

KIAMBU e-DAMS

USER MANUAL

FOR PLANNERS, ARCHITECTS & ENGINEERS



Table of Contents

1.0 Introduction.....	3
1.1 Accessing e-DAMS.....	3
1.2 Registering for an Account.....	4
1.3 Logging In.....	6
1.4 Resetting your Password.....	8
1.5 Editing your Account Details.....	8
1.6 Logging Out.....	11
1.7 Dashboard.....	11
1.8 Applications.....	13
1.8.1 Submitting Applications.....	13
1.9 Printing An Invoice.....	18
1.10 Payment Of An Invoice Via County Pro.....	20
1.11 Sharing An Application.....	20
1.12 Printing A Permit.....	21

1.0 Introduction

Electronic permitting is a set of computer-based tools and services that automate and streamline the building permit process. An electronic permitting system typically replaces traditional paper and file-card systems. As a result, the intent of electronic permitting is to reduce permitting time, improve customer service and staff efficiency, enhance quality, and make operating funds more productive.

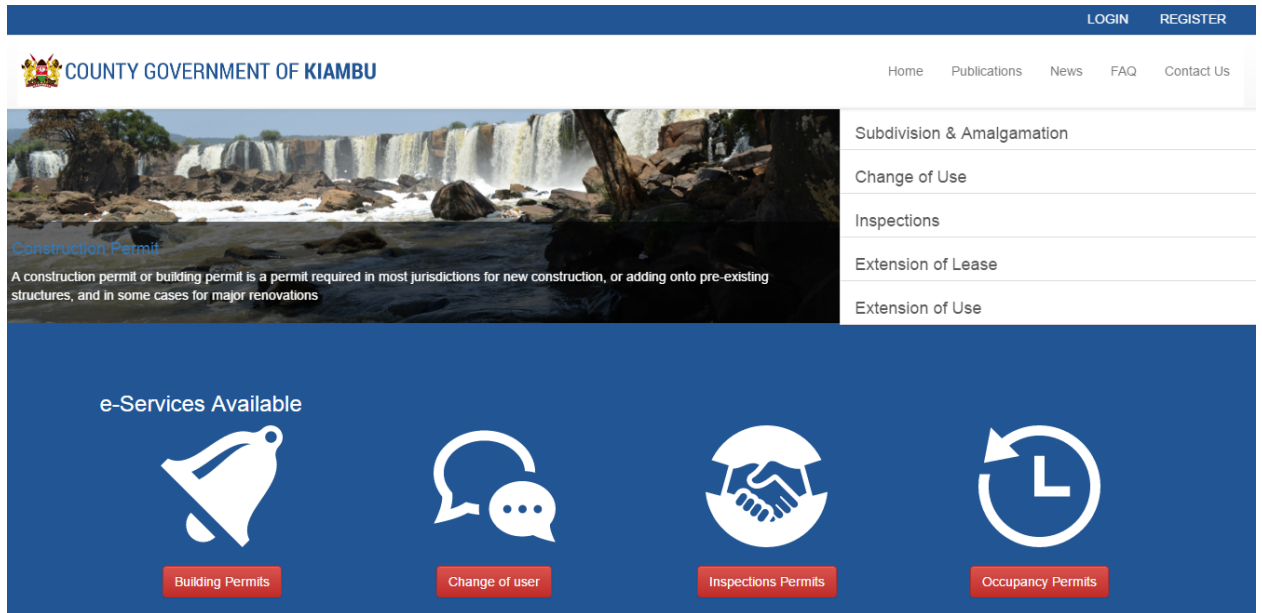
The software is built to support the following functions specific to the administration of development proposals:

- *Registration of architects, physical planners and engineers into the system* – architects, physical planners and engineers can register themselves into the system and vetting is done by the appropriate institution in order to permit them to access the system's functionality.
- *Submission of Development proposals for review and approval* – architects, physical planners and engineers can upload their Development Proposals online without having to present themselves physically at the County offices.
- *Digital Payments* – Applicants can be able to pay using digital money using County Pro a payment platform by Kiambu County. The fees to be charged are automatically generated by the system according to the prevailing county finance act thus ensuring integrity in accordance with the stipulated fees.
- *Monitoring of submitted Development proposals* – Applicants can log into the system and view the status of their submitted building proposals. The system also notifies the Applicants/Owners/Developers via SMS and email once the proposals complete key milestones in the system. Notifications are also received when actions are pending for the applicant e.g. requests to make payment.

1.1 Accessing e-DAMS

The e-DAMS 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 e-Construction Permit Portal system address <http://edams.kiambu.go.ke> and hit enter to continue.



This will be the first page you will access after accessing e-Dams. It will give you information about e-Dams from Building permits, planning proposals, inspections and occupancy.

1.2 Registering for an Account

Registered Physical Planners, Architects, Civil & Structural Engineers are the only entities allowed to register and submit development proposals on e-Dams.

To register for an account click on **REGISTER** button at the top right. A form to fill out account details will be shown as below.

