

Dear Residents,

We are thrilled to announce a revolutionary change in the way we handle building plans within our municipality. Starting from May 1, 2024, we will be transitioning to an all-new Electronic Building Plan Submission System.

🔍 Advantages of the Electronic Building Plan System:

- 🚀 **Efficiency:** Say goodbye to paperwork and long processing times. The new system is designed to streamline the entire process, ensuring quicker approvals.
- 🌐 **Accessibility:** Submit your building plans from the comfort of your home or office. No need to visit the municipal office in person!
- 📺 **Real-time Updates:** Track the progress of your application in real-time. Receive notifications at every stage of the approval process.
- 🌱 **Environmentally Friendly:** Embrace a greener approach by reducing the use of paper. Our commitment to sustainability includes embracing eco-friendly practices.

📅 Important Change Notice:

As of 1 May 2024, we will no longer accept hardcopy building plan applications. All submissions must be made through our new online portal. This transition marks a significant step towards a more convenient, efficient, and sustainable future for our municipality.

📺 How to Submit Your Building Plan Online:

Visit the following links for a step-by-step tutorial on how to submit your building plans through the online portal. Our user-friendly guide will walk you through the process, ensuring a smooth transition to the electronic system.

- [📄How to Register \(1\).mp4](#)
- [📄How to Reset your Password.mp4](#)
- [📄How to Submit a Building Plan Application.mp4](#)

💛 We're Here to Help:

Should you have any questions or require assistance, our dedicated support team is ready to help. Reach out to Macwin Adams at 022 913 6000 for prompt and friendly assistance.

Thank you for your cooperation as we embark on this innovative journey towards a more technologically advanced and environmentally conscious municipality.

Let's build a better future together!