pending]
    B --> J[Application In Progress]
    B --> K[Application Pending Approval]
    B --> L[Application Pending Inspection]
    B --> M[Application Pending Completion]
    B --> N[Application Pending Final Approval]
    B --> O[Application Pending Final Inspection]
    B --> P[Application Pending Final Approval]
    
```

To access the standard system reports for an application, select the **Additional Reports** tab. Click on a Report option to print the report in a pdf format.

Print Building Application

Detail Report

Additional Reports

Custom Reports

Forms

Building Plan Submission

Building Plan Assessment Report

Building Plan Decision

Resubmission Forms

Collection Forms

Inspection Forms

Occupational Certificate

Note: Reports are only available for the completed phases of an Application. Reports for uncompleted phases will not be selectable.