Please Sign up for an account

Register as

Engineer ▼

Full Name

Username

Enter Email

Confirm Email

New Password

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Upon successful registration, the following form will appear of which you are required to fill additional details. You will be required to provide a valid registration number that you were registered with. A confirmation mail will be sent to the email address that you provided in the membership database .

Additional details

Engineers' Particulars

Register as

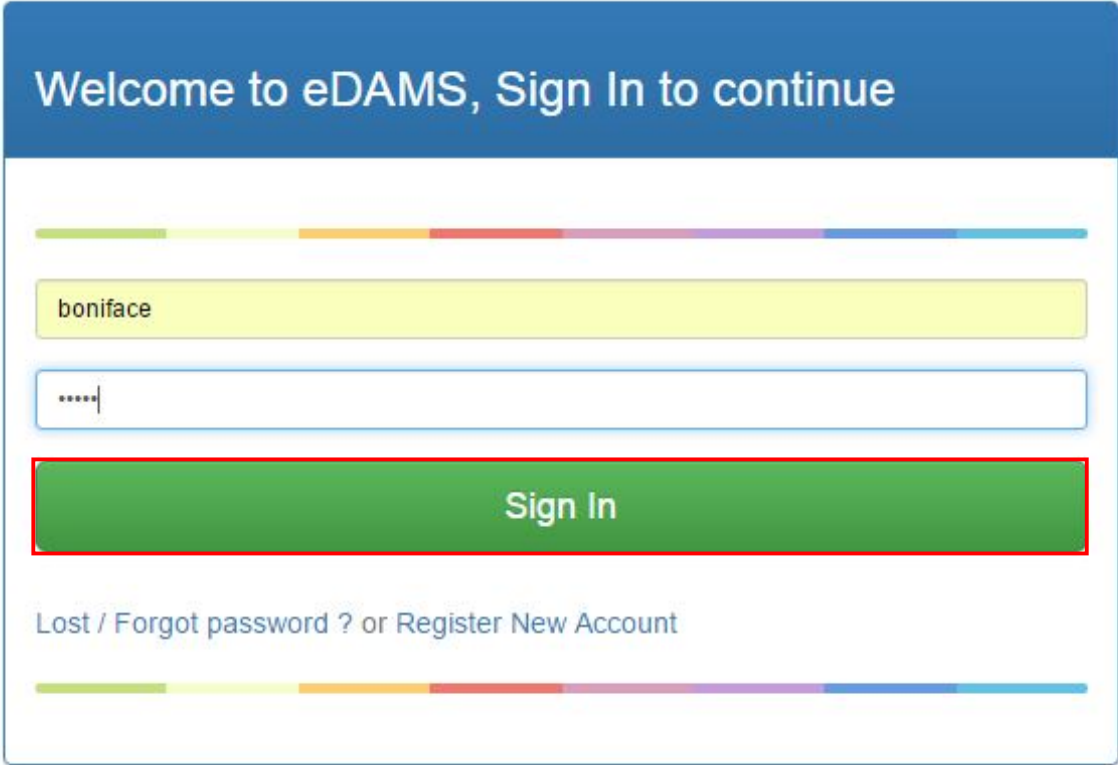
If Firm, What is the Business Name

Registration Number *

Registration Email *

1.3 Logging In

After activating your account, click on the login link. The following form will appear. Provide valid details and click on Sign In button.



If your credentials are correct you will be redirected to the dashboard as shown below:

KIAMBU COUNTY - ELECTRONIC DEVELOPMENT APPLICATION MANAGEMENT SYSTEM

Dashboard | My Drafts | Corrections! | Submit Application | Applications History | Shared Applications

Welcome, boniface irungu
Kiambu County
My Profile | Log Out

Available Architects/Planners Resources
• Coming Soon

Corrections! You have 1 application(s) sent back to you for corrections. [View Application\(s\)](#)

RECENT APPLICATIONS [Submit Application](#)
Below are the applications you made recently

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action Downloads

1.4 Resetting your Password

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

- Click on the "Lost/Forgot password?" link on the login page.
- Enter your email or username on the page that appears and click on the "Reset My Password" button as shown below:



Account Password Recovery

Lost Password Recovery

If you have forgotten your username or password, you can request to have your username emailed to you and to reset your password. When you fill in your registered email address, you will be sent instructions on how to reset your password.

