



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

Service of Issuing

a Building Demolition Permit

Beneficiary's
Copy

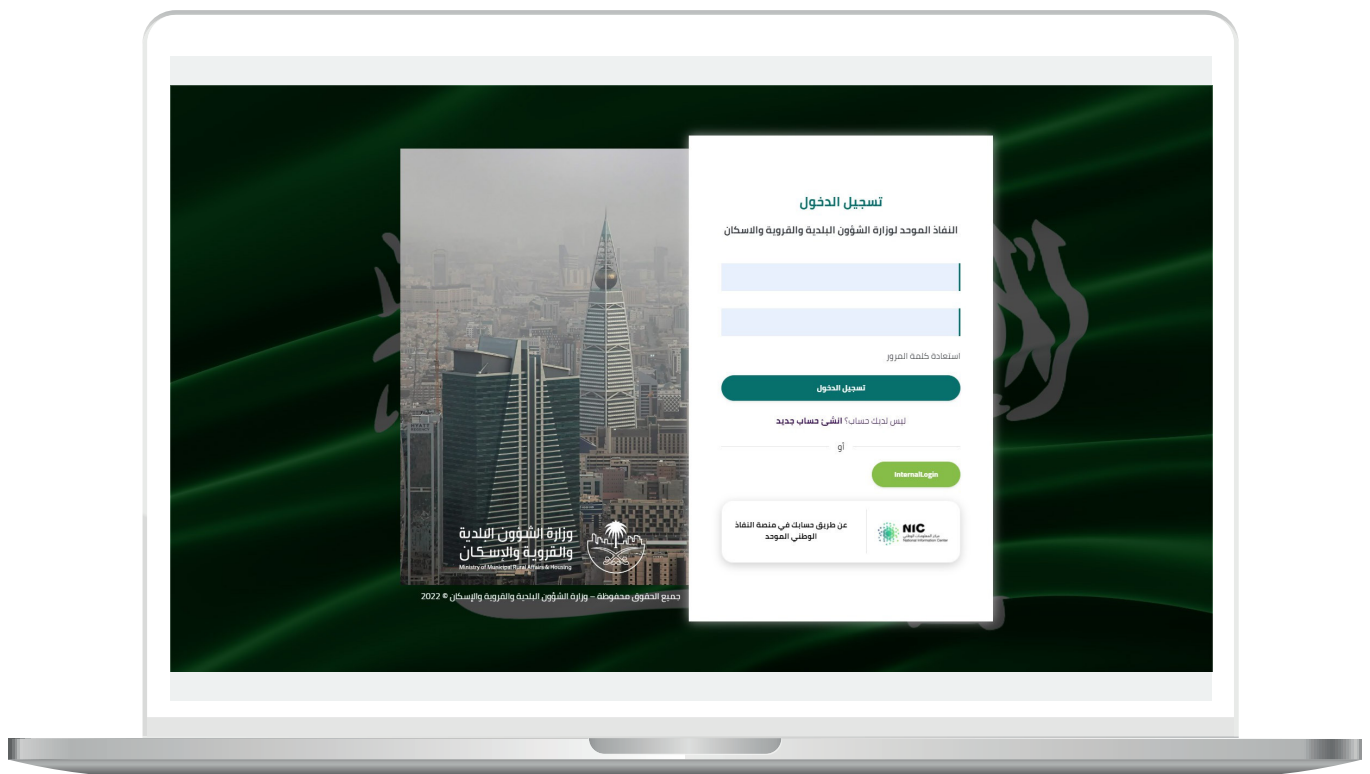
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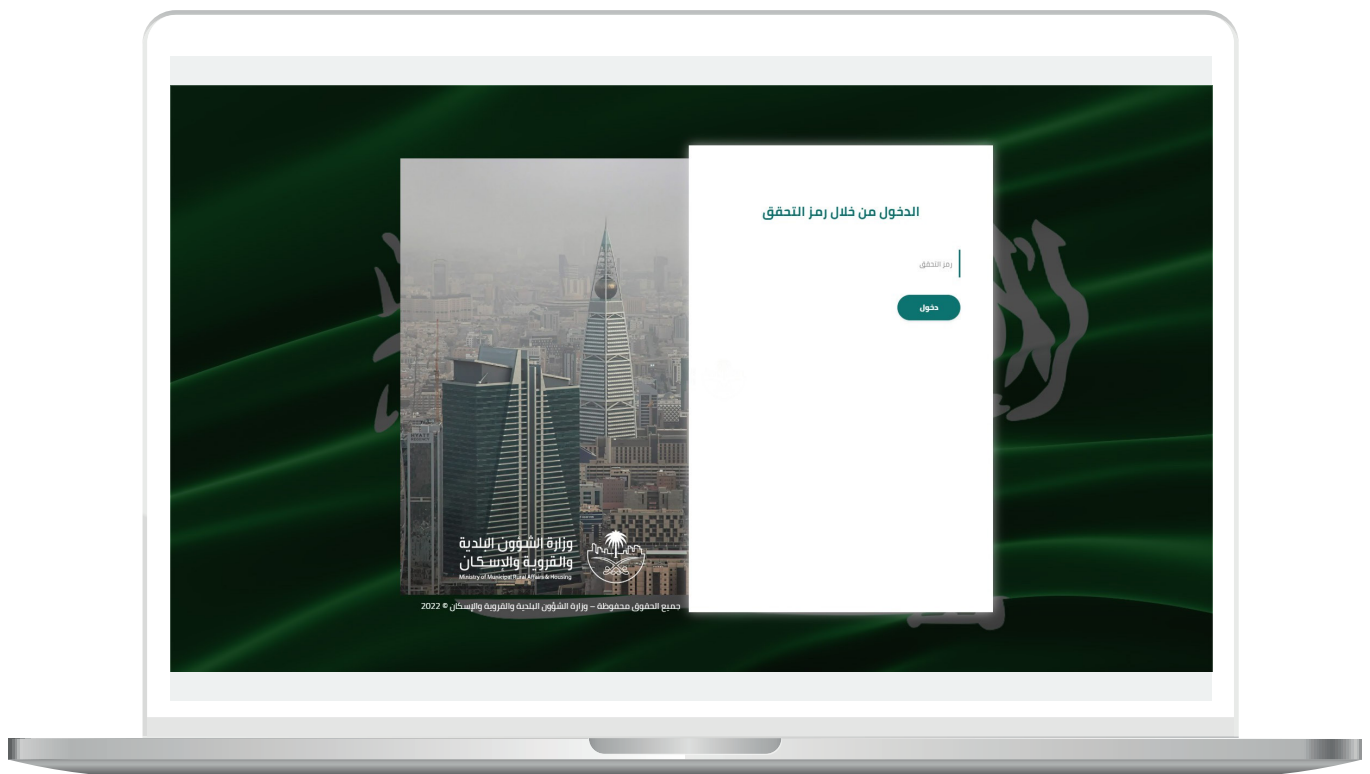


