



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Service of the

Renewing a Building Permit

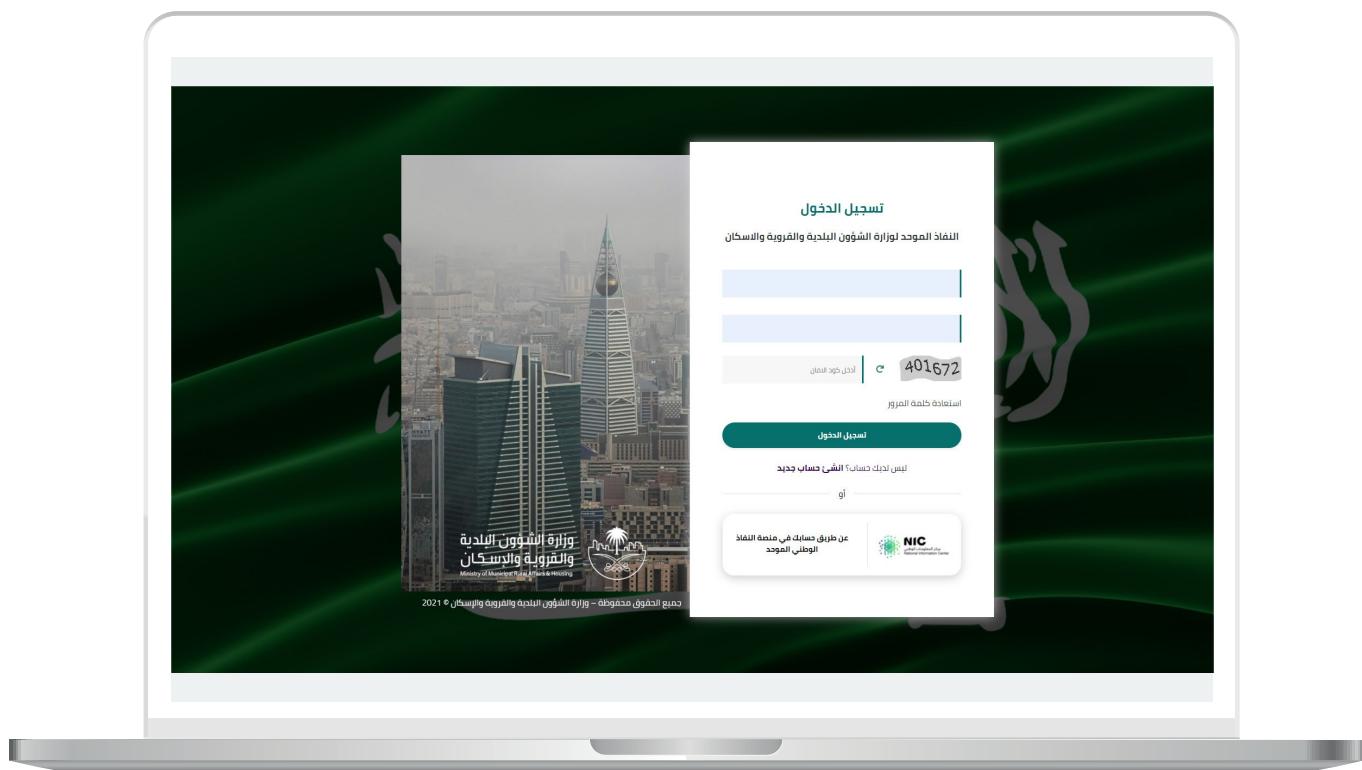
Beneficiary's
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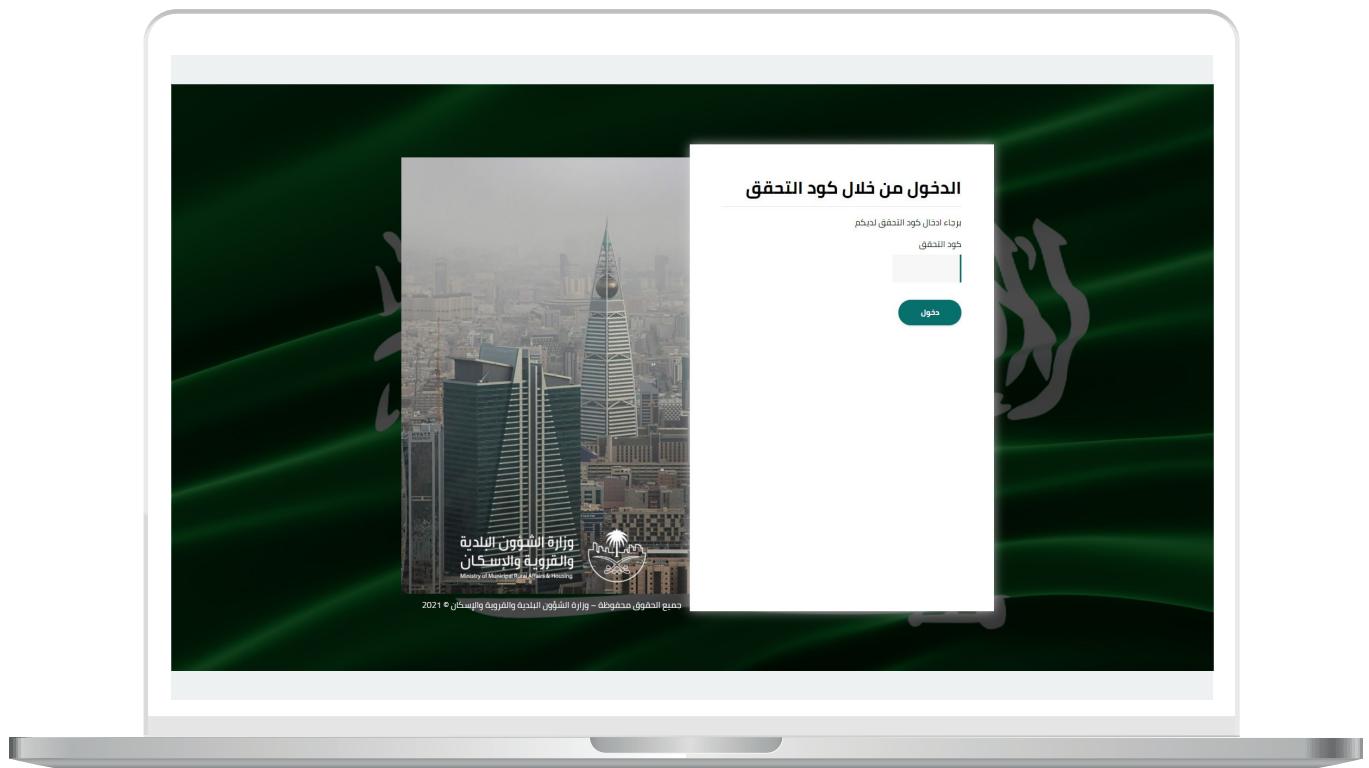
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Log in to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.