Enter Registered Username or Email Address

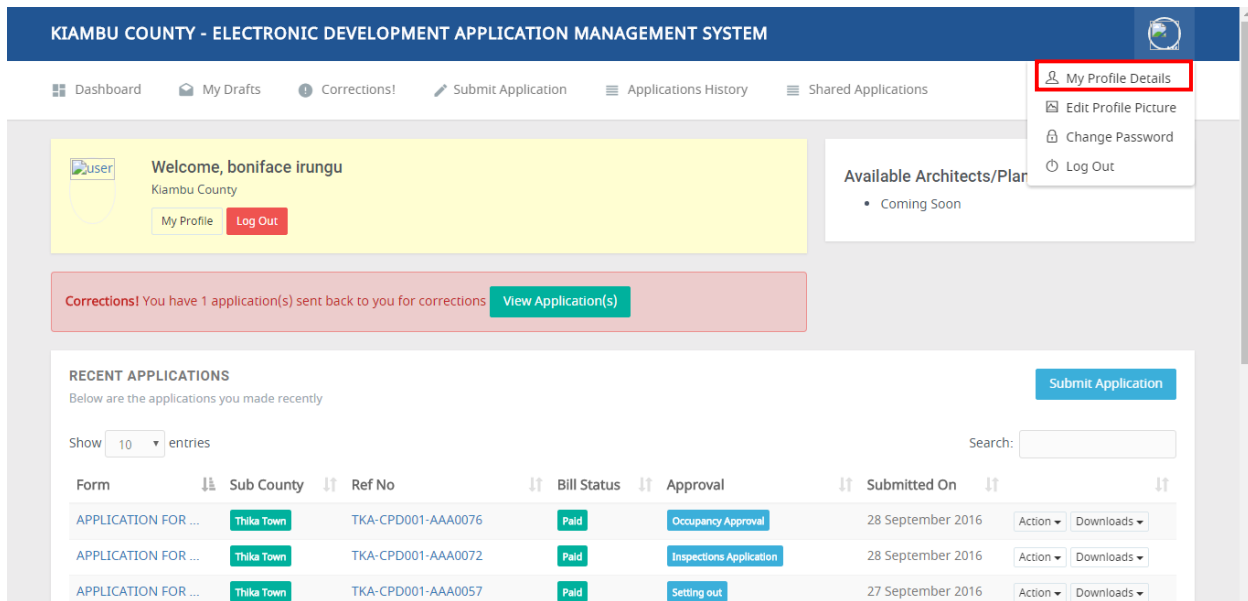
Reset My Password

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

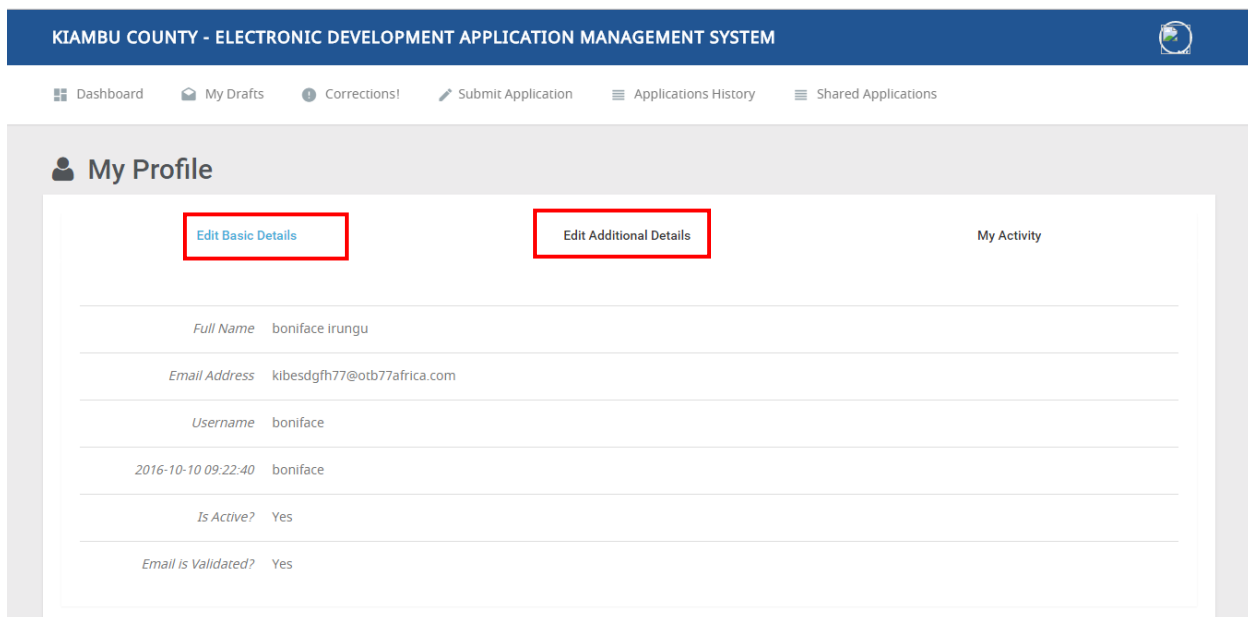
1.5 Editing your Account Details

To edit your account details,

Click on your profile picture on the top right and select "My Profile Details" as shown below



You will then be presented with your account details in three major tabs as shown below:



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

Edit Basic Details

Full Name boniface irungu

Email Address kibesdgfh77@otb77africa.com

Username boniface

2016-10-10 09:22:40 boniface

Is Active? Yes

Email is Validated? Yes

2. **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. Make changes and submit to save the changes.

