

COJ ONLINE BUILDING PERMIT SYSTEM

USER MANUAL FOR ARCHITECTS, HOMEOWNERS & AGENTS



a world class African city

Prepared: October 2020



RED CIRCLE
Empowering Associations

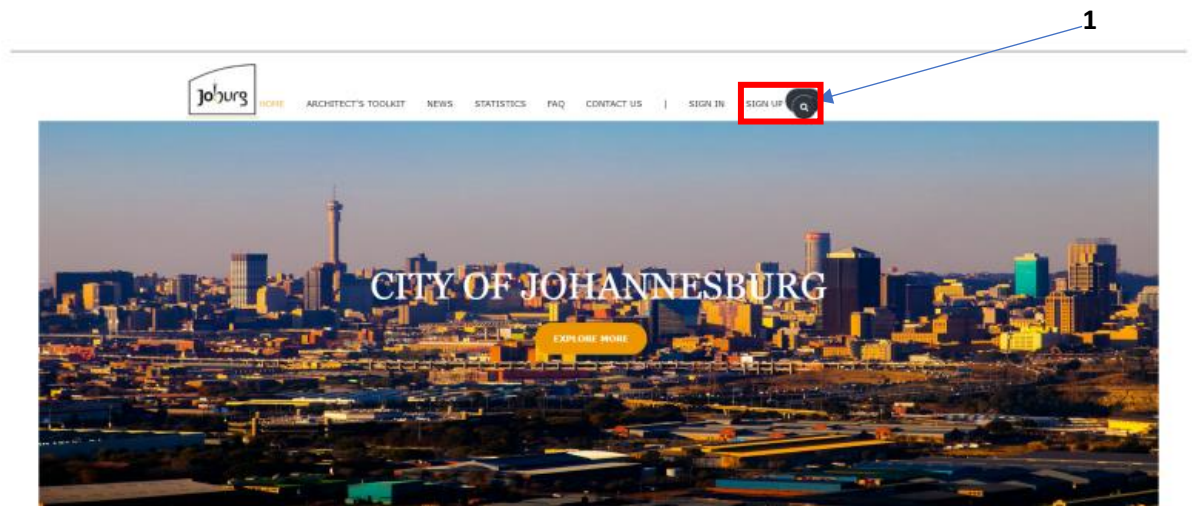
Red Circle Promotions (Pty) Ltd
Registration No.: 2014/210931/07
345 Rivonia Boulevard
Rivonia, Sandton
2191

MFUNDOPEDIA

WE ARE A LEARNING ORGANISATION

Chapter 1. Accessing the Portal

COJ Building Permitting Project is an internet-based system and is accessible via any web browser. A browser must therefore be installed in 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://cpms.joburg.org.za> and hit enter to continue. You will be presented with the homepage as shown.



1.1 Registration/Create Account

Registered Physical Planners, Architects, Structural Engineers are the only entities allowed to register and submit development proposals on COJ Building Permitting Project. To register for an account, click on "Sign Up"

Figure 1: Sign-up or Register

Sign Up

Please create an account

Already a member? [Sign In](#)

Full Name

Username

Enter Email

Confirm Email

New Password

Confirm Password

Mobile Phone

Register As

Avatar No file chosen

Terms and Conditions
By clicking on 'Save and Continue' below, you are agreeing to the [Terms of services](#) and the [Privacy Policy](#).

Click “Sign Up”

1. Fill in your full name in the “full name” field.
2. Fill in your email address in the “username” field, note that your email address will be used as your username.
3. Fill in your email address in the “enter email” field
4. Confirm your email address in the “confirm” email field.
5. Provide a unique password in the “new password” field.
6. Confirm the password in the “confirm password” field.
7. Fill in your mobile number in the “mobile phone” field.
8. Please click on the “registered as” drop down field and select the relevant progression.
9. Optional – please click on “choose file” to add your profile photo.
10. Having reviewed our terms and conditions, as well as our privacy policy, please click on “save and continue”.

Figure 2: Additional details (For Architects)

Additional details

Architects Additional details Form

SACAP ID *		1
Name *		2
Email *		3
Postal Address		4
Category *		5

Submit

1. If you are an architect, further details are required:
2. Fill in your SACAP ID in the “SACAP ID” field.
3. Fill in your full name in the “name field”.
4. Fill in your email address in the “email” field.
5. Optional – provide your postal address in the “postal address” field.
6. Select your category by clicking on the “category” drop-down field.
7. An email confirmation request is sent to your email address.