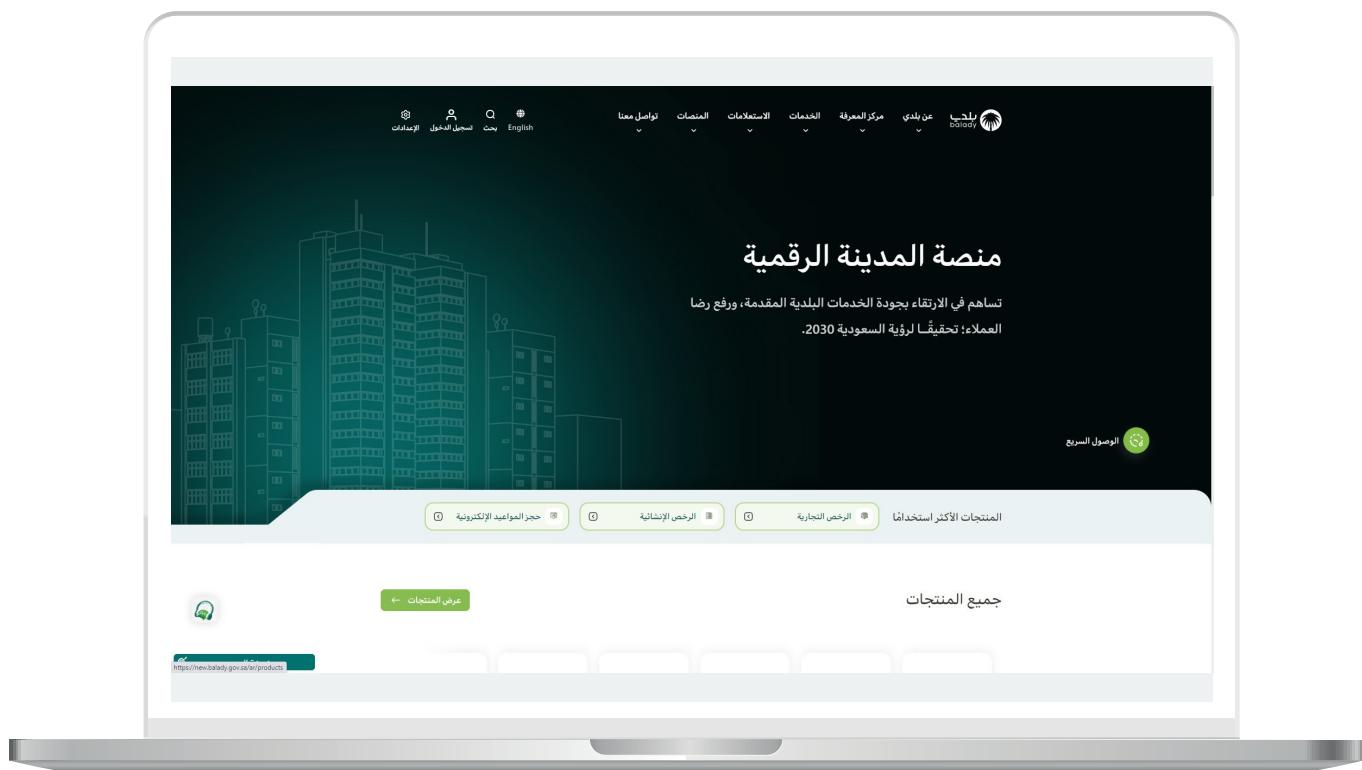
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



