

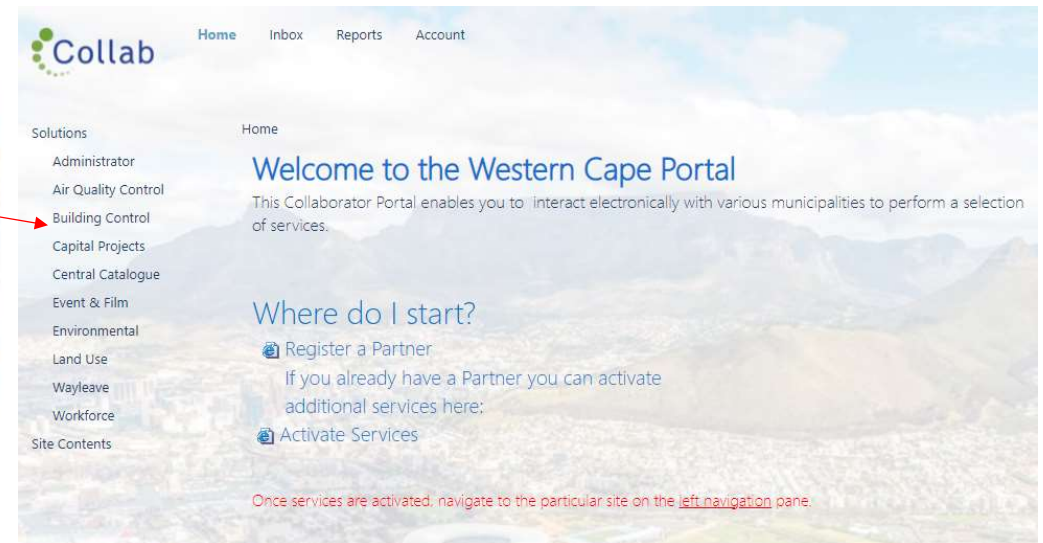


## Western Cape Portal



# VIEW APPROVED BUILDING PLANS AND APPROVAL LETTERS

On the Landing Page select Building Control, then Building Plan Application.



## VIEW APPROVED BUILDING PLANS AND APPROVAL LETTERS

On the Web Part Practice, the Practice that was previously registered will appear.

Click on your Practice then on your Building Plan Application (Highlight it)

Once the Building Plan Application is highlighted click on the "Action Button- three dots).

Collab Building Plan Applications  
Home Inbox Account

Western Cape Local Government > Building Control > Building Plan Applications

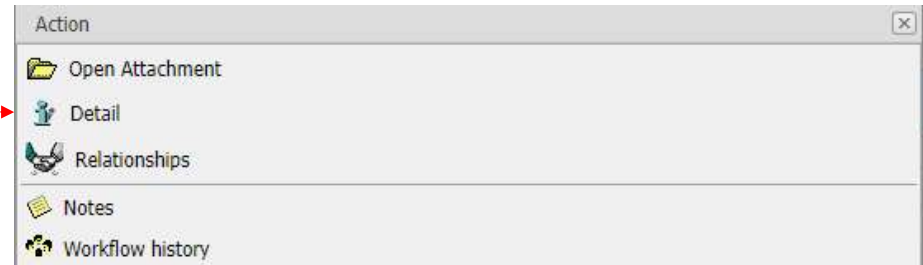
Partner

Action	Registration Number	Practice / User Name	Professional Entity
...	630789	Business Engineering (pty) LTD	Not Applicable
...	832266	Great Brak River Business Forum	Not Applicable

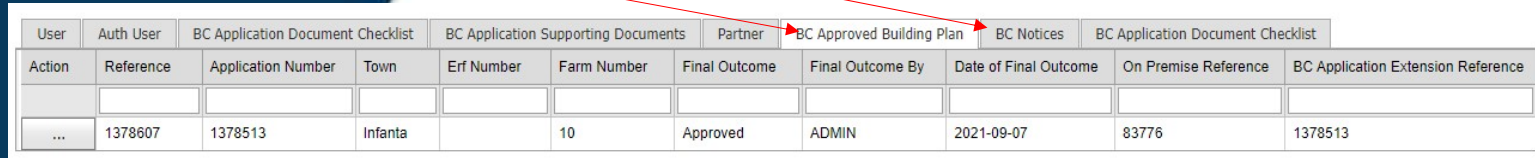
...	1384638	Simone	Test	100	Final Outcome			0
...	1378513	Simone Test	Test	10 5	Final Outcome			0

## VIEW APPROVED BUILDING PLANS AND APPROVAL LETTERS

Once you clicked on the “Action Button-three dots” from the dropdown click on “Details” to view “Approval Letters” and “Approved Building Plans”, a new window will open, please scroll down.