Logging into the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



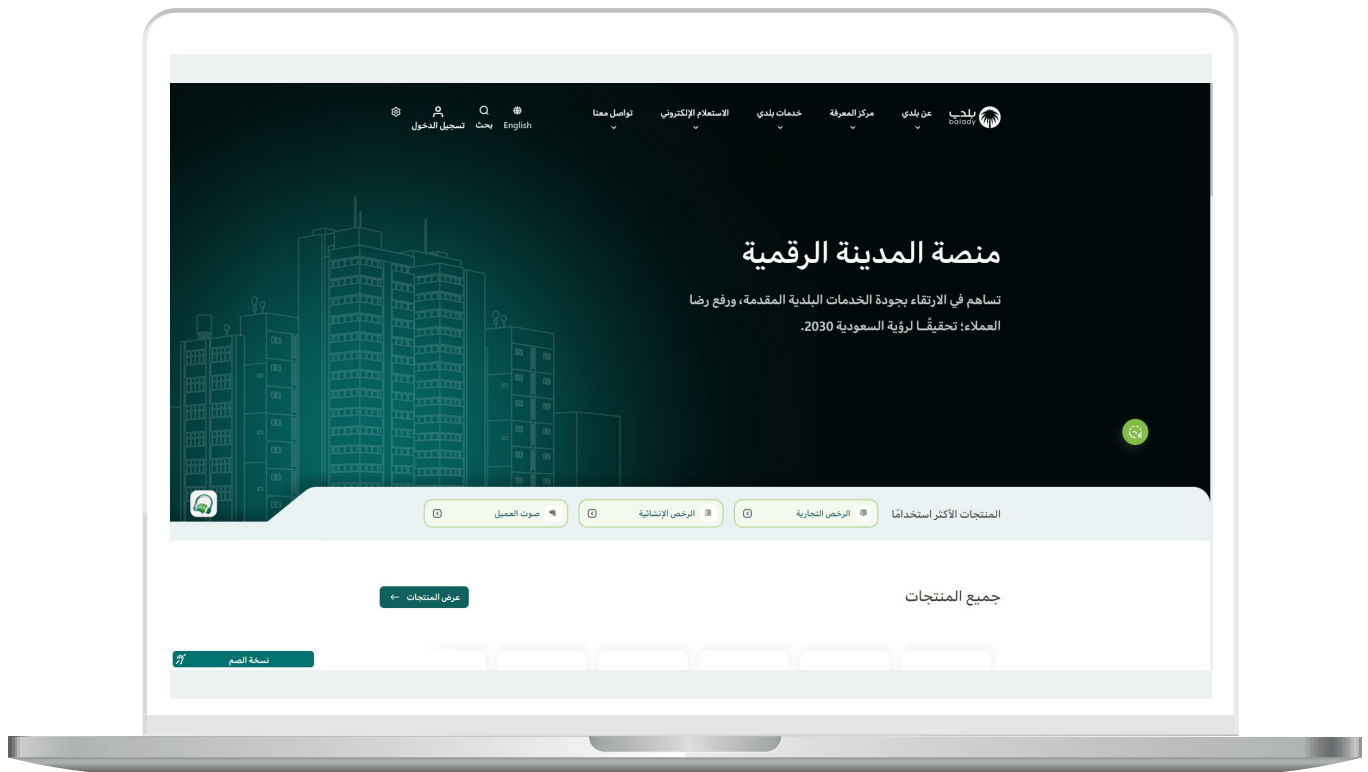
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