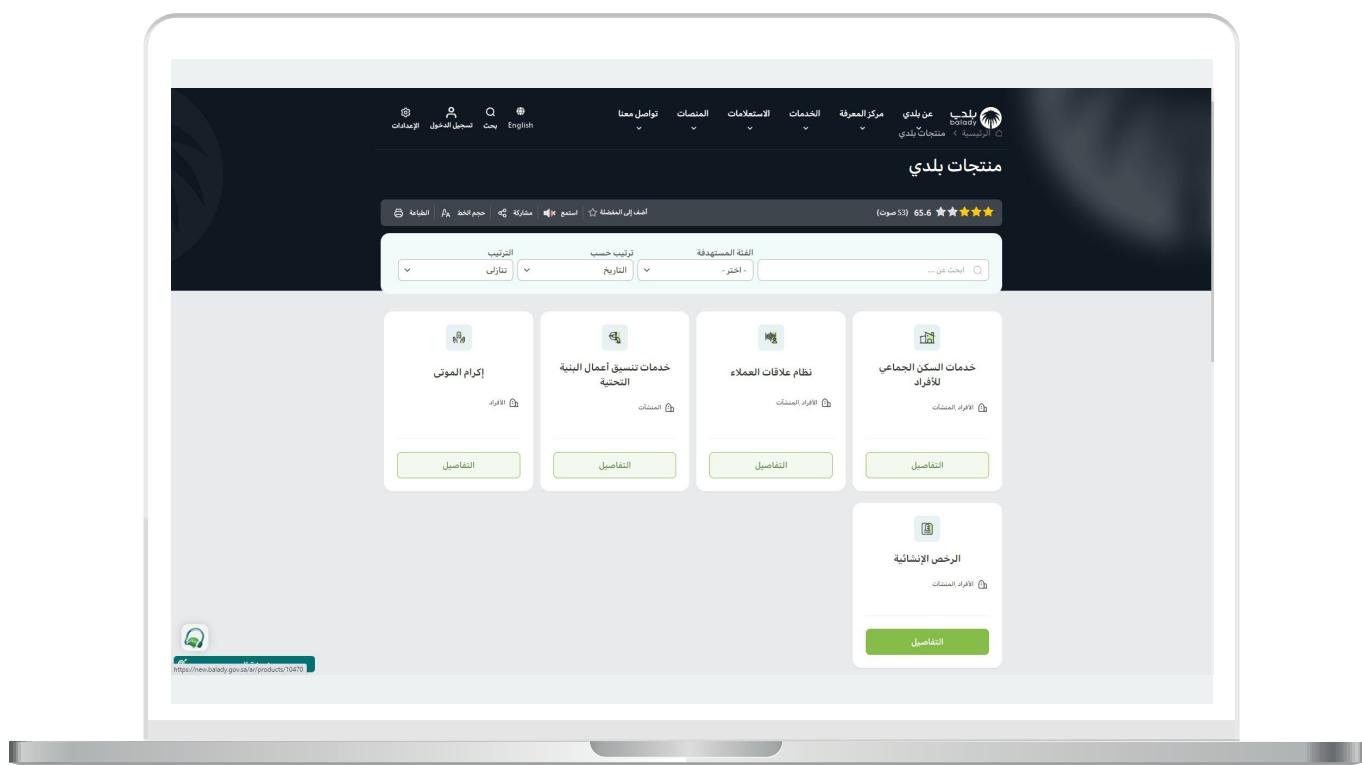
Steps to Request the Service

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

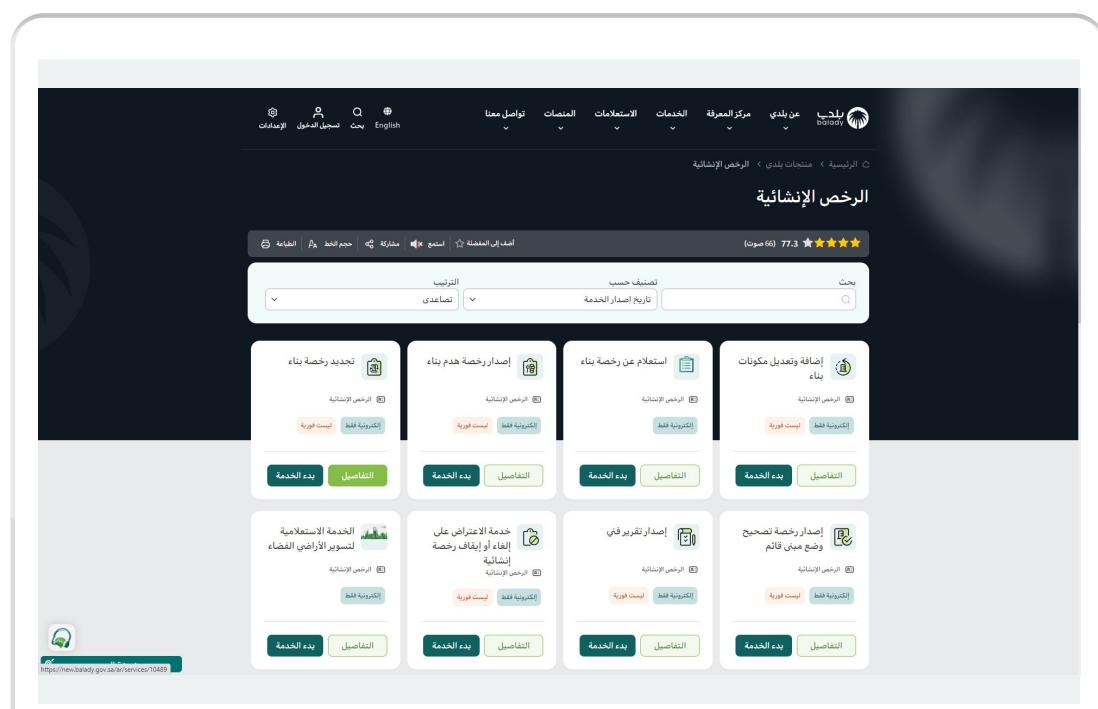
The user then clicks the (View Products) button.



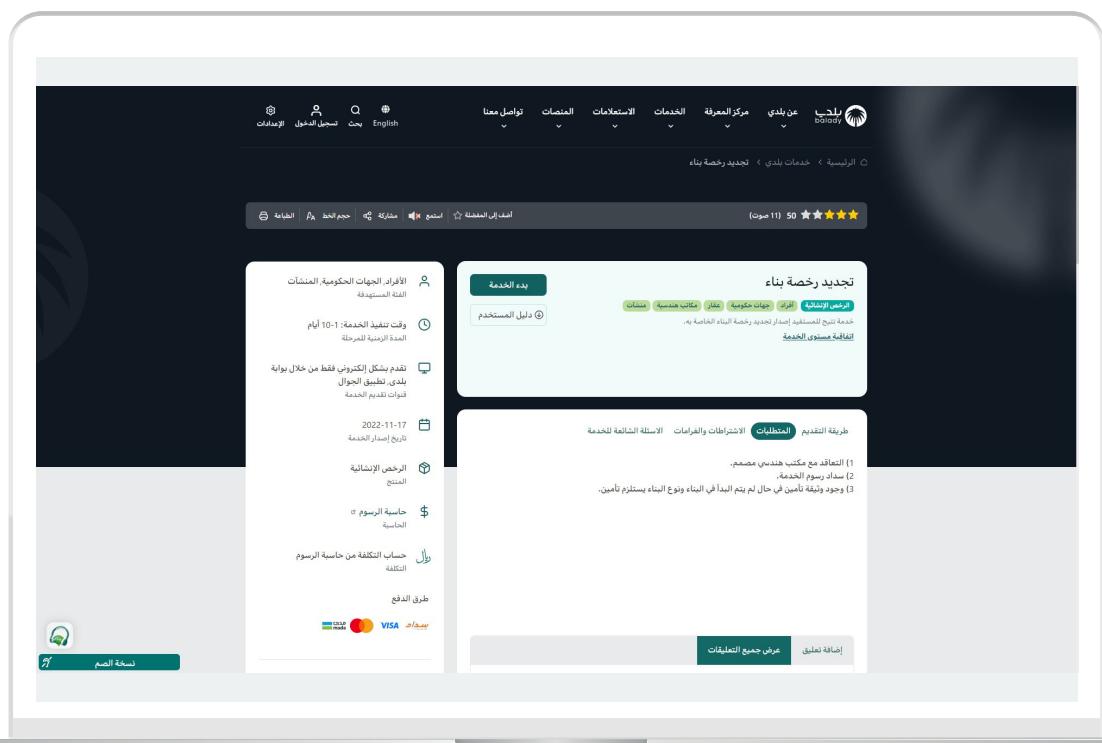
2) Then, the user selects (Construction Licenses).



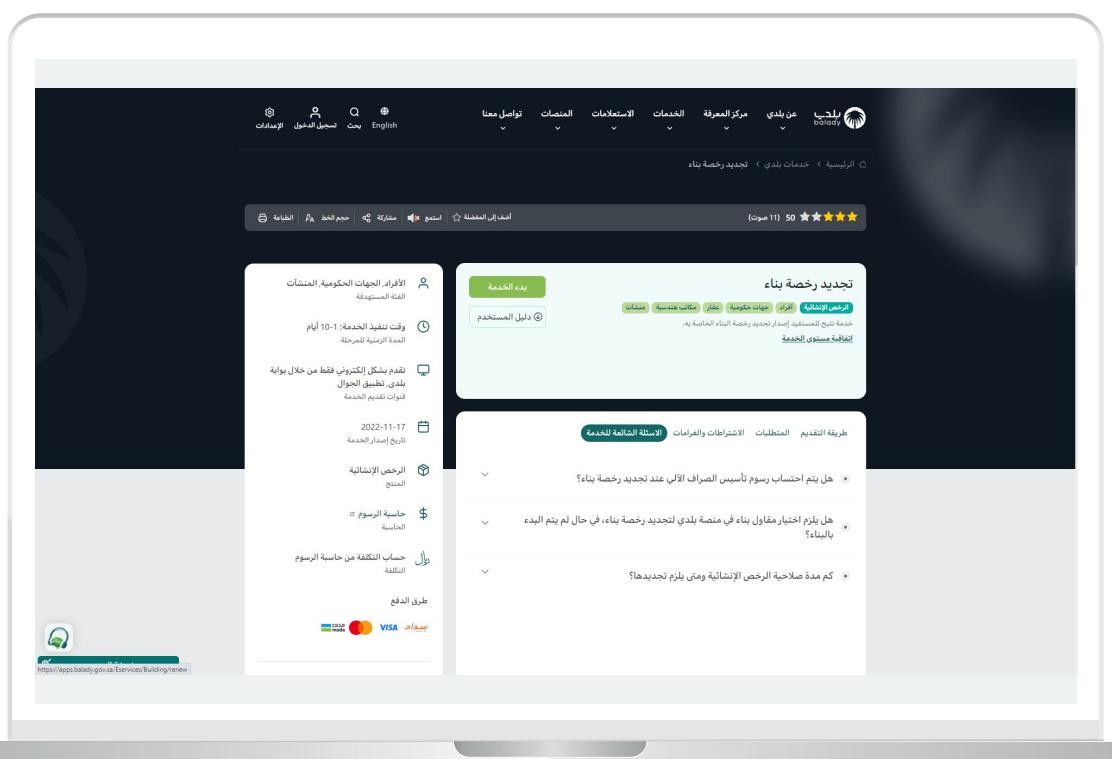
3) The services are then displayed, where the user selects (Building Permit Renewal) as shown below.



