



CLIENT GUIDE

Johannesburg Building Plan Submission Progress

A practical guide to understanding common stages on the City of Johannesburg Construction Permit Management System (CPMS).

THE KEY POINT

CPMS is a workflow, not necessarily a fixed numbered countdown. The wording shown on the dashboard may vary, and an application can move forward, pause, or return to an earlier stage when comments or corrections are raised.

Typical workflow

1 SUBMITTED / REGISTERED Application and supporting documents are lodged.	2 PRE-SCRUTINY Checklist and submission completeness are checked.	3 FEES / PAYMENT An invoice/payment step applies where required.	4 PLANS EXAMINER / EXAMINATION Plans are assessed for compliance; comments may be issued.
5 SUBMISSION RECOMMENDATION The application is being considered for recommendation onward.	6 CHIEF PLANS EXAMINER / FINAL REVIEW Final review leads to an approval or refusal decision.	7 APPROVED / REFUSED The applicant is notified of Council's decision.	
COMMENTS & CORRECTIONS CAN REPEAT A STAGE If Council asks for an amendment, clarification or additional document, the application may return to an earlier examination or recommendation stage. After correction and resubmission, that stage is checked again. Seeing the same stage more than once can therefore be normal.			

How many people review the plans?

- **At least two main review levels are normally involved after initial processing:** a Plans Examiner assesses the plans and makes a recommendation, followed by a Chief Plans Examiner for the final approval/refusal review.
- **Additional comments may be needed:** depending on the project, Council may circulate the application to other municipal departments or entities. These checks are additional to the two main plan-review levels.

“SUBMISSION RECOMMENDATION STAGE”

This is positive progress: the application has reached the recommendation portion of the workflow. **It is not final approval.** Further review may still occur, and comments or corrections can still be raised before the final decision.

What clients should expect

STATUS UPDATES CPMS dashboard and email notifications indicate activity and the current stage/phase.	VARIABLE WORDING Displayed labels can differ by application type, route and system workflow.
NO GUARANTEED TIMELINE A stage does not guarantee how soon approval will follow; workload and comments affect timing.	ONGOING MONITORING Cornerstone monitors progress and responds when Council requests information or amendments.

Important: This guide explains the usual high-level CPMS path and is not a guarantee of sequence, turnaround time or approval. Council determines the route and may request project-specific reviews.

Official references: City of Johannesburg CPMS (cpms.joburg.org.za) and City of Johannesburg building plan process information (joburg.org.za). Accessed 2 September 2026.