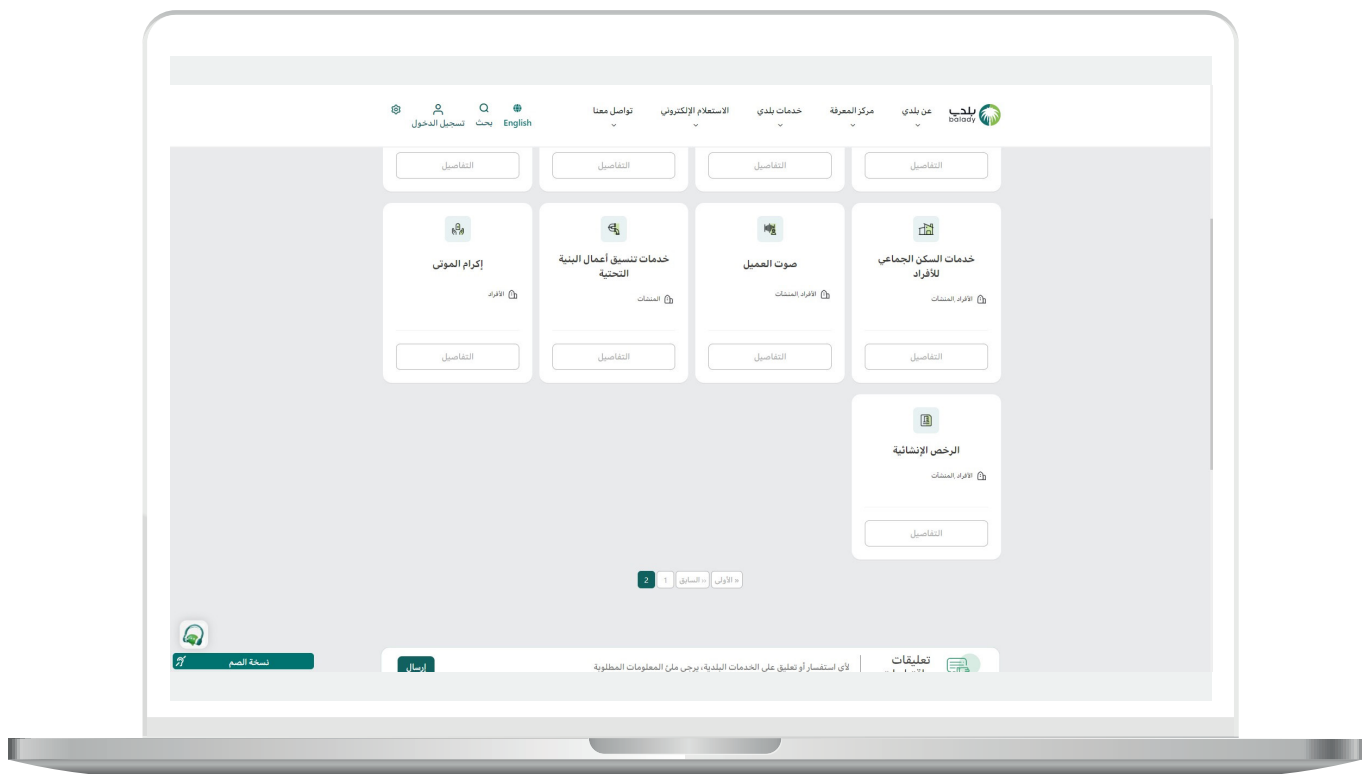
Service Request Steps

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

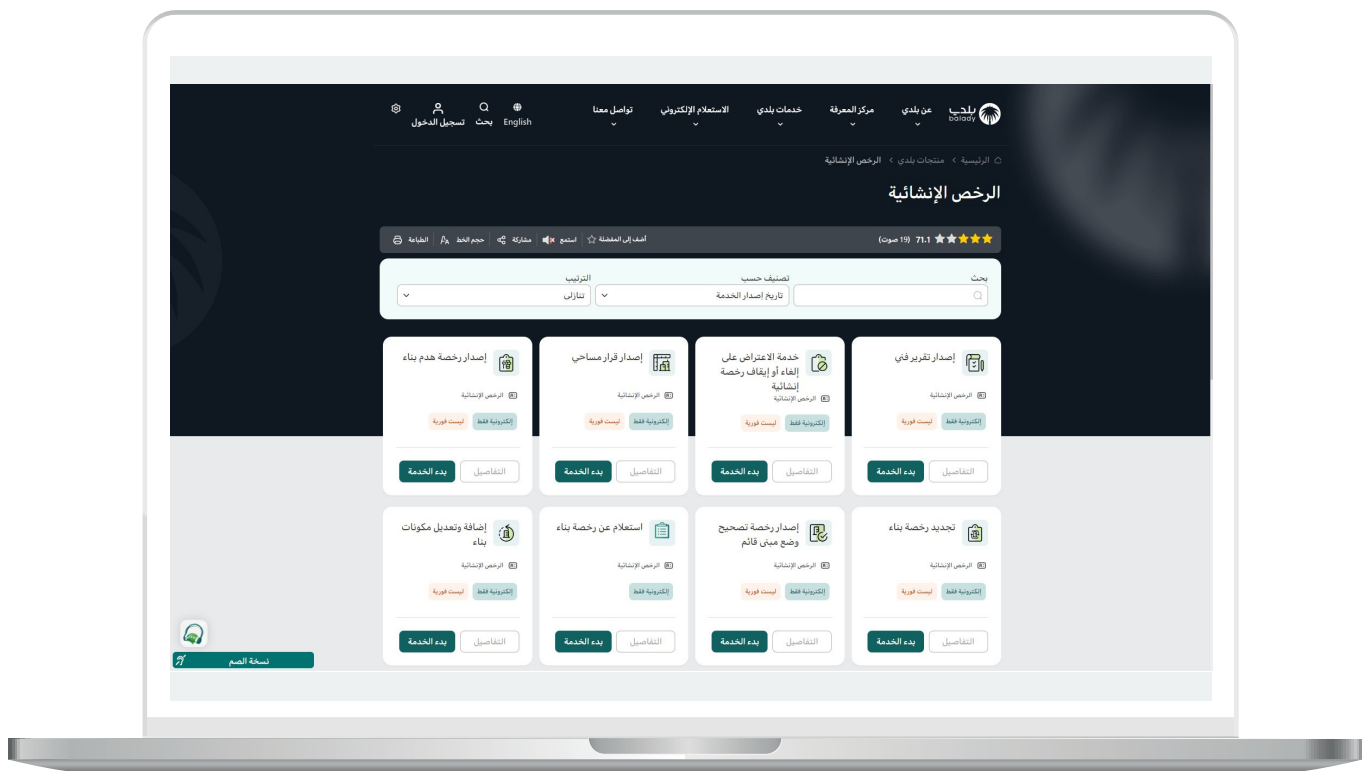
The user then clicks the **(View Products)** button.