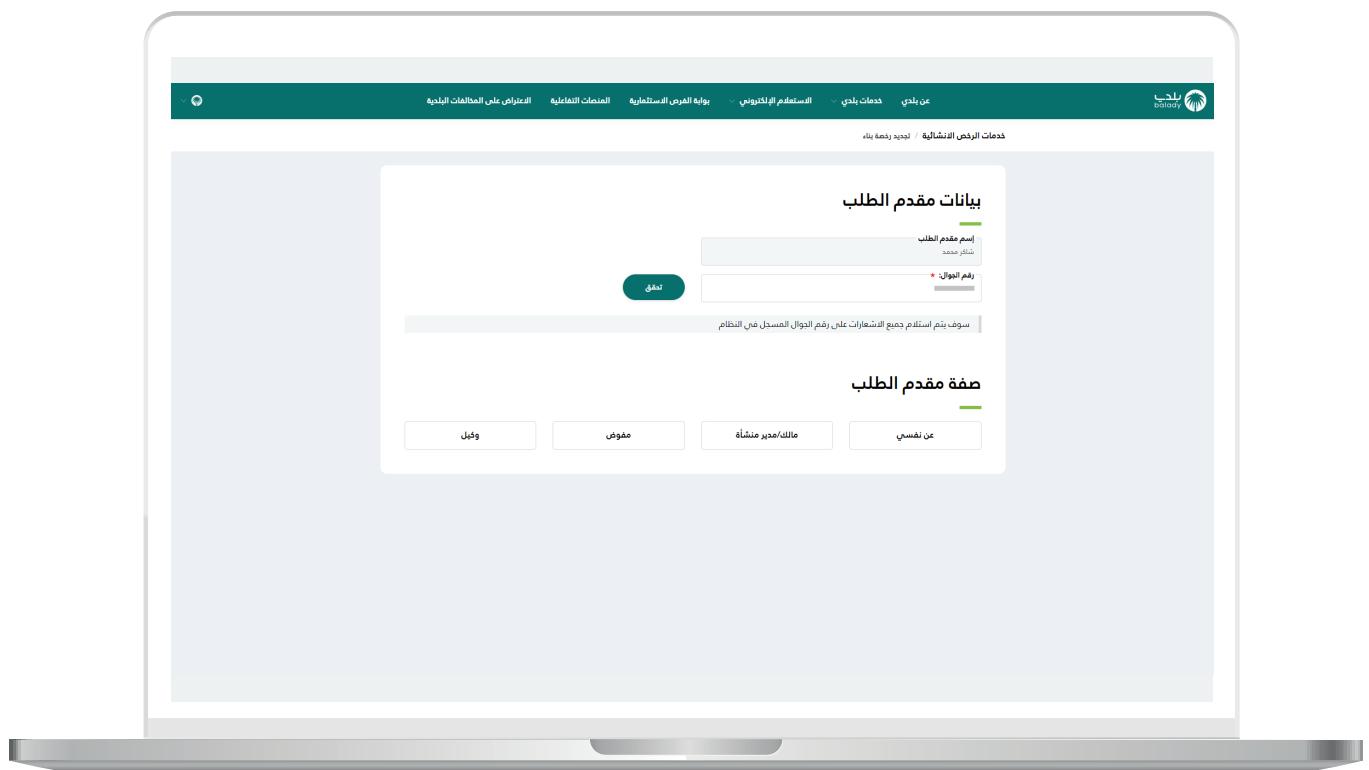
4) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (How to Apply, Requirements, Conditions and Fines, etc.).



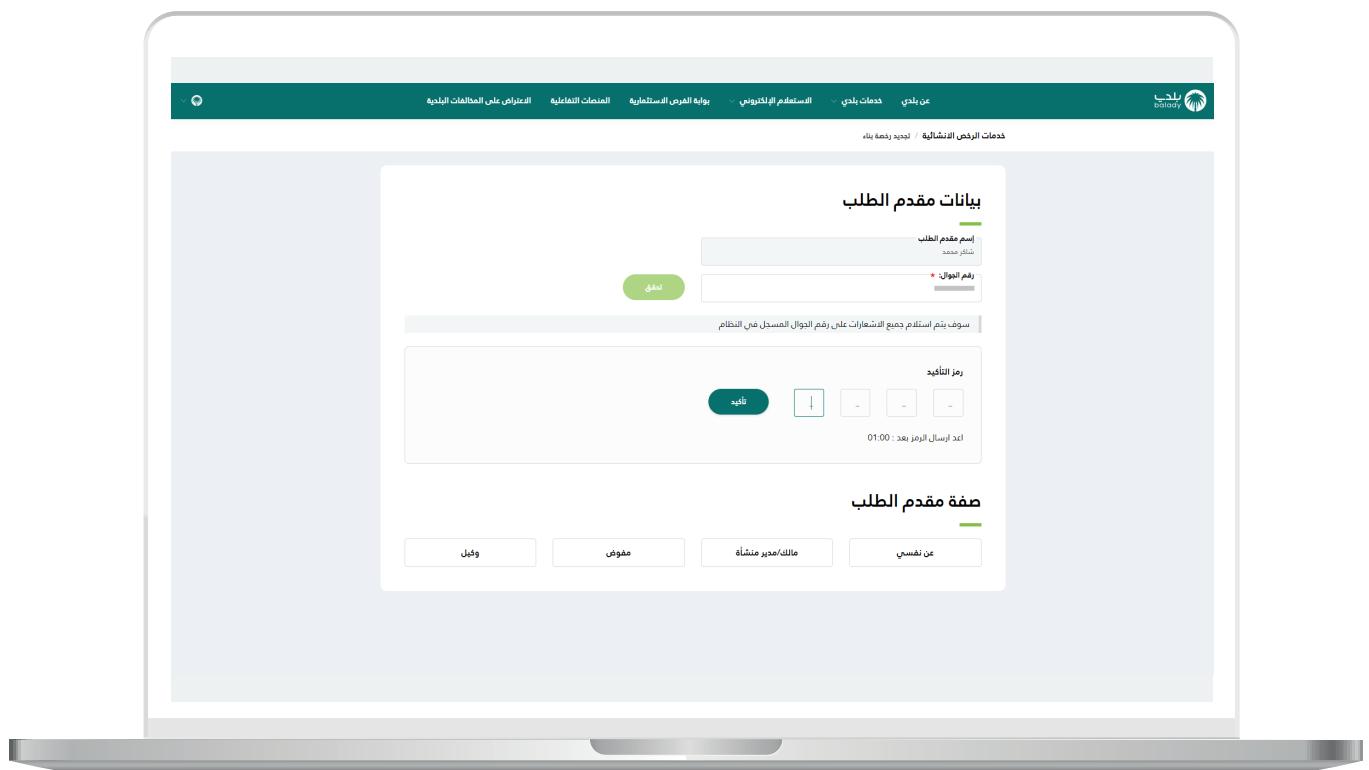
5) To start the application process, the user clicks (Start Service).



