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CPMS DOCUMENT UPLOAD QUICK GUIDE

Support Desk Quick Guides

Dear CPMS Users,

To ensure a smooth and efficient document upload process on the Construction Permit Management System (CPMS), please adhere to the following guidelines:

1. Acceptable File Types on submitting an application:

- PDF (Portable Document Format)

2. File Size Limitations:

- Individual files should not exceed 10MB in size.
- If your document exceeds this limit, please consider compressing it or splitting it into smaller files.

3. Password Protected Documents:

- Documents that are encrypted or password-protected for access are prohibited on CPMS.

4. File Naming Convention:

- Use clear and descriptive file names that reflect the document's content.
- Avoid using special characters or spaces in file names (e.g. _, (), &, /, :, ;)
- **Example of how the naming convention should be for BPA [Document name]:**

E.g. 1: SANS10400 A Form 1

E.g. 2: Building Plan ERF 1234

E.g. 3: Zoning Certificate

E.g. 4: Title Deed

E.g. 5: LOA Letter of Authority

- **Example of how the naming convention should be for SDP [Document name]:**

E.g.1: Building line relaxation plan signed

E.g.2: Amendment Scheme

E.g.3: Approval Letter BPA0000

5. Digital Signatures:

- Documents that have already been digitally signed are not acceptable for upload. Please upload manually signed versions of your documents.

6. Document Version Control:

- Always upload the latest version of a document. Clearly indicate the version number and date in the document title or content if there are multiple versions.

7. Validity Period:

- Periodically review and update documents to ensure they remain relevant, valid, and accurate.

8. Virus Scanning:

- Please ensure that your documents are free of malware or viruses before uploading.

9. Support and Assistance:

- If you encounter any issues or have questions regarding document uploads, please reach out to the CPMS support team for assistance.

By adhering to these guidelines, we can maintain the integrity and efficiency of the Construction Permit Management System (CPMS) platform. Thank you for your cooperation in ensuring that all uploaded documents are in compliance with these standards.:

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