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Account Verification

Please verify your account on

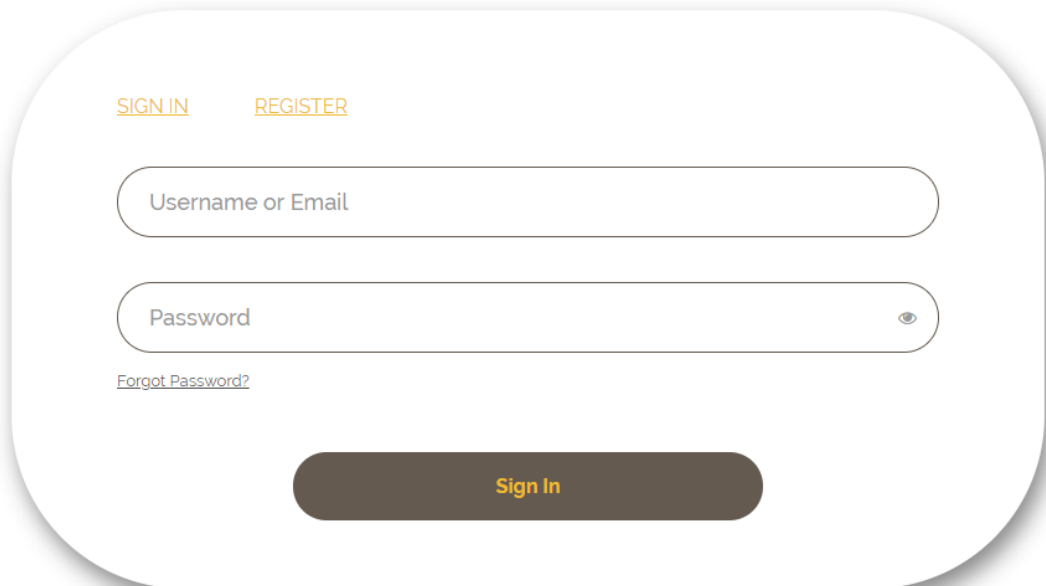
1. Click on the link in the email address to activate your account.

1.1.1 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

Figure 3: Logging In

Sign In

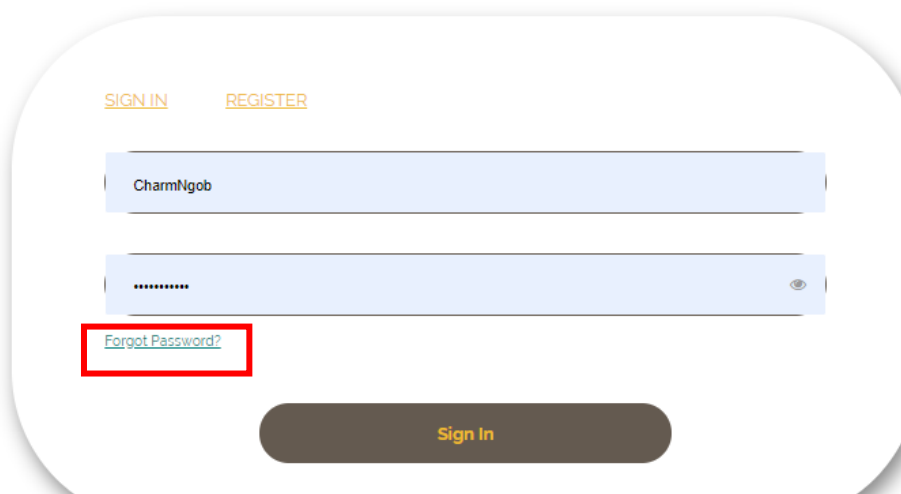
A login form with a white background and rounded corners. At the top, there are two links: "SIGN IN" and "REGISTER". Below these are two input fields: "Username or Email" and "Password". The "Password" field has a toggle icon (an eye) on the right. Below the "Password" field is a link "Forgot Password?". At the bottom is a dark brown button with the text "Sign In" in yellow.