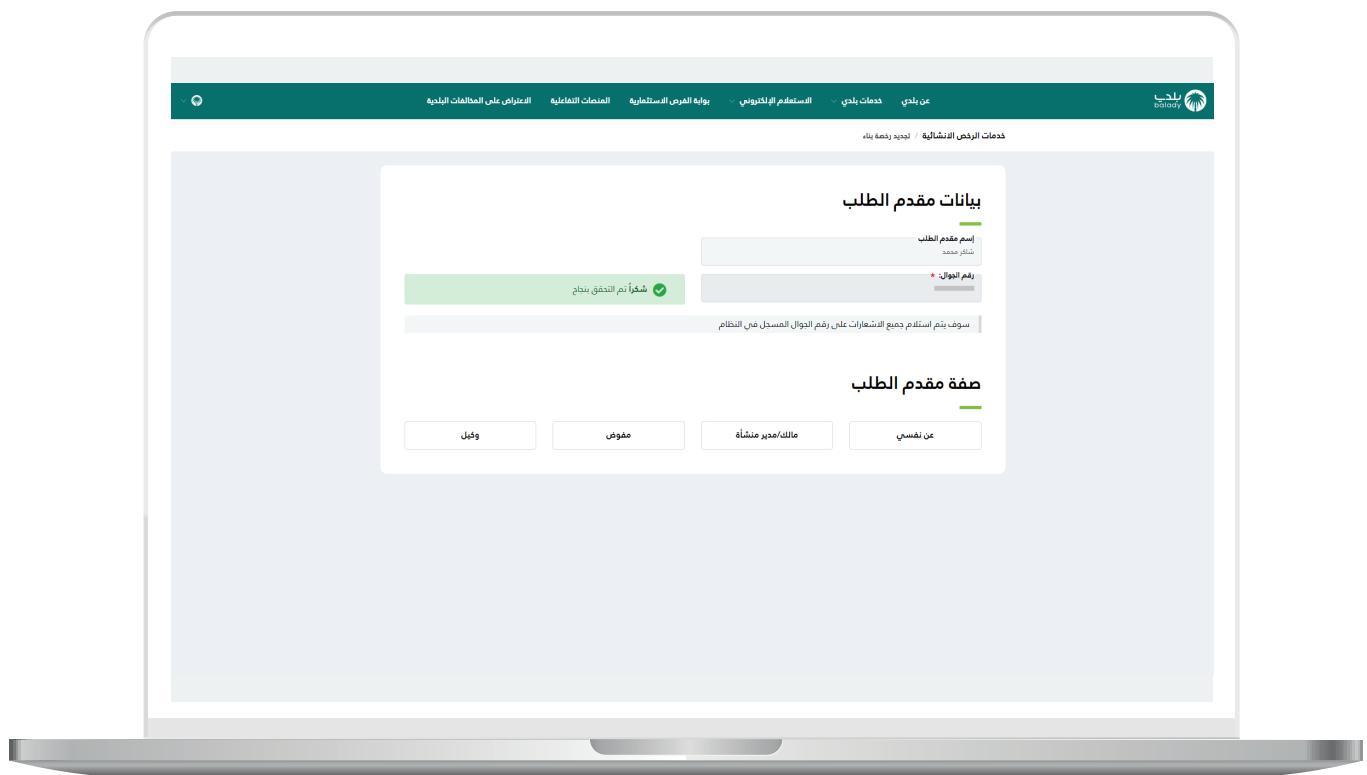
6) Afterward, the screen below appears, representing the Applicant Information Screen, where the mobile number of the applicant must first be verified by entering the value in the (**Mobile Number**) field and then clicking the (**Verify**) button.



7) A verification code is then sent to the user's mobile, which must be entered in the **(Verification Code)** field and confirmed by clicking the **(Confirm)** button, as shown below.

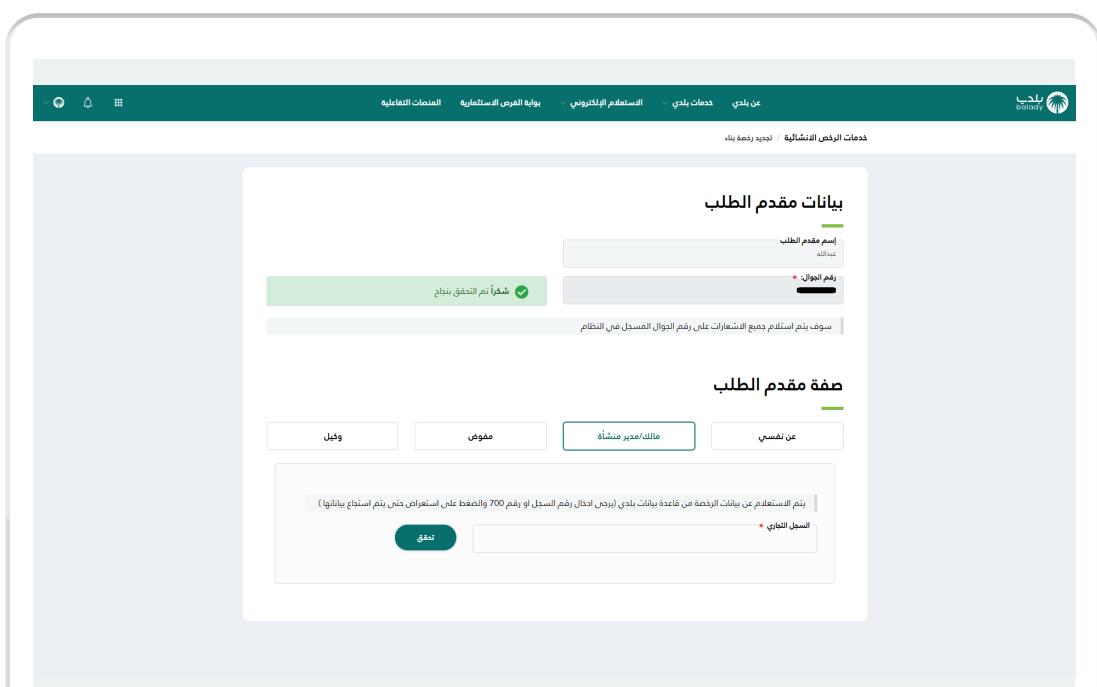


8) A confirmation message (Thank you, verification successful) appears on the screen, as shown below.