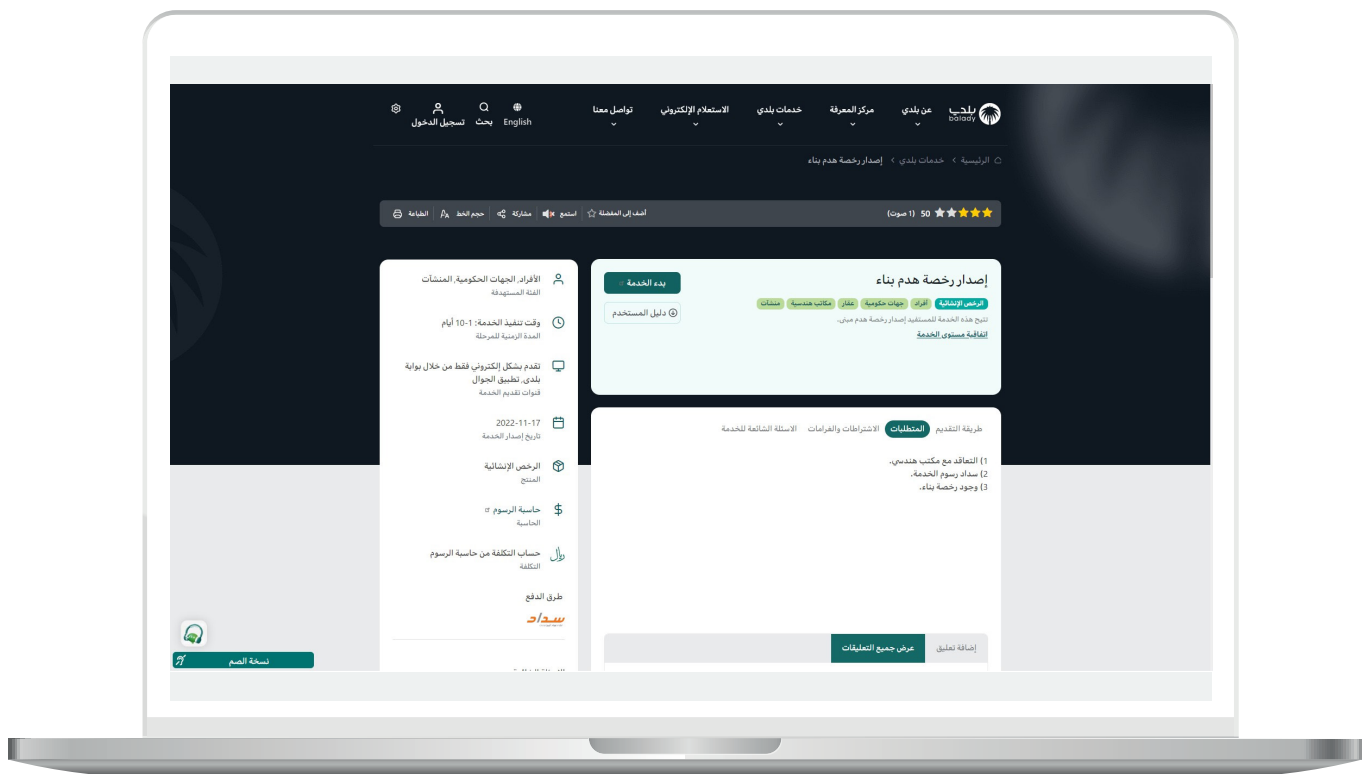
2) Then, the user selects **(Construction Licenses)**.



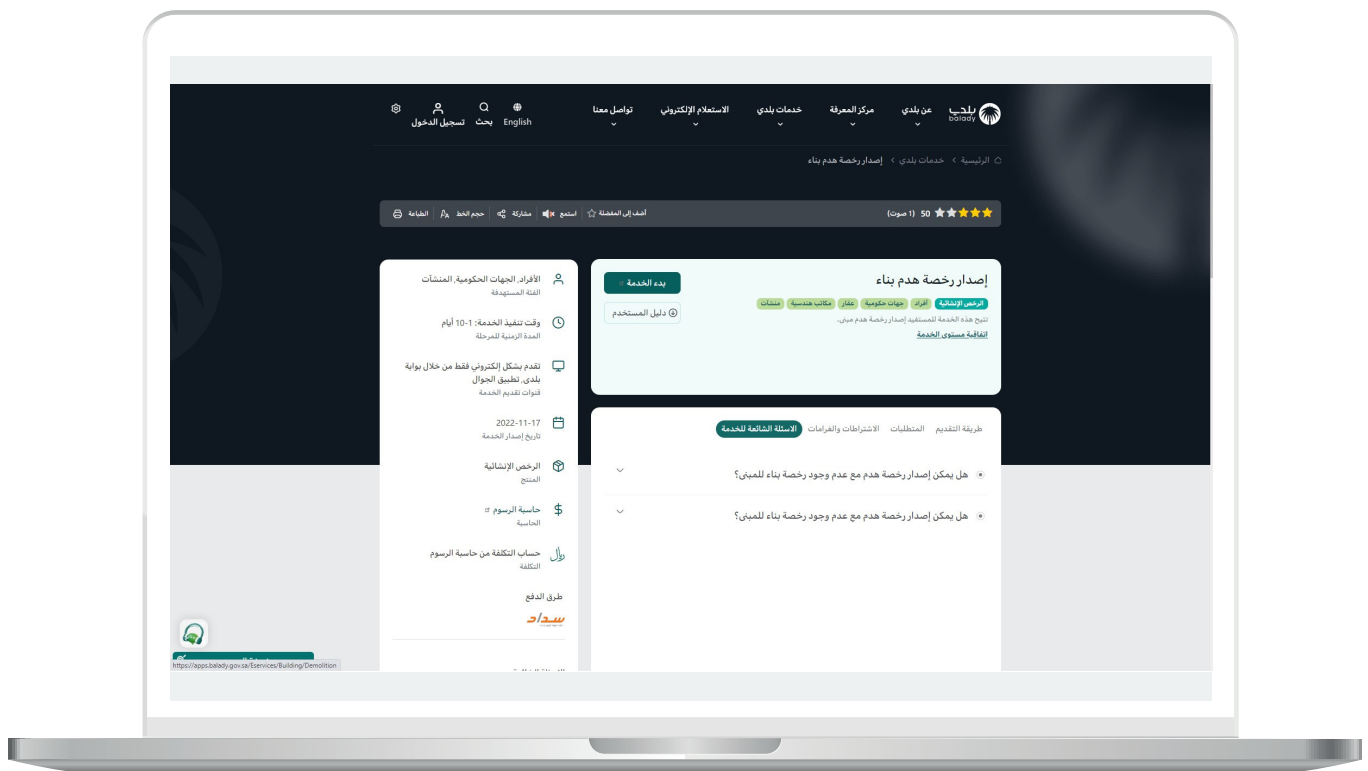
3) The services are then displayed, where the user selects (Issuing a Building Demolition Permit) as shown below.



4) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (**How to Apply, Requirements, Conditions and Fines, etc.**).



5) To start the application process, the user clicks **(Start Service)**.



6) Afterward, the screen below appears, representing the Applicant Information Screen, where the mobile number of the applicant must first be verified by entering the value in the (**Mobile Number**) field and then clicking the (**Verify**) button.