1.1.2. Resetting your password

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

Figure 7: Forgot Password

Sign In

A login form with a white background and rounded corners. At the top, there are two links: "SIGN IN" and "REGISTER". Below these are two input fields: "CharmNgob" and "*****". The "*****" field has a toggle icon (an eye) on the right. Below the "*****" field is a link "Forgot Password?" which is highlighted with a red rectangle. At the bottom is a dark brown button with the text "Sign In" in yellow.

Click on "Forgot Password" the login page Enter your email then click 'Reset my password' button.

Figure 7: Password Recovery

Input your username or email address in the box indicated in red above.

Figure 8: Lost Password Recovery Email

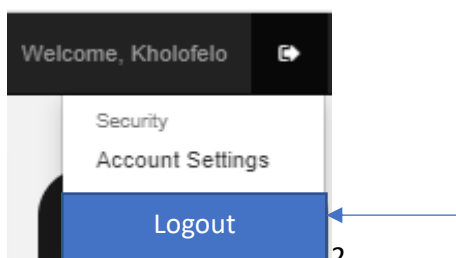
Check your email inbox for the password reset email sent by the system.

Figure 9: Changing Passwords (Following the link)

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

1.1.3. Editing Your Account Details

To edit your account click on the logout arrow & from the dropdown click 'account settings' You will then be presented with your account details



- Edit Basic Details – this tab allows you to view basic details like your name, email address, and username.

Figure 10: Edit Basic Details

My Account View account details

Home / My Account

[Edit Basic Details](#) [Edit Additional Details](#) [My Activity](#)

Full Name Brenda Jelagat Kangogo

Email Address bkangogo39@gmail.com

Username Kangogo

Last Login 2019-11-16 13:08:41

Is Active? Yes

Email is Validated? Yes

- **Edit Additional Details**- This tab allows you to edit additional details such as the Client Particulars. Go to the “Edit Additional Details” Tab then click on the “Edit Additional details” button.

Figure 11: Edit Additional Details

[Edit Basic Details](#) [Edit Additional Details](#) [My Activity](#)

[Edit Additional Details](#)

Full Name Charmaine

ID Number 2020231098900

Email charmaine.ngobenil@mfundopedia.co.za

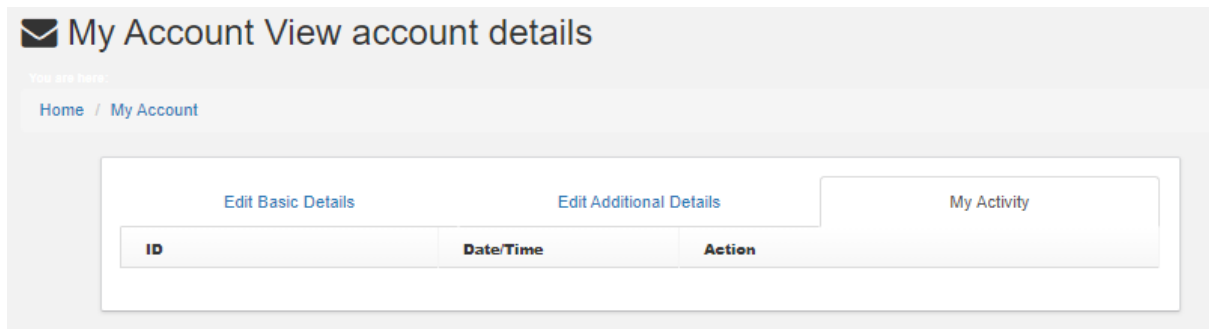
Physical Address 111 Paw

You can edit your details by clicking on “Edit Additional Details”. This allows you to change:

- Your full name
- ID Number
- Email Address
- Physical Address

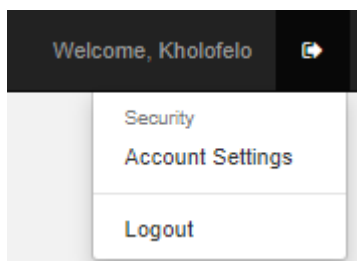
The “My Activity tab” – allows you to view activity logs of your account. It an action and the date the date that it was taken.