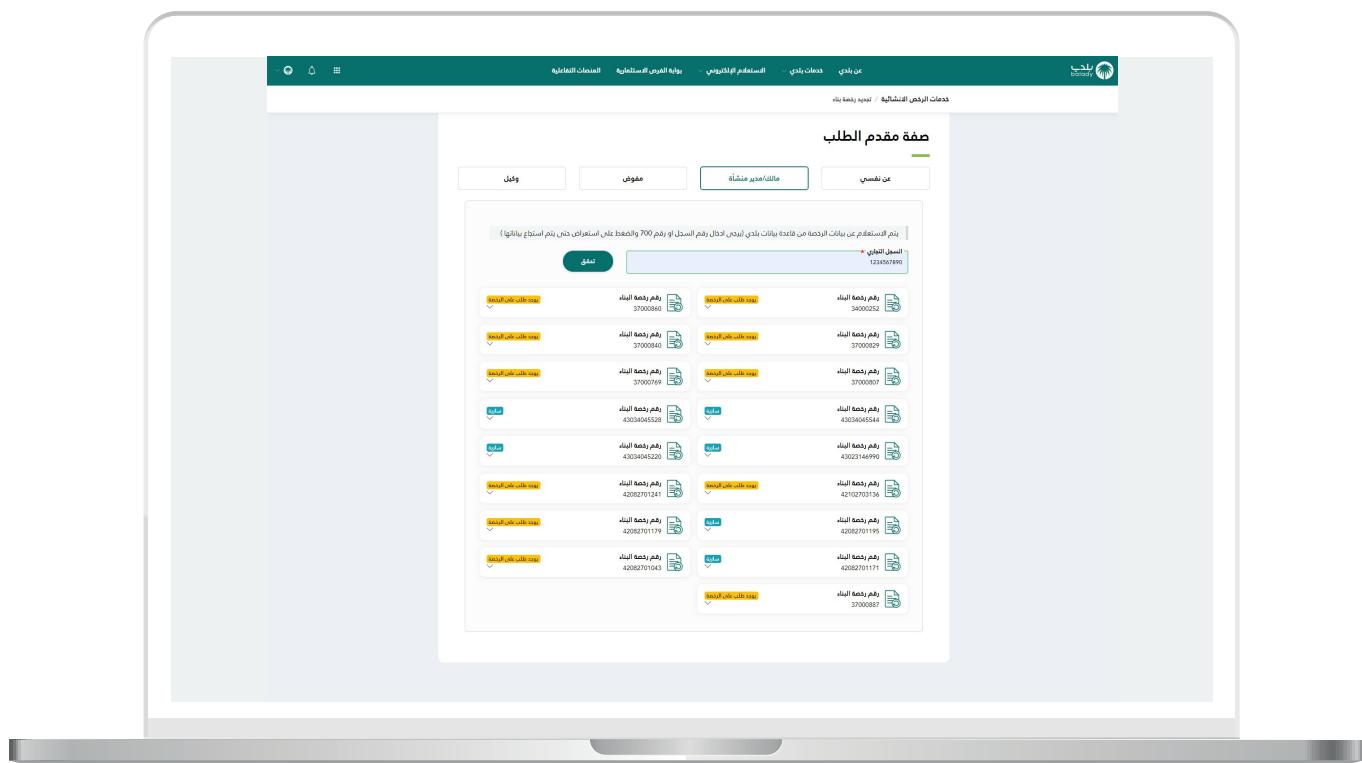


9) The user selects the applicant's role from four options: (For Myself, Owner/Manager of an Establishment, Authorized Representative, Agent), as shown below.

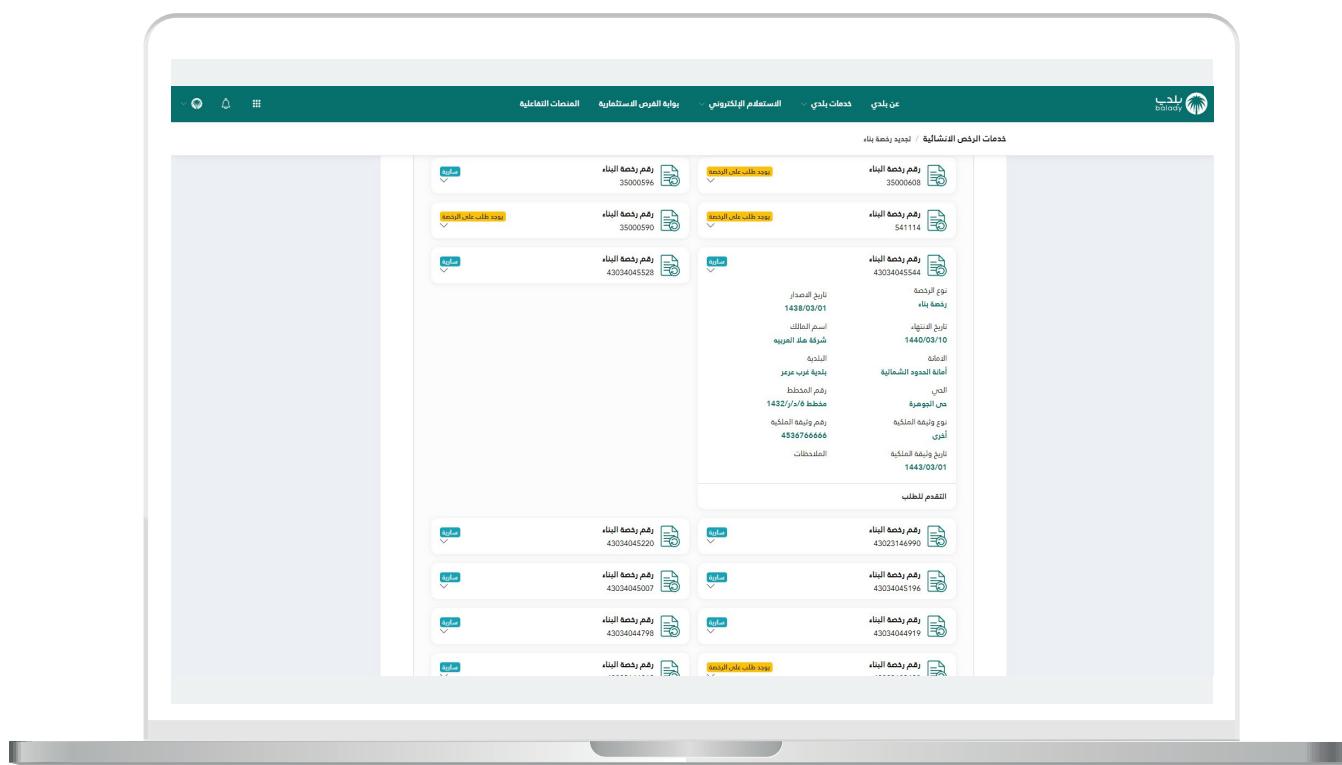
In the following example, (Owner/Manager of an Establishment) is selected. After the (Commercial Registration) field appears, the user enters the required information and clicks (Verify).



10) The system then displays all building permits linked to the commercial registration, allowing the user to select the permit to be renewed.