Edit Additional Details

Register as

If Firm, What is the Business Name - not defined -

Registration Number - not defined -

Registration Email - not defined -

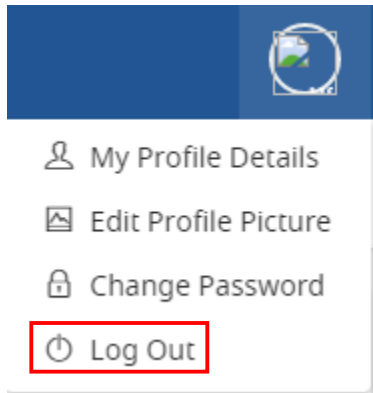
ID/Passport Number - not defined -

Address

Preferred Mode Of Notification Email

1.6 Logging Out

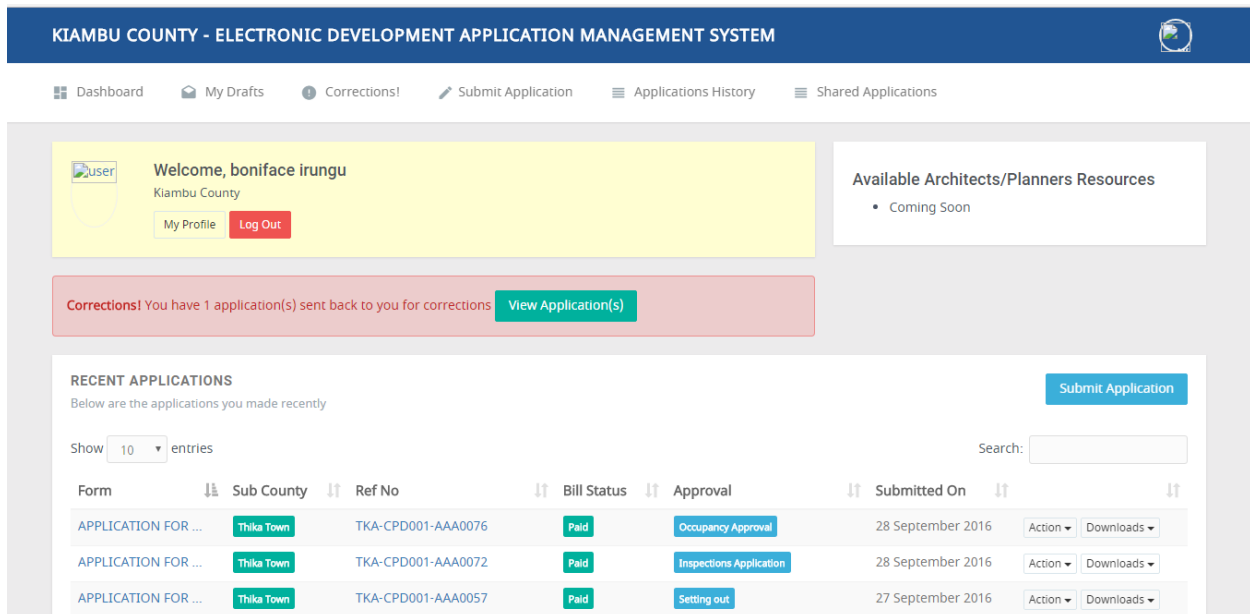
To get out of the system, click the downward arrow beside your profile image at the top right and select “Log Out” as shown below.



1.7 Dashboard

As a registered user, you will have your own profile along with a dashboard. The dashboard presents you with an overview of services offered and the relevant submission forms. It also summarizes your activities in the system.

Once you log in, you will be presented with a dashboard as shown



The dashboard for the Kiambu County Electronic Development Application Management System. The header is blue with the system name and a profile icon. Below the header is a navigation bar with links for Dashboard, My Drafts, Corrections!, Submit Application, Applications History, and Shared Applications. The main content area is divided into several sections:

- Welcome, boniface irungu**: A yellow box with the user's name and 'Kiambu County'. It includes links for 'My Profile' and 'Log Out'.
- Available Architects/Planners Resources**: A white box with a list item 'Coming Soon'.
- Corrections!**: A red box with the message 'You have 1 application(s) sent back to you for corrections' and a 'View Application(s)' button.
- RECENT APPLICATIONS**: A table showing the user's recent applications. It includes a 'Submit Application' button, a search bar, and a table with columns for Form, Sub County, Ref No, Bill Status, Approval, Submitted On, and Action/Downloads.

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action	Downloads

The dashboard has five major menu items as shown below:

KIAMBU COUNTY - ELECTRONIC DEVELOPMENT APPLICATION MANAGEMENT SYSTEM

Dashboard My Drafts Corrections! Submit Application Applications History Shared Applications

Welcome, boniface irungu
Kiambu County
My Profile Log Out

Available Architects/Planners Resources
• Coming Soon

Corrections! You have 1 application(s) sent back to you for corrections View Application(s)

RECENT APPLICATIONS
Below are the applications you made recently

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Action	Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action	Downloads

a) My Drafts- This tab shows applications that you made but are not completed. They are saved applications.

RECENT APPLICATIONS
Below are the applications you made recently

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action
APPLICATION FOR ...	Githunguri	Draft-2016-09-27 20:20:40	No Bill	Draft	27 September 2016	Action
APPLICATION FOR ...	Githunguri	Draft-2016-09-27 20:04:31	No Bill	Draft	27 September 2016	Action

To continue editing your application, click "Action" then click "Edit".