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة الفرص الاستثمارية المنصات القطاعية التواصل على المطالبات البلدية

خدمات الرخص الإنشائية إصدار رخصة هدم بناء

بيانات مقدم الطلب

اسم مقدم الطلب
بياناته شامي

رقم الجوال
[Redacted]

تحقق

سوف يتم استخدام جميع الإشعارات على رقم الجوال المسجل في النظام

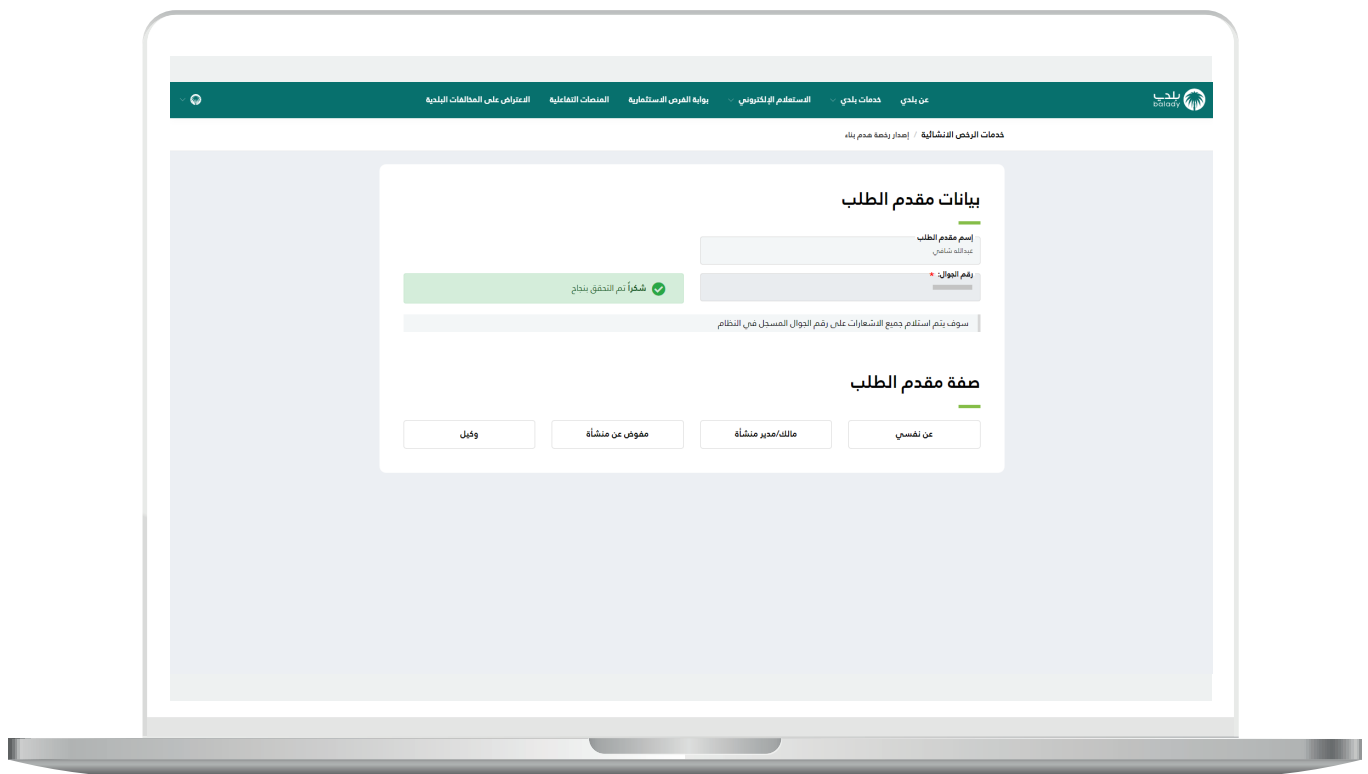
صفحة مقدم الطلب

وكيل مفوض عن منشأة مالك/مدير منشأة عن نفسي

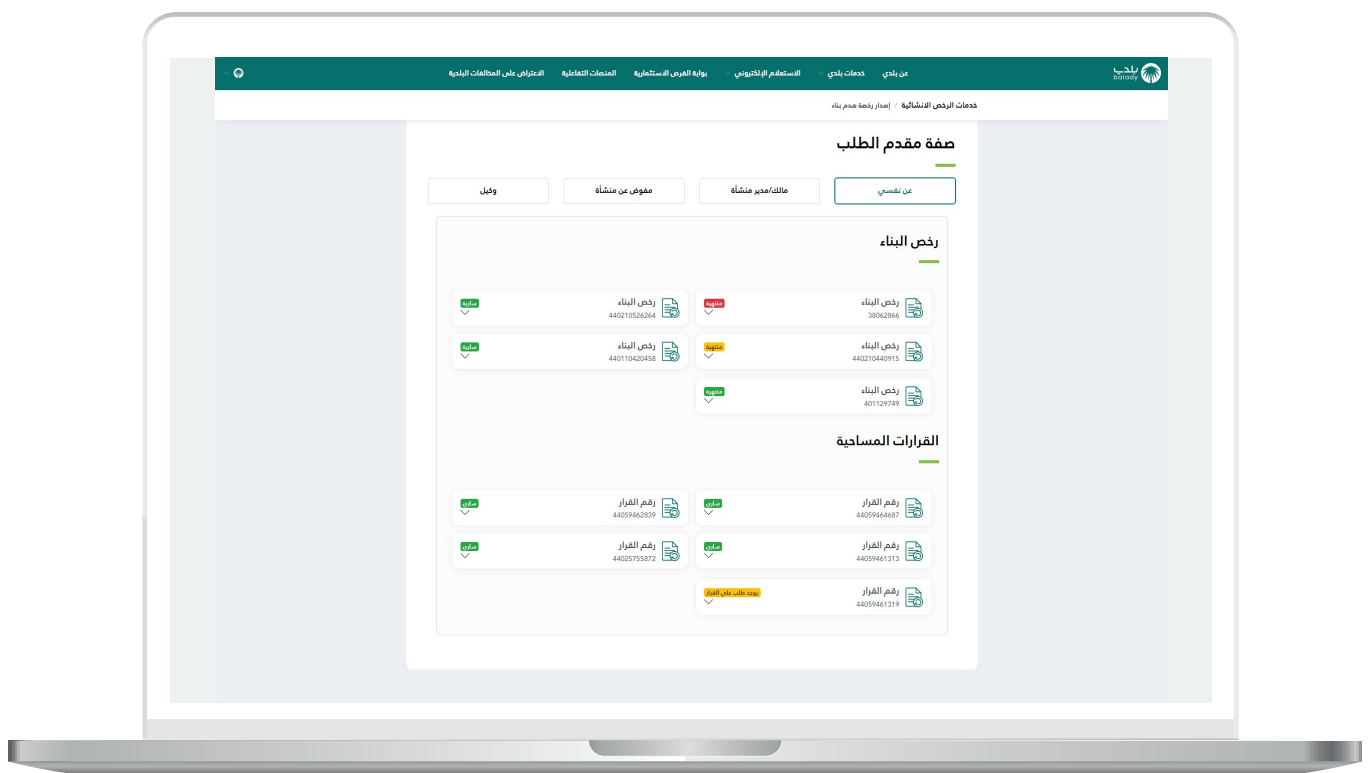
7) A verification code is sent to the user's mobile phone, which must be entered in the (**Confirmation Code**) field, then click (**Confirm**), as shown in the next screen.