At the bottom you will see different tabs. You will get your Approved Building Plan under the tab “BC Approved Building Plan” and your Approval letter under “BC Notices”



User	Auth User	BC Application Document Checklist		BC Application Supporting Documents		Partner	BC Approved Building Plan	BC Notices	BC Application Document Checklist	
Action	Reference	Application Number	Town	Erf Number	Farm Number	Final Outcome	Final Outcome By	Date of Final Outcome	On Premise Reference	BC Application Extension Reference
...	1378607	1378513	Infanta		10	Approved	ADMIN	2021-09-07	83776	1378513

## VIEW APPROVED BUILDING PLANS AND APPROVAL LETTERS

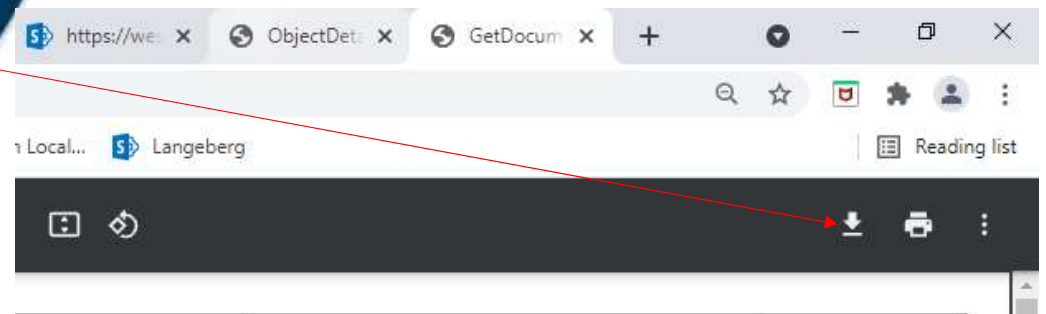
To view the Approved Building Plan, click on the “Action Button- three dots” and select Open Attachment.

Once you click on “Open Attachment” the Attachment will open in the next window. Depending on your computer settings, download the Application and save it on your computer. Please make sure to open the downloaded document from your computer.



The screenshot shows a table with the following columns: User, Auth User, BC Application Document Checklist, BC Application Supporting Documents, Partner, BC Approved Building Plan, BC Notices, BC Application Document Checklist, Action, Reference, Application Number, Town, Erf Number, Farm Number, Final Outcome, Final Outcome By, Date of Final Outcome, On Premise Reference, and BC Application Extension Reference. A context menu is open over the 'Action' column, showing options: Open Attachment, Detail, and Relationships. Red arrows point from the text on the left to the 'Action' column and the 'Open Attachment' option.

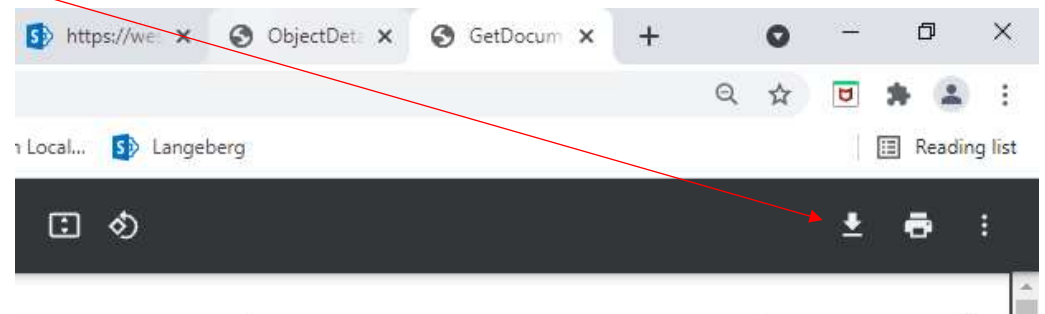
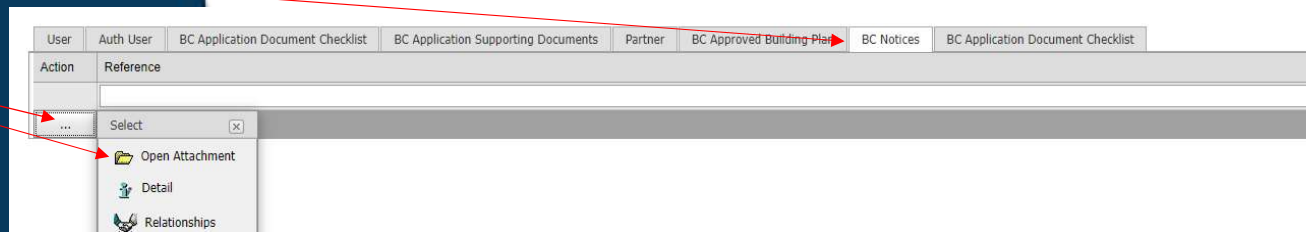
User	Auth User	BC Application Document Checklist	BC Application Supporting Documents	Partner	BC Approved Building Plan	BC Notices	BC Application Document Checklist	Action	Reference	Application Number	Town	Erf Number	Farm Number	Final Outcome	Final Outcome By	Date of Final Outcome	On Premise Reference	BC Application Extension Reference
								...					10	Approved	ADMIN	2021-09-07	83776	1378513



## VIEW APPROVED BUILDING PLANS AND APPROVAL LETTERS

As with your BC Approved Building Plan. Click on “BC Notices” tab then on the “Action Button- three dots” and select “Open Attachment”

Once you click on “Open Attachment” the Attachment will open in the next window. Depending on your computer settings, download the Approval letter and save it on your computer. Please make sure to open the downloaded document from your computer.



## Collaborator Portal Training - Building Control

You are invited to attend our online training sessions. The training sessions aim to build up your understanding of the Collaborator Portal and will be based on the electronic submission of a building plan application.

[Join Zoom Meeting](#)

Tuesdays at 10h00

*Meeting ID: 610 052 1373*

*Passcode: Training*

Should there be any queries please send an email to:

[support@collaboratoronline.com](mailto:support@collaboratoronline.com)