RECENT APPLICATIONS
Below are the applications you made recently

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action
APPLICATION FOR ...	Githunguri	Draft-2016-09-27 20:20:40	No Bill	Draft	27 September 2016	Action
APPLICATION FOR ...	Githunguri	Draft-2016-09-27 20:04:31	No Bill	Draft	27 September	Action

Showing 1 to 2 of 2 entries

Action dropdown menu:
View
Share
Edit

b) Corrections- These are the returned applications that you need to make corrections.

Welcome, boniface irungu
Kiambu County
My Profile Log Out

Show 10 entries Search:

Application Number	Instructions	Status	Action
KBU-CPD001-AAA0060	REDUCE PLOT COVERAGE AND PLOT RATIO <ul style="list-style-type: none">Actual Ground Coverage(%)Actual Plot Ratio(%)	Not Resolved	Edit & Resubmit

Showing 1 to 1 of 1 entries

Previous 1 Next

1.8 Applications

Applications are the building plans/proposals you submit to the Building Inspectorate in order to acquire permits. These applications are then reviewed and vetted by the relevant authority.

In this chapter we will see how to submit an application, view submitted applications, apply for receipts and track the progress of your applications.

1.8.1 Submitting Applications

While on your dashboard, click on “Submit Application” as show below :

KIAMBU COUNTY - ELECTRONIC DEVELOPMENT APPLICATION MANAGEMENT SYSTEM

Dashboard My Drafts Corrections! Submit Application Applications History Shared Applications

Welcome, boniface irungu
Kiambu County
My Profile Log Out

Available Architects/Planners Resources
• Coming Soon

Corrections! You have 1 application(s) sent back to you for corrections [View Application\(s\)](#)

RECENT APPLICATIONS
Below are the applications you made recently [Submit Application](#)

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action Downloads

The following following form will appear.

KIAMBU COUNTY - ELECTRONIC DEVELOPMENT APPLICATION MANAGEMENT SYSTEM

Dashboard My Drafts Corrections! Submit Application Applications History Shared Applications

Welcome, boniface irungu
Kiambu County
My Profile Log Out

CHOOSE A SUBCOUNTY

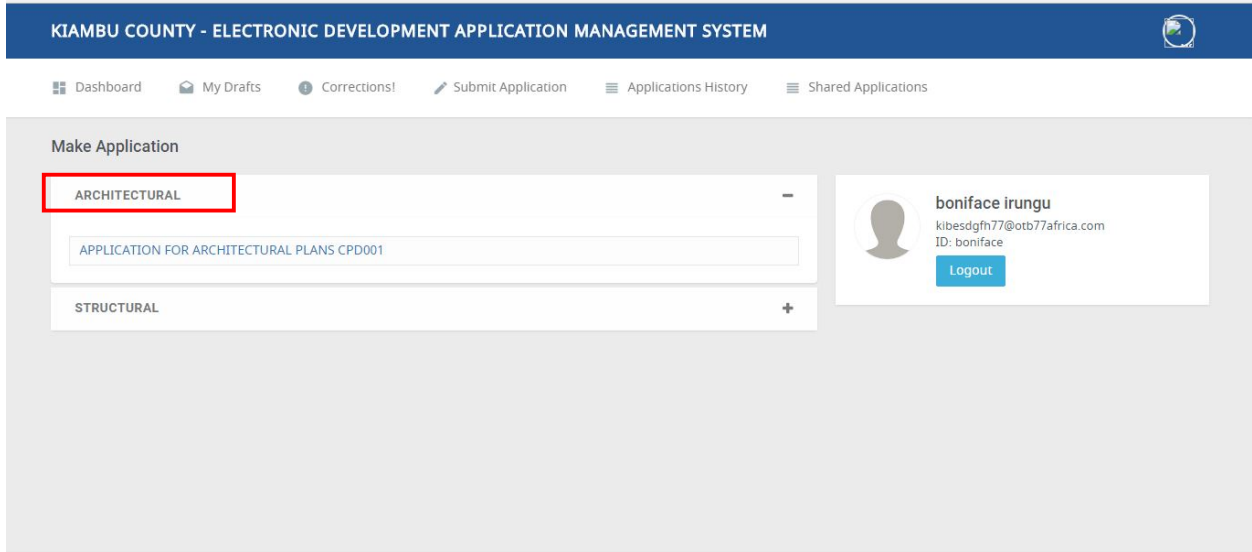
Please Select SubCounty

[Continue](#)