The screenshot shows a web application interface on a laptop screen. The interface is in Arabic and features a dark green header with navigation links: 'عن بلدي' (About My City), 'خدمات بلدي' (My City Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابة العرض الاستثمارية' (Investment Showcase Portal), 'المصنعات الغذائية' (Food Manufacturers), and 'الاعتراض على المخالفات البلدية' (Appeal against municipal violations). The main content area is titled 'خدمات الرخص الإنشائية' (Building Permits Services) and 'إصدار رخصة مدم بناء' (Issuance of a demolition permit). The form is titled 'بيانات مقدم الطلب' (Requester Data) and includes fields for 'اسم مقدم الطلب' (Requester Name) and 'رقم الجوال' (Mobile Number). A 'تحقق' (Check) button is next to the mobile number field. Below these fields, a message states: 'سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام' (You will receive all notifications on the registered mobile number). The 'رمز التأكيد' (Confirmation Code) field is empty, with a 'تأكيد' (Confirm) button and four input boxes for the code. A timer indicates 'أعد إرسال الرمز بعد : 00:55' (Resend the code after: 00:55). At the bottom, the 'صفة مقدم الطلب' (Requester Category) section has four radio button options: 'وكيل' (Agent), 'مفوض عن منشأة' (Authorized by establishment), 'مالك/مدير منشأة' (Owner/Manager of establishment), and 'عن نفسي' (On my own).

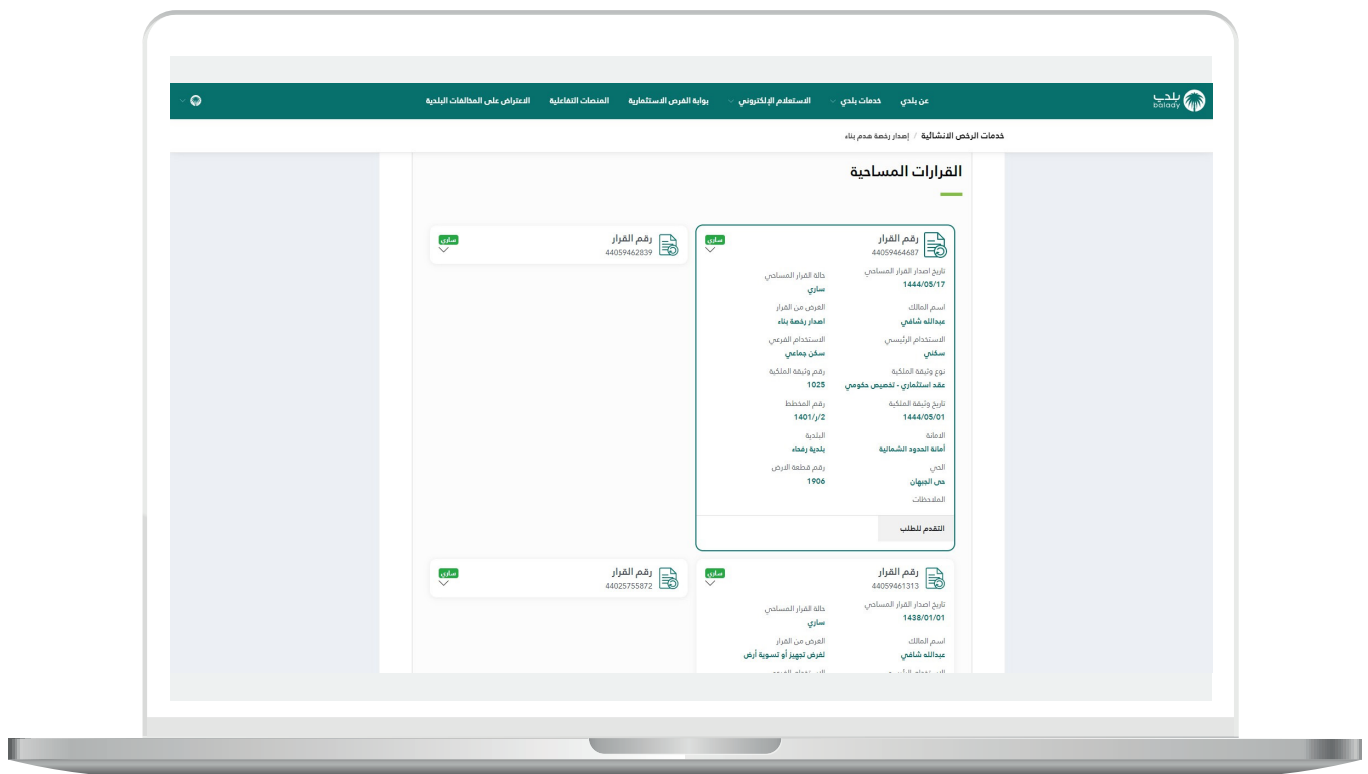
8) A confirmation message (**Thank you, verification successful**) appears on the screen, as shown below.



9) The user selects the applicant's status from four options: **(For Myself, Owner or Manager of an Establishment, Authorized Representative of an Establishment, Agent)**, displaying all surveying decisions linked to the national ID, as shown below.



10) After selecting a surveying decision number, its details are displayed, and the user clicks **(Proceed with Request)**, as shown below.



12) The user is then directed to the **(Contract Data)** stage, as shown below, where a value is selected from the dropdown list (**Design Engineering Office - Approved Designer**), and the declaration (**I acknowledge my consent and commitment to ensuring the building is free of humans and animals during the demolition process**) is confirmed.