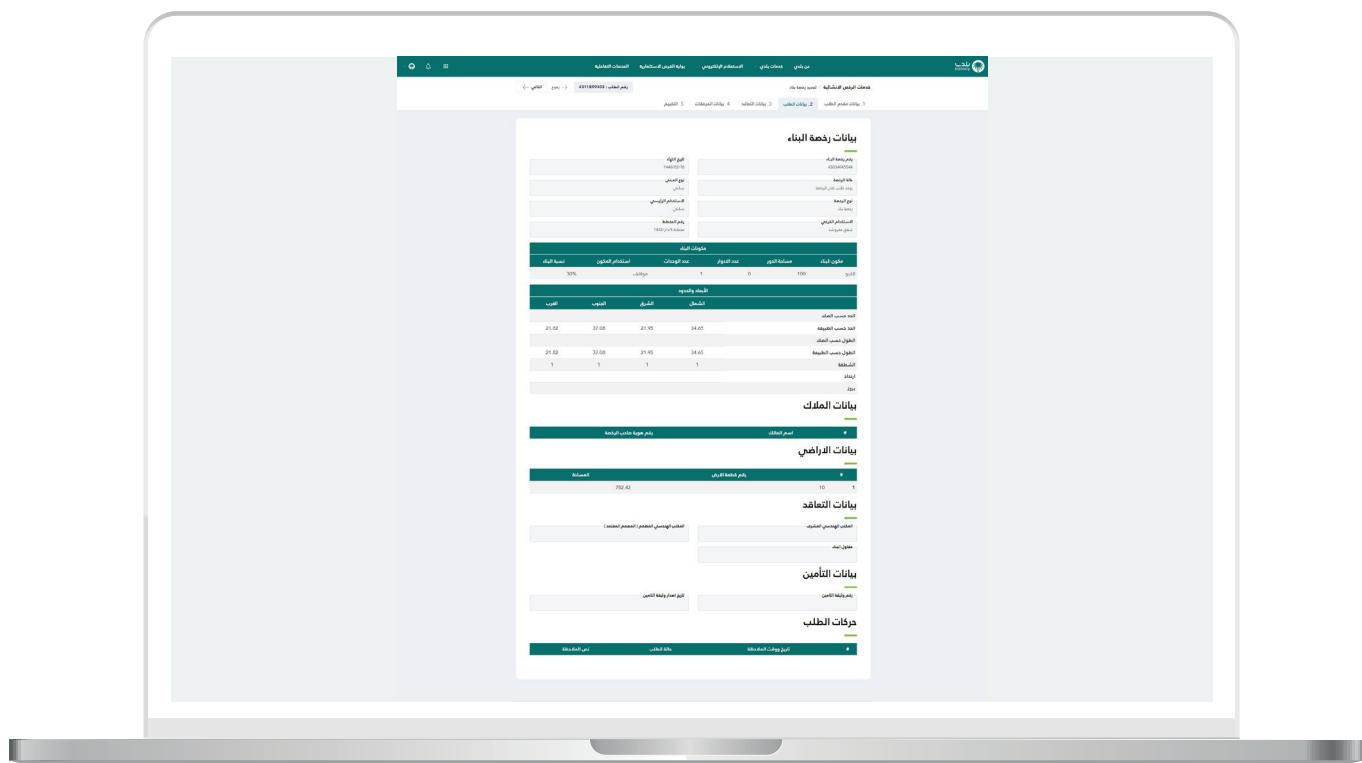


11) After selecting a building permit, its details are displayed. The user then clicks **(Proceed with the Request)**, as shown below.

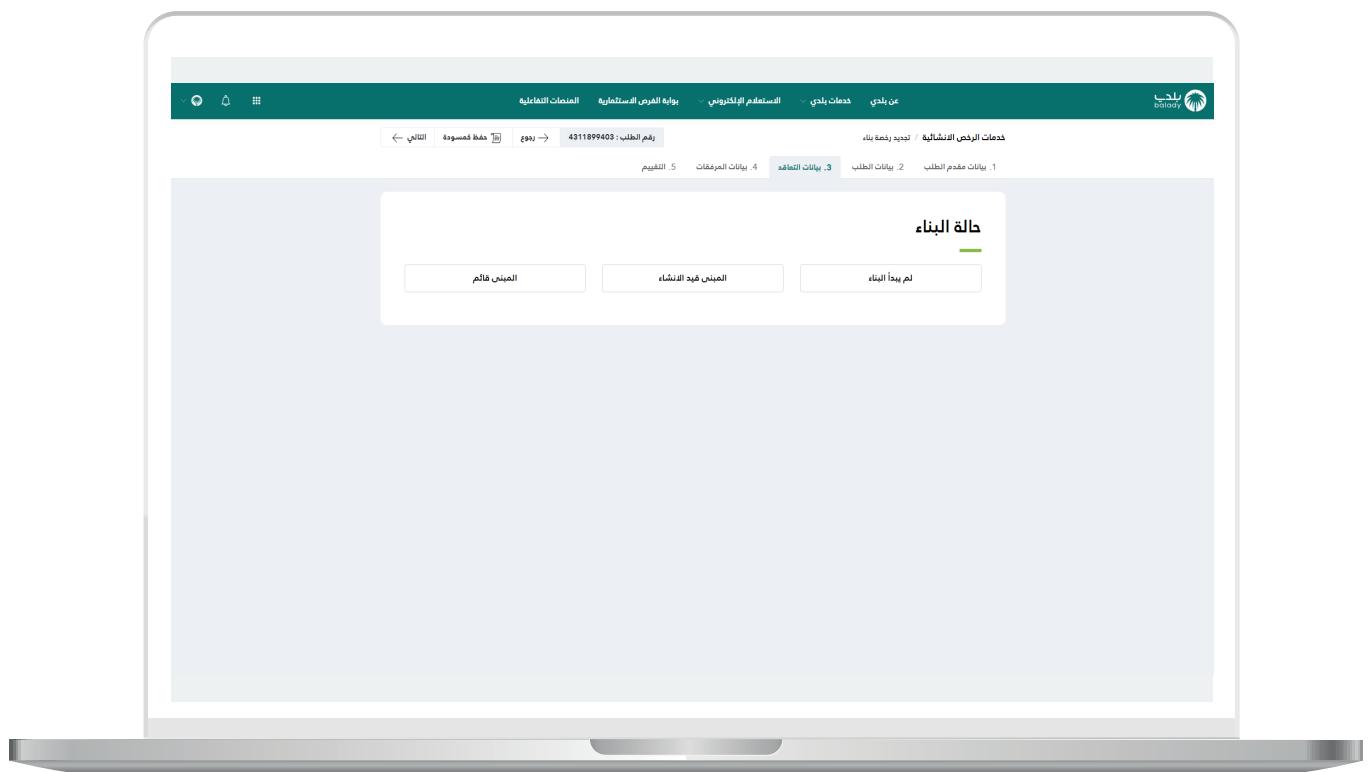


12) The user is then directed to the second stage, (Request Details), as shown below. The system displays the building permit details, ownership information, land details, contract details, insurance details, and request history.

The user clicks (**Next**) to proceed to the next phase.



13) The user is directed to the **(Contract Details)** stage, as shown below, where they select the construction status from three options: **(Construction Not Started, Building Under Construction, Existing Building)**.



1) Not Built

If this option is selected, the **(Contract Details)** section appears, as shown below. The user fills in the required fields, including dropdown selections for **(Design Engineering Office (Certified Designer), Supervising Engineering Office, Building Contractor, Safety Contractor)**.