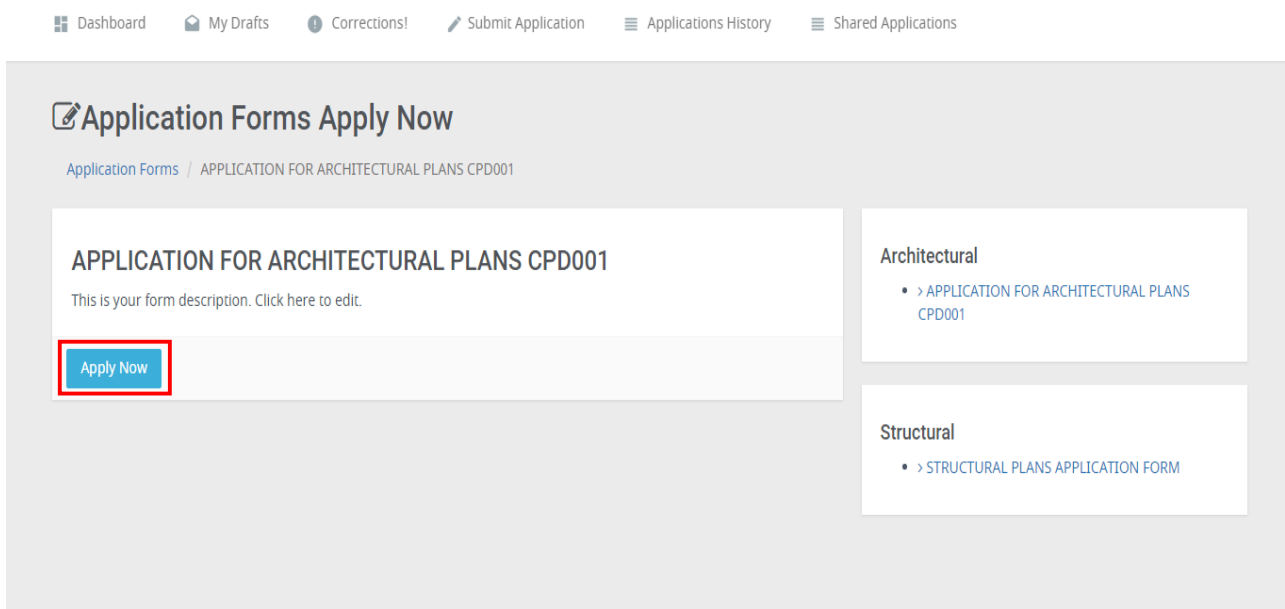
Need help? [click here](#) or contact us on +254 706653308 | planning@kiambu.go.ke

Select your sub-county and click “Continue” button as shown above.

Then, select the type of application that you want to make as shown:



For a case here, let's select "ARCHITECTURAL" as show above. Then click on "APPLICATION FOR ARCHITECTURAL PLANS":



Click on "Apply Now " button as shown above.

The following form will appear.It has five stages.No stage can be by-passed. Make sure you feel all the required fields.Fields marked in red asterisks are mandatory.You cannot submit a form when these fields are blank.

Stage One: General Information

Fill in general information:

Dashboard My Drafts Corrections! Submit Application Applications History Shared Applications

Make Application

APPLICATION FOR ARCHITECTURAL PLANS CPD001

1 General Information > 2 Plot Information > 3 Plinth Areas > 4 Attachments > 5 Review Your Entry

Project Title *

Plot L/R
No/Parcel No *

OWNER'S/DEVELOPER'S DETAILS
Name, Mobile No,Email, Postal Address

Owner/Developer's
Name *

user boniface irungu
kibesdgh77@otb77africa.com
Logout

CONTACTS
Email: planning@kiambu.go.ke

Stage Two: Plot Information

Fill in details about the plot.

Dashboard My Drafts Corrections! Submit Application Applications History Shared Applications

1 General Information > 2 Plot Information > 3 Plinth Areas > 4 Attachments > 5 Review Your Entry

PLOT INFORMATION

Type of Soil

Nearest
Road/Street *

Name of
Area/Estate *

Water Supply by

Borehole
 Kiambu County
 Other

kibesdgh77@otb77africa.com
Logout

CONTACTS
Email: planning@kiambu.go.ke

Stage Three: Plinth Areas- Fill information about plinth areas.

1 >
 2 >
 3 >
 4 >
 5

General Information > Plot Information > **Plinth Areas** > Attachments > Review Your Entry

PLINTH AREAS

Plinth Areas; (For fees calculations only) must include porches, veranda, balconies, garages, swimming pools etc

Zone *

Permitted User *

Sewered/Unsewered *

Basement in SQM * Existing New

Ground Floor in SQM * Existing New

Foot Print *

Stage 4: Attachments- Here you can do various required attachments.

APPLICATION FOR ARCHITECTURAL PLANS CPD001

1 >
 2 >
 3 >
 4 >
 5

General Information > Plot Information > Plinth Areas > **Attachments** > Review Your Entry

ATTACHMENTS


Ownership Documents (certificate of Title/Lease; Letter of Land Allocation) *

Copy of Survey Plan/RIM or Beacon Certificate *

Up-to date Land Rates Receipts *

Location/ Site

5. Review Your Entry –This is whereby a reviewer can review his/her application to scrutinize if information is correct before submission.

 **Application Forms Submit An Application**

Application Form /

REVIEW YOUR ENTRY
Please review your entry below. Click Submit button to finish.