Figure 12: My Activity Tab



1.1.4. Logging Out

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

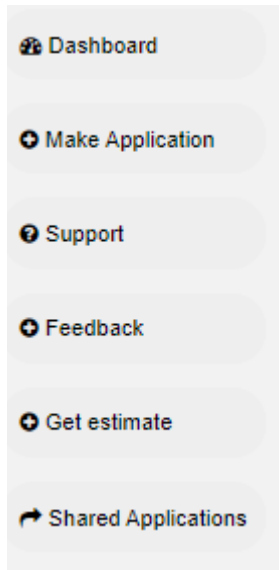


1.2 INTERFACE OVERVIEW

1.2.1 Main Navigation Menus

To navigate around the system, you will make use of the menu bar at the top of the User interface

Figure 13: Main Navigation Menus



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. Make Applications – Allows you to make submissions and track progress for all applications you have submitted.
3. Support – Displays Support messages sent to your account from reviewers. Feedback– This displays a form to fill out to give feedback on any issue.
4. Get Estimate – allows you to get an estimate of fees for applications
5. Shared Applications – allows you to view and manage all shared applications.

Figure 4: Dashboard

Dashboard

Make Application

Support

Feedback

Get estimate

Shared Applications

Corrections! You have an application that has been sent back to corrections. The following are the reasons for rejection:

- not compliant - **Not Resolved**

Click here to edit and resubmit

Recent Services

Service	Ref no	Stage	Payment
SDP-AAA023 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS 28 October 2020 09:10:43	SDP-AAA023	CoJ - Dealing with Site Development Plan Permits > Approval Notification	Paid
BPA-0028 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 24 October 2020 17:10:30	BPA-0028	CoJ - Dealing with Building Plan Construction Permits > Confirm Completeness and Quality (Pre-Scrutiny)	No Bill
BPA-0027 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 23 October 2020 16:10:01	BPA-0027	CoJ - Dealing with Building Plan Construction Permits > Approval Notification	Paid

Charm

ID No: CharmNgob

Phone: 0828445522

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

- Services – Applications that you have previously completed.
- Ref no – Application reference number.
 - Clicking on the Application reference number allows you to view application details including the:
 - Downloadable documents from the system
 - Payment details and invoices
 - Reviews, which allows you to see the administrative users that have processed your application.
- Stage – Specifies the stage that the application is on with regards to the approval workflow.
- Payment – Indicates if an application has been billed, paid or a payment is pending

Figure 5: Recent Bills

Recent Bills The following bills require your action					
Service	Bill Ref No	Bill Status	Amount	Due Date	Actions
SDP-AAA023 COJ - DEALING WITH SITE DEVELOPMENT PLAN PERMITS 26 October 2020 09:10:43	10404/18/46	Paid	ZAR 934	2020-10-26 00:00:00	View
BPA-0021 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 23 October 2020 09:10:24	22992/22/38	Paid	ZAR 21000	2020-10-23 00:00:00	View
BPD7(6)-AAA002 COJ - DEALING WITH 7(6) APPLICATION PERMIT 23 October 2020 10:10:17	32415/2/39	Paid	ZAR 303	2020-10-23 00:00:00	View
BPA-0015 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 15 October 2020 09:10:20	22992/15/40	Pending	ZAR 180000	2020-10-23 00:00:00	View Pay now
BPA-0024 COJ - DEALING WITH BUILDING PLAN CONSTRUCTION PERMITS 23 October 2020 12:10:37	22992/25/41	Paid	ZAR 1296000	2020-10-23 00:00:00	View
27 invoices in this stage - page 1/6					
< << 1 2 3 4 5 > >>					

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 pay now button.

Clicking on the “Make Application” Tab you can view your options of applications that you can make. It must be remembered that only Registered Architectural Professionals in good standing can make applications for the a Building Permit.

1.2.3 Paginations

Pagination is the process of dividing records into discrete pages. This enables a user to move from one page to another while searching for records. There is a special navigation tailored to perform this function. The navigation is numbered. This is illustrated below:



CHAPTER 2: MAKING AN APPLICATIONS

2. About Applications

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

2.1 Submitting Applications (Building Plan Application)

While on your dashboard, click on “Make Application” Then click apply now

Apply Now

Figure 6. Make Application

The screenshot shows a dashboard with a sidebar on the left containing the following menu items: Dashboard, Make Application (highlighted with a red box), Support, Feedback, Get estimate, and Shared Applications. The main content area displays four application categories, each with a link to the application form:

- CoJ - Hoarding**
[CoJ - Hoarding Application](#)
- CoJ - Process 7(6) Application**
[7\(6\) Building Permit Application](#)
- CoJ - Request For Demolition Permit**
[CoJ - Request For Demolition Application](#)
- CoJ - SDP Application**
[CoJ - Site Development Plan Application Form](#)

On the right side of the dashboard, there is a profile card for 'Nosimilo' with contact information: ID No. sales@mfundpeda.co.za and Phone. 0781234567.