13) The user then clicks **(Next)** to proceed, with the option to save the application as a draft for later retrieval by clicking **(Save as Draft)** or return to the previous stage by clicking **(Back)**.

عن بلدي | خدمات بلدي | الاستعلام الإلكتروني | بوابة العرض الاستثمارية | المنتجات التفاعلية | الاعتراض على المطالبات البلدية

رقم الطلب: 4417157623 | زر: رجوع | زر: حفظ كمسودة | زر: التالي

خدمات الرخص التشغيلية | إصدار رخصة عدم بناء

1. بيانات مقدم الطلب | 2. بيانات الطلب | 3. بيانات التعاقد | 4. التقييم

بيانات التعاقد

المكتب الهندسي المعمم (المعمم المعتمد) *

المدير العام للشركات الهندسية

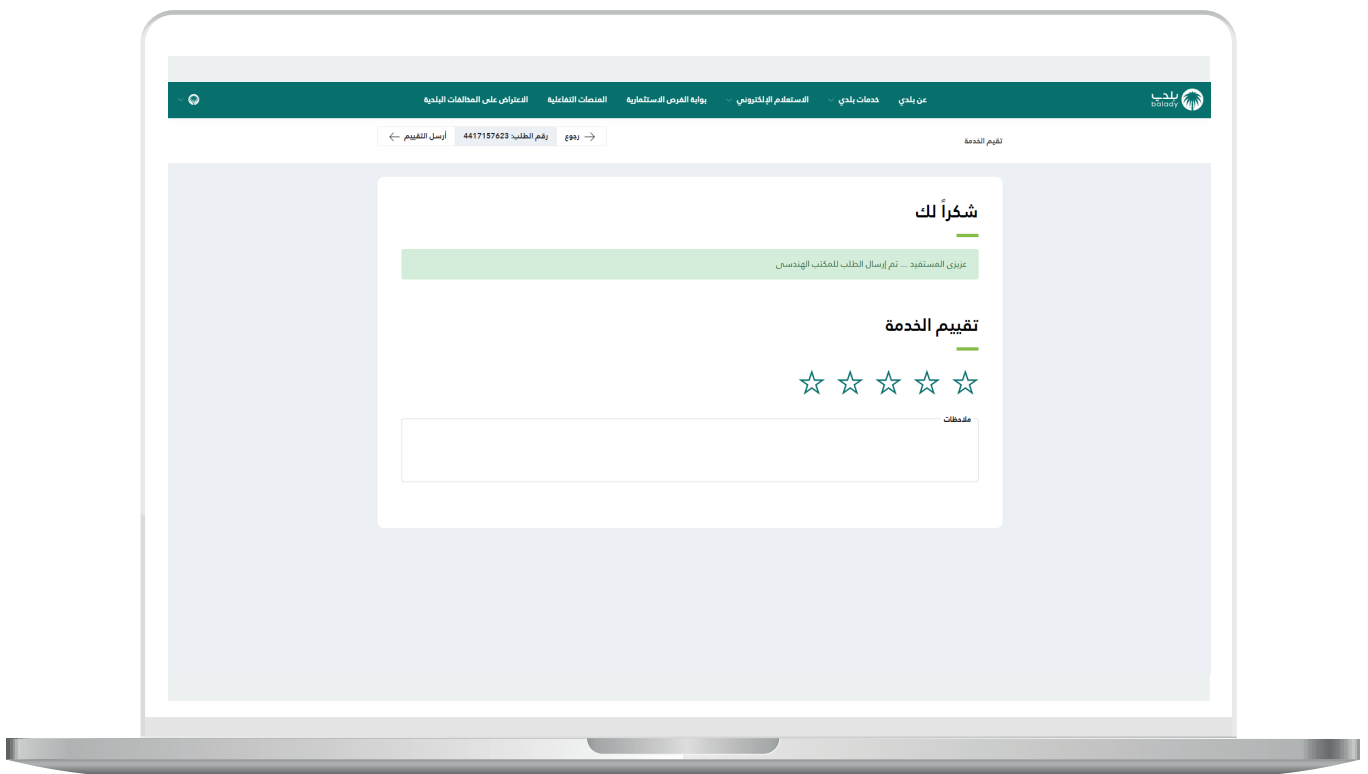
رقم الجوال

البريد الإلكتروني

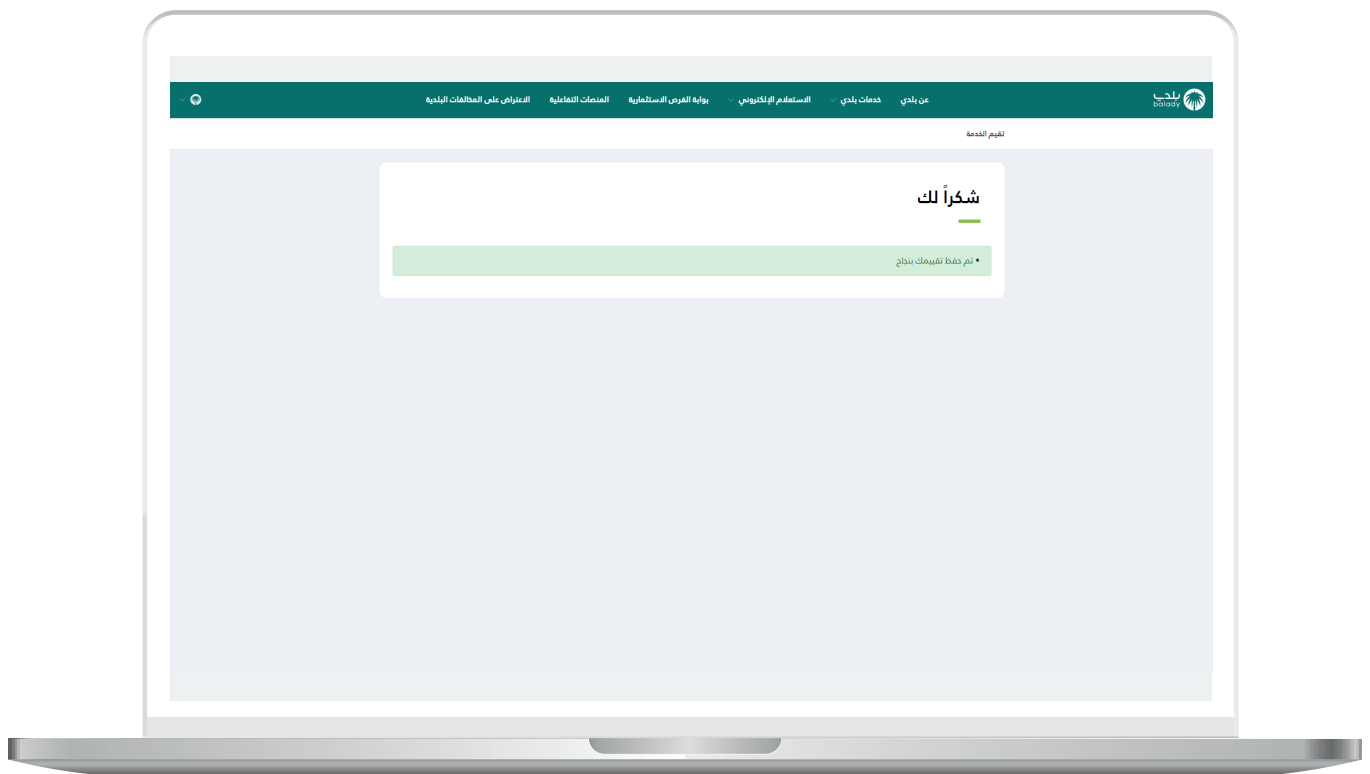
رقم التعريف

أقر بموافقتي وإلتزامي بملء المبنى من الإنسان والحيوان أثناء عملية الهدم.

14) The application is then successfully sent to the engineering office, displaying a confirmation message as shown below. The service can be evaluated by selecting a number of stars, entering a value in the **(Comments)** field, and clicking **(Submit Evaluation)**.

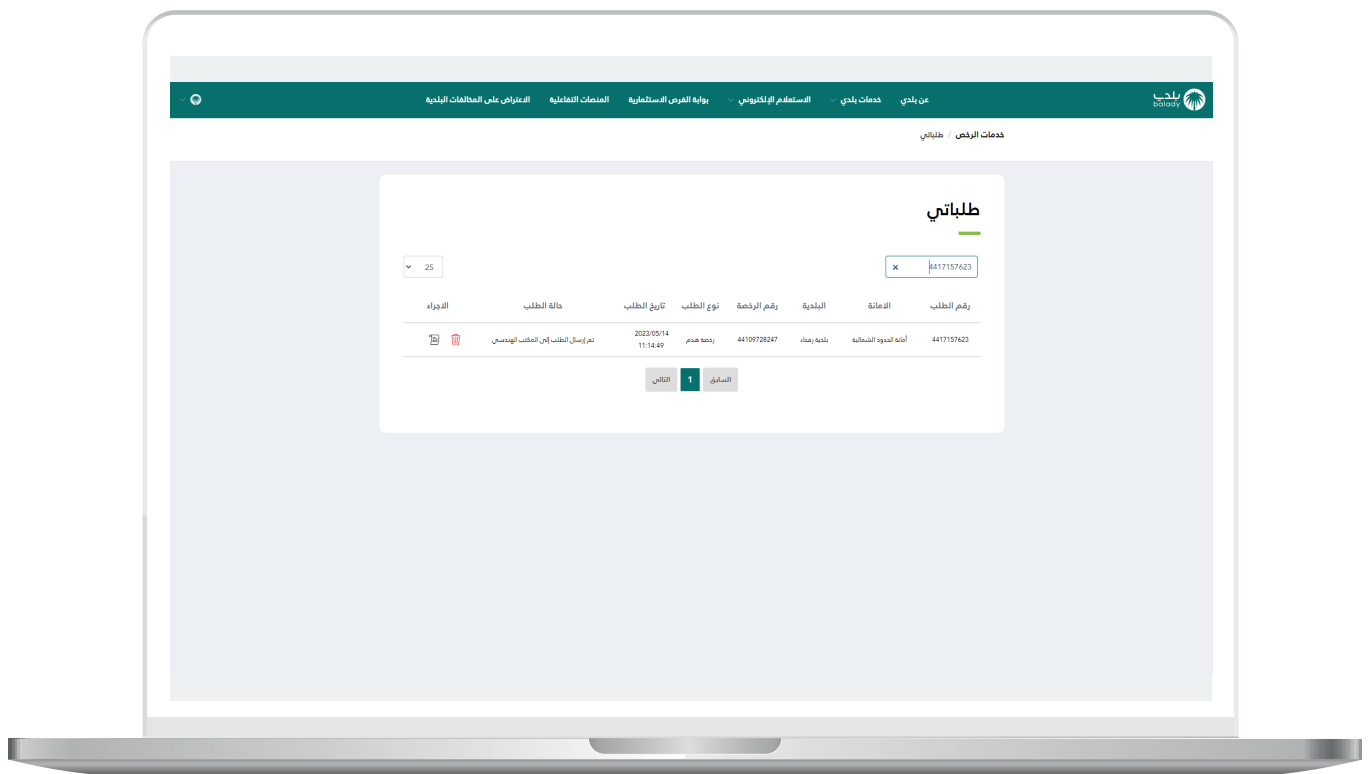


15) After clicking (**Submit Evaluation**), the request is successfully saved, and a confirmation message appears, as shown below.



Follow-up on the Request

1) The user can track the request status from the **(My Requests)** screen as shown below.



SMS Messages to the Beneficiary

Below are the messages sent to the beneficiary after submitting the application:

- Dear beneficiary, Ibrahim, the payment invoice number 07076061732 was issued for the Issuing of a Building Demolition Permit for application No. 9448137144 in the amount of 0.657 riyals. The Biller Number for the Ministry of Municipals and Housing is 771.

You can evaluate the service through the following link:

(RVey/4403441706340DC998D242EA31AA045<http://qcapps.momra.gov.sa/eservices/survey#/>)

- Dear beneficiary License No. 813162016044 has been issued. You can via the License via this link:

<http://10.80.140.100:9003/commonapi/clp/5c0183ba0a3c42808daaf9e114ed6>

The site will be visited within 72 hours.



Contact Us

You can contact the (**Balady**) portal through the following communication channels:

Phone: 199040

X Account: @Balady_CS

Daily Work hours (**8:00 - 22:00**)



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