Project Title	testing
Plot L/R No/Parcel No	67yb
Owner/Developer's Name	tester
Owner's Mobile No	07766788998
Email	mail@mail.com
Postal Address	366
Project Description	fgkfdnhokdf
Class of Building	New Commercial/Offices Class OTHERS
Current Land Use	Industrial
Land Tenure	Freehold/Leasehold by National Land Commission
Date of Lease	10 Oct 2016

After verifying that the information is correct,click on "Submit" button as shown below:

External Walls	nthah
Mortar	hgvhfsabvu
Roof Cover	jbabg
Damp Proof Course	jhaw
Finishes	bduG

1.9 Printing An Invoice

On your dashboard ,navigate to the application that you want to print an invoice.Click on "Action" and select "Print Invoice" from the drop –down menu.

Show 10 entries Search:

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	
APPLICATION FOR ...	Thika Town	INV-TKA-CPD001-AAA0089	No Bill	AA-Preliminary Evaluation	11 October 2016	Action
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action Downloads
APPLICATION FOR ...	Kiambaa	INV-KBA-CPD001-AAA0070	No Bill	AA-Client Invoice Communication	27 September 2016	Action
APPLICATION FOR ...	Kikuyu	INV-KKY-CPD001-AAA0069	No Bill	AA-Invoicing	27 September 2016	Action
APPLICATION FOR ...	Kabete	KBT-CPD001-AAA0068	Not Paid	AA-Circulation	27 September 2016	Action
APPLICATION FOR ...	Limuru	LMR-CPD001-AAA0067	Paid	Inspections Application	27 September 2016	Action Downloads
APPLICATION FOR ...	Lari	LARI-CPD001-AAA0066	Paid	Inspections Submissions	27 September 2016	Action Downloads
APPLICATION FOR ...	Gatundu South	GTDS-CPD001-AAA0065	Paid	Setting out	27 September 2016	Action Downloads

Showing 1 to 10 of 10 entries

View
Share
Print Invoice

1 Next

Services Code	Service Description	Amount (KES)
CPD001	ARCHITECTURAL: Architectural Plans Application Fees	20,160
CPD001	ARCHITECTURAL: Building Plans Hoarding fees	15,000
CPD001	ARCHITECTURAL: Application for Hoarding	2,000
CPD001	ARCHITECTURAL: Site inspection	3,000
CPD001	ARCHITECTURAL: CPD001	1,000
CPD001	ARCHITECTURAL: Public health inspection	2,000
CPD001	ARCHITECTURAL: Public health evaluation	3,500
CPD001	Total	46,660

Total Plinth Area M²Fees Amount (in Words) **Fees Amount (in Figures)**
 70 KES. Forty-six Thousand, Six Hundred And Sixty46660

Name of Officer: System Administrator (IT Support) Signature Date: 28 September 2016

Code: 1-9112

www.kiambu.go.ke

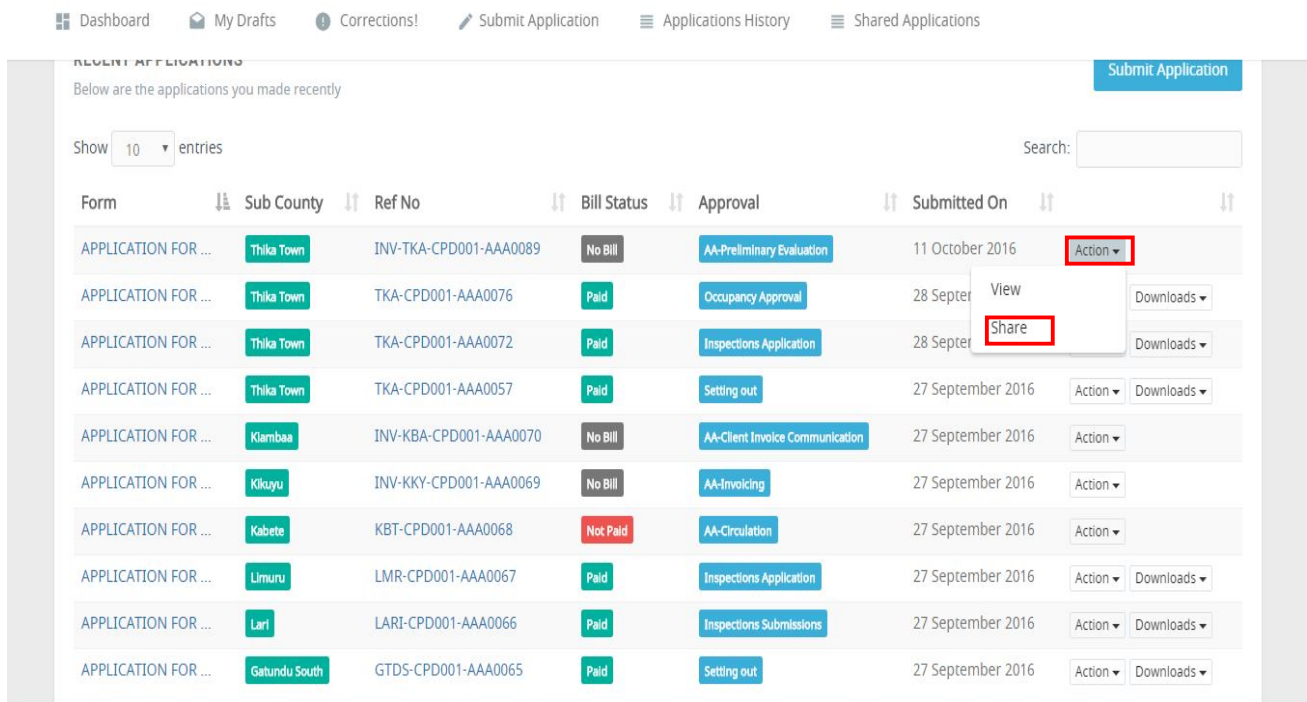
Print Invoice

1.10 Payment Of An Invoice Via County Pro

Payment will be done via county pro. From here there will be automatic movement of application.