This image provides a detailed view of the application categories list, showing the following categories and their corresponding application forms:

- CoJ - Building Permit Application**
[CoJ - Building Permit Application Form](#)
- CoJ - Hoarding**
[CoJ - Hoarding Application](#)
- CoJ - Process 7(6) Application**
[7\(6\) Building Permit Application](#)
- CoJ - Request For Demolition Permit**
[CoJ - Request For Demolition Application](#)
- CoJ - SDP Application**
[CoJ - Site Development Plan Application Form](#)

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.

Figure 16: COJ

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.

1.1. Using the GIS Details

The Reviewer can view the GIS details of an application. To access this view they must click GIS View as indicated below.

Application Details Application Additional Details Review History Messages Memo Application History **GIS View**

GIS - Property Information

Stand No 56

Township Name constantia

Search **Send Data**

Stand No	Township Name	Town Name Description	Land Type	Property ID	Owner	Region Name	Street No	Street Name	Street Type Name	Status Code	Ward Name	Zoning	SG ID
56	CONSTANTIA KLOOF	CONSTANTIA KLOOF	Erven	1598859	JARDINE CAMIELAH, JARDINE GRANT SHALDON	Region C	16	VERONICA	STREET	REGISTERED	85	Residential 1	TOIQ0060000

They must then input the Stand Number and Township Name that has been specified on the application form, and then click search.

GIS - Property Information

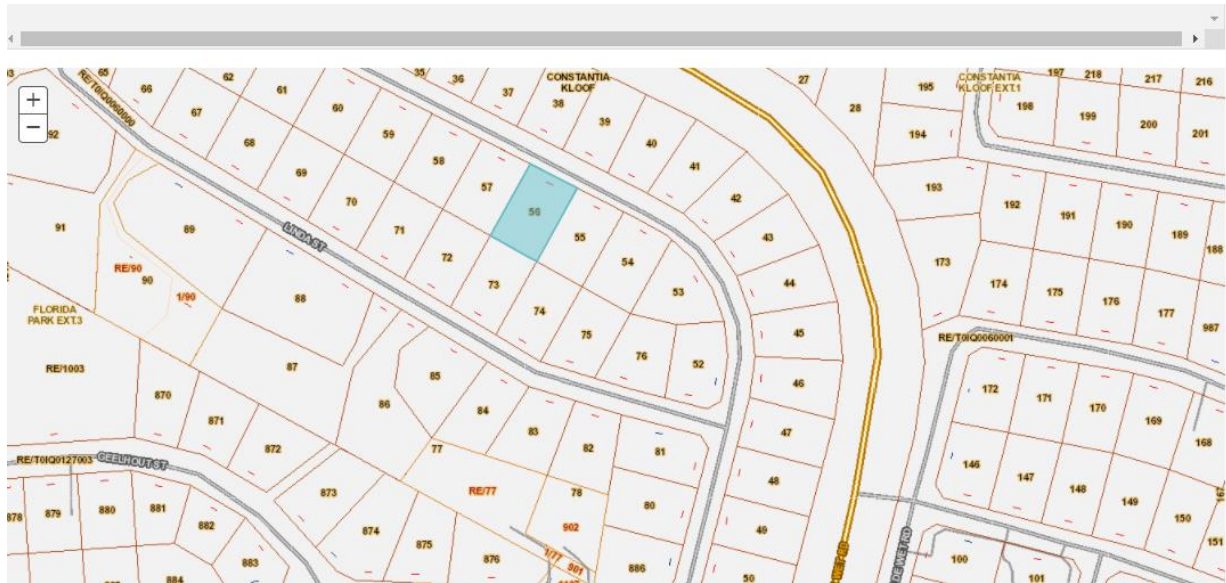
Stand No 56

Township Name constantia

Search **Send Data**

Stand No	Township Name	Town Name Description	Land Type	Property ID	Owner	Region Name	Street No	Street Name	Street Type Name	Status Code	Ward Name	Zoning	SG ID
56	CONSTANTIA KLOOF	CONSTANTIA KLOOF	Erven	1598859	JARDINE CAMIELAH, JARDINE GRANT SHALDON	Region C	16	VERONICA	STREET	REGISTERED	85	Residential 1	TOIQ0060000

Upon clicking search the system will return the property details, which then must be selected. Upon making the selection the property will be indicated on the GIS visualizer.



The user will be able to discern any information pertaining to the property in question.

CoJ - Building Permit Application Form

1

2

3

4

5

DETAILS OF PROPERTY TO BE DEVELOPED >
DETAILS OF REGISTERED OWNER'S OF PROPERTY >
DETAILS OF APPLICANT >
BUILDING PLAN FORMS >
Review Your Entry

Is Structure(s) on site 60 years or older?
Yes

ERF NO *

REGION *

TOWNSHIP *

WARD NO *

Street Frontage *

Main Use Category *

Building Type *

Building Category *

Area m² *

Continue

Figure 18: COJ- Building Permit Application Form

CoJ - Building Permit Application Form

1

2

3

4

5

DETAILS OF PROPERTY TO BE DEVELOPED

DETAILS OF REGISTERED OWNER'S OF PROPERTY

DETAILS OF APPLICANT

BUILDING PLAN FORMS

Review Your Entry

Natural Person?

Yes

Name *

First

Last

Title *

ID Number *

Address *

Street Address

Address Line 2

Johannesburg

Gauteng

City

State / Province / Region

Postal / Zip Code

South Africa

Country

Contact No. *

Email *

Date *

DD

MM

YYYY

CoJ Account Number *

Multiple Owners *

Yes

No

Previous

Save my progress and resume later

Continue

Figure 19: COJ- Building Permit Application Form 3

CoJ - Building Permit Application Form

1 DETAILS OF PROPERTY TO BE DEVELOPED > 2 DETAILS OF REGISTERED OWNERS OF PROPERTY > **3 DETAILS OF APPLICANT** > 4 BUILDING PLAN FORMS > 5 Review Your Entry

APPLICANT TYPE * ☐ OWNER ☐ AUTHORISED AGENT ☐ ARCHITECT

Name *
First Last

Address *
Street Address
Address Line 2
Johannesburg
City
Postal / Zip Code
Gauteng
State / Province / Region
South Africa
Country

Email *
Contact No. *

ARCHITECT NAME *

SACAP REG NO *

ID Number *

Date *
DD MM YYYY

Draw your signature into the box below *

Clear

Previous Save my progress and resume later Continue

Figure 20: Building Plan Form 4

CoJ - Building Permit Application Form

1 DETAILS OF PROPERTY TO BE DEVELOPED > 2 DETAILS OF REGISTERED OWNERS OF PROPERTY > 3 DETAILS OF APPLICANT > **4 BUILDING PLAN FORMS** > 5 Review Your Entry

Permission letter from PHRA-G
SELECT FILE

ARCHITECTURAL COMPLIANCE CERTIFICATE *
SELECT FILE

SAN \$10400 A - Form 1 *
SELECT FILE

SAN \$10400 A - Form 2 *
SELECT FILE

SAN \$10400 A - Form 3 *
SELECT FILE

SAN \$10400 A - Form 4 *
SELECT FILE

BUILDING PLAN *
SELECT FILE

Form C - Company Resolution
SELECT FILE

Form B - Power of Attorney
SELECT FILE

Previous Save my progress and resume later Continue

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.