1.11 Sharing An Application

Applications can be shared to civil/structural engineers. On your dashboard, click on “Action” then select “Share”, as shown below:



The screenshot shows the 'RECENT APPLICATIONS' section of the County Pro dashboard. The dashboard includes navigation links for Dashboard, My Drafts, Corrections!, Submit Application, Applications History, and Shared Applications. Below the navigation is a 'Submit Application' button. The main content area displays a table of recent applications with columns for Form, Sub County, Ref No, Bill Status, Approval, and Submitted On. A search bar is located on the right. The table lists several applications, and the 'Action' dropdown menu for the first application is open, showing options for View, Share, and Downloads. The 'Share' option is highlighted with a red box.

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action
APPLICATION FOR ...	Thika Town	INV-TKA-CPD001-AAA0089	No Bill	AA-Preliminary Evaluation	11 October 2016	Action
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	View Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application	28 September 2016	Share Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out	27 September 2016	Action Downloads
APPLICATION FOR ...	Kiambae	INV-KBA-CPD001-AAA0070	No Bill	AA-Client Invoice Communication	27 September 2016	Action
APPLICATION FOR ...	Kikuyu	INV-KKY-CPD001-AAA0069	No Bill	AA-Invoicing	27 September 2016	Action
APPLICATION FOR ...	Kabete	KBT-CPD001-AAA0068	Not Paid	AA-Circulation	27 September 2016	Action
APPLICATION FOR ...	Limuru	LMR-CPD001-AAA0067	Paid	Inspections Application	27 September 2016	Action Downloads
APPLICATION FOR ...	Lari	LARI-CPD001-AAA0066	Paid	Inspections Submissions	27 September 2016	Action Downloads
APPLICATION FOR ...	Gatundu South	GTDS-CPD001-AAA0065	Paid	Setting out	27 September 2016	Action Downloads

Provide his/her email address as shown below and click “Submit”

Share INV-TKA-CPD001-AAA0089 (AA-Preliminary Evaluation)

Applications / APPLICATION FOR ARCHITECTURAL PLANS CPD001 /

SHARE THIS APPLICATION WITH OTHER PEOPLE

Enter the email of a registered user and click find

Submit

1.12 Printing A Permit

On your dashboard, go to “Downloads” then click on the permit that you want to print as shown below:

The screenshot shows a dashboard with a navigation bar at the top containing: Dashboard, My Drafts, Corrections!, Submit Application, Applications History, and Shared Applications. Below the navigation bar is a section titled 'RECENT APPLICATIONS' with a 'Submit Application' button. The text below reads 'Below are the applications you made recently'. There is a 'Show 10 entries' dropdown and a search box. The main content is a table with columns: Form, Sub County, Ref No, Bill Status, Approval, Submitted On, and Action. The table lists several applications. The second row is highlighted, and its 'Action' dropdown menu is open, showing options: 'Print CONSTRUCTION PERMIT' (highlighted with a red box), 'Print OCCUPATION PERMIT OF BUILDING ERECTED', and 'Downloads' (also highlighted with a red box).

Form	Sub County	Ref No	Bill Status	Approval	Submitted On	Action
APPLICATION FOR ...	Thika Town	INV-TKA-CPD001-AAA0089	No Bill	AA-Preliminary Evaluation	11 October 2016	Action
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0076	Paid	Occupancy Approval	28 September 2016	Action Downloads
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0072	Paid	Inspections Application		Print CONSTRUCTION PERMIT Print OCCUPATION PERMIT OF BUILDING ERECTED
APPLICATION FOR ...	Thika Town	TKA-CPD001-AAA0057	Paid	Setting out		
APPLICATION FOR ...	Kiambaa	INV-KBA-CPD001-AAA0070	No Bill	AA-Client Invoice Communication	27 September 2016	Action
APPLICATION FOR ...	Kikuyu	INV-KKY-CPD001-AAA0069	No Bill	AA-Invoicing	27 September 2016	Action
APPLICATION FOR ...	Kabete	KBT-CPD001-AAA0068	Not Paid	AA-Circulation	27 September 2016	Action
APPLICATION FOR ...	Limuru	LMR-CPD001-AAA0067	Paid	Inspections Application	27 September 2016	Action Downloads
APPLICATION FOR ...	Lari	LARI-CPD001-AAA0066	Paid	Inspections Submissions	27 September 2016	Action Downloads
APPLICATION FOR ...	Gatundu South	GTDS-CPD001-AAA0065	Paid	Setting out	27 September 2016	Action Downloads