Figure 21: Review your entry

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

1

2

3

4

5

6

DETAILS OF PROPERTY TO BE DEVELOPED >
DETAILS OF REGISTERED OWNER'S OF PROPERTY >
DETAILS OF APPLICANT >
BUILDING PLAN FORMS >
Review Your Entry >
Payment

Is Structure(s) on site 60 years or older?	Yes
ERF NO	8182
REGION	Region E
TOWNSHIP	Alexandra
WARD NO	10
Street Frontage	45 Boulevard
Main Use Category	Non-Commercial
Building Type	Residential
Building Category	Single Dwelling (new)
No of ERFs	1
Area m²	100
Natural Person?	Yes
Name	Nosimilo Hadebe
Title	Mrs
ID Number	8309110776083
Address	45 Boulevard Boulevard Johannesburg, Gauteng Alexander South Africa

Contact No.	0814552499
ARCHITECT NAME	Nosimilo
SACAP REG NO	412568979524
ID Number	8309110776082
Date	Sep 11, 1983
Draw your signature into the box below.	
Permission letter from PHRA-G	Test Page.pdf (30.8 KB)
ARCHITECTURAL COMPLIANCE CERTIFICATE	Test Page.pdf (30.8 KB)
SANS10400 A - Form 1	Test Page.pdf (30.8 KB)
SANS10400 A - Form 2	Test Page.pdf (30.8 KB)
SANS10400 A - Form 3	Test Page.pdf (30.8 KB)
SANS10400 A - Form 4	Test Page.pdf (30.8 KB)
BUILDING PLAN	Test Page.pdf (30.8 KB)

Previous

Submit

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.

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

Figure 22: Viewing an application

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 06 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 06 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 06 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 > >

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 11:10:08	BPA-0011	CoJ - Dealing with Building Plan Construction Permits > Confirm Completeness and Quality (Pre-Scrutiny)	No Bill	View
---	----------	---	---------	----------------------

Chapter 3 Invoicing and Payment

3. Receiving and Viewing of Invoice

Figure 23: 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
Total Paid ZAR 0			

Print Invoice Pay now

Charm
ID No: CharmNgob
Phone: 0820445522

Click “Print Invoice” to view the invoice.

Figure 24: Invoice

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

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.

Figure 25: Invoice Bar code

Bar Code

ZAR 31000.5

Bar Code (Small)

ZAR 31000.5

Figure 26: Pay Invoice

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

Total Paid ZAR 0

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 in figure 27.

Figure 27: Record payment

Payment Confirmation

Payment Methods
Please select your preferred payment method below

Invoice Type *

Payment Type *

Reference No *

Proof Of Payment *

Receipt Number *

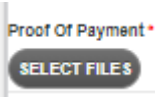
Card Number

Name on Card

Date / /

CVV

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 file" , an uploading a file from you computer.
5. If it was a cash payment, specify your receipt number.
6. Specify the date of capture by using the calander pick.
7. Click Submit.

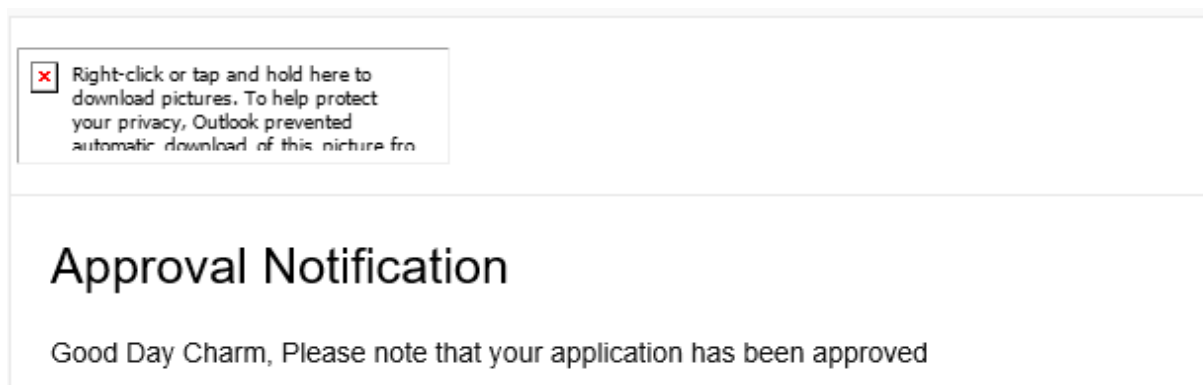
A payment will only be marked as paid when CoJ has confirmed receipt of the payment in their Standard Bank Development Finance Account.

Figure 28: 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"

Figure 29: Approval Notification



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

Figure 30: Stage change to Approval Notification

Recent Services				
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
26 October 2020 09:10:43				

Figure 31. Permit Received



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