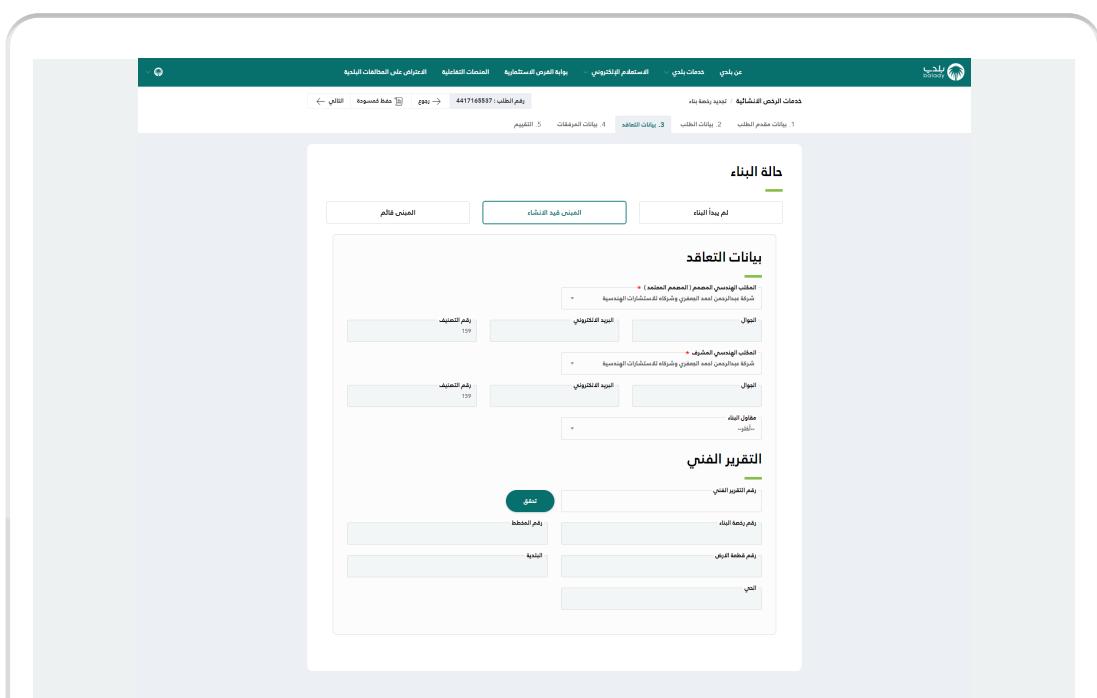
The screenshot shows a mobile application interface for renewing a building permit. The top navigation bar includes links for 'خدمات بعدي', 'عن بعدي', 'الاستعلام الإلكتروني', 'بوابة المعرفة', 'الخدمات المعاشرة', 'الاعتراض على المخالفات البالجية', and 'الاتلاقي'. The main content area is titled 'بيانات التعاقد' (Contract Details) and displays the following information:

الخطيب الهندسي المعمم (العميم المعمد)	شركة عبدالرحمن احمد الجعفرى وشراكة للاستشارات الهندسية
البريد الإلكتروني	الجوال
رقم التليفون	رقم التليفون
الخطيب الهندسي المشرف	شركة عبدالرحمن احمد الجعفرى وشراكة للاستشارات الهندسية
البريد الإلكتروني	الجوال
رقم التليفون	رقم التليفون
محلول سلامة	محلول سلامة

2) Under Construction

If this status is selected, the **(Contract Information)** section appears as shown below, requiring the user to fill in the relevant fields, including the following dropdown menus: **(Design Engineering Office (Approved Designer), Supervising Engineering Office, Construction Contractor)**.

Additionally, the **(Technical Report)** section appears. The user verifies the technical report by entering the **(Technical Report Number)** and clicking **(Verify)**.



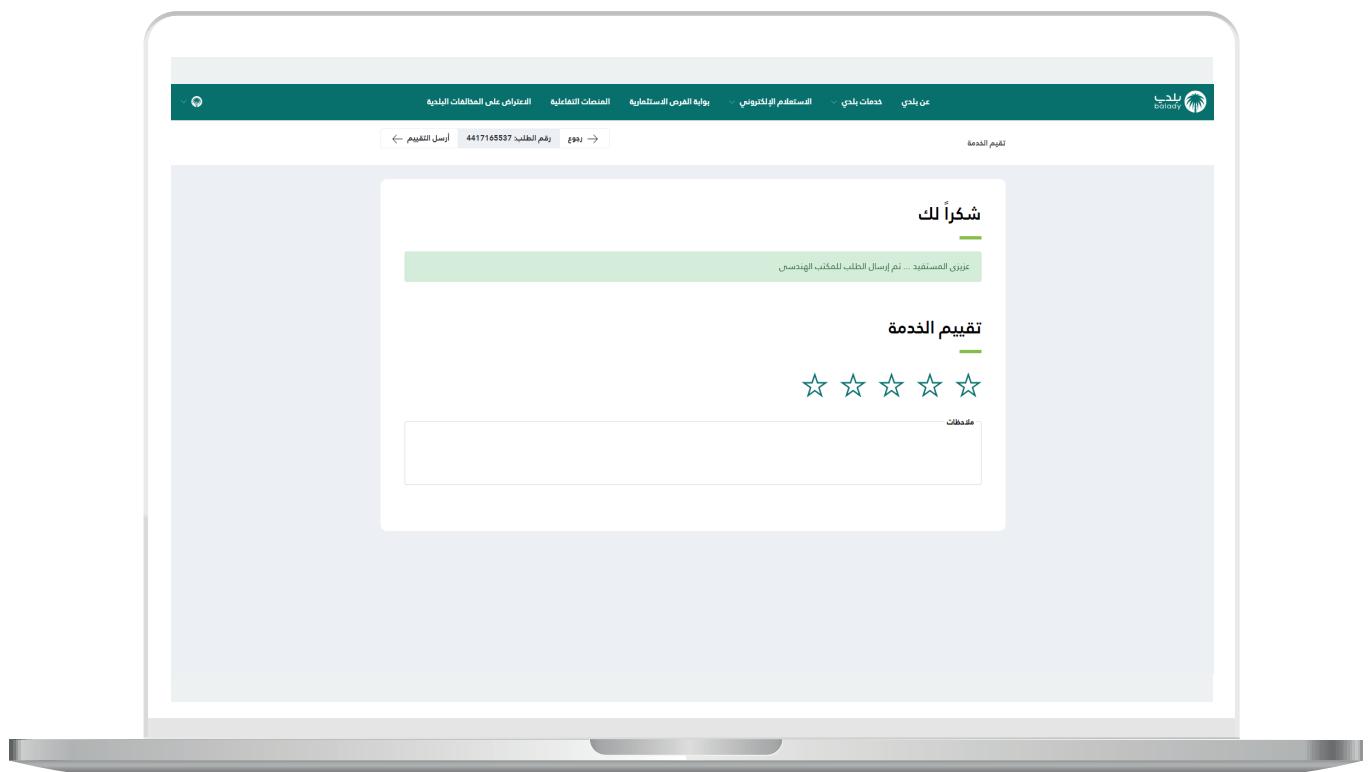
The screenshot shows a web-based service interface for renewing a building permit. The top navigation bar includes links for 'خدمات بناء' (Building Services), 'خدمات البناء' (Building Services), 'خدمات البناء على المطالبات المائية' (Building Services on Water Claims), 'الخدمات القطاعية' (Sectoral Services), 'وزارة الفلاحة المستدامة' (Ministry of Sustainable Agriculture), 'الاستثمار الالكتروني' (Electronic Investment), 'خدمات بناء' (Building Services), 'خدمات الرفق الشفافية' (Transparent Service), and 'تعديل بحث بناء' (Modify Building Inquiry). The main content area is titled 'حالة البناء' (Building Status) and contains two main sections: 'بيانات التعاقد' (Contract Data) and 'التقرير الفني' (Technical Report). The 'بيانات التعاقد' section includes fields for 'المكتب المعمم المعتمد المعمم المعتمد' (Approved General Engineering Office), 'المكتب الهندسي المعتمد المعمم المعتمد' (Approved General Supervising Engineering Office), and 'المكتب الهندسي المعتمد المعمم المعتمد' (Approved General Construction Contractor). The 'التقرير الفني' section includes fields for 'رقم التقرير' (Report Number), 'رقم رخصة البناء' (Building Permit License Number), and 'رقم مخطط المبنى' (Building Plan Number). A large green 'تحقق' (Verify) button is located at the bottom of the 'بيانات التعاقد' section.

3) Existing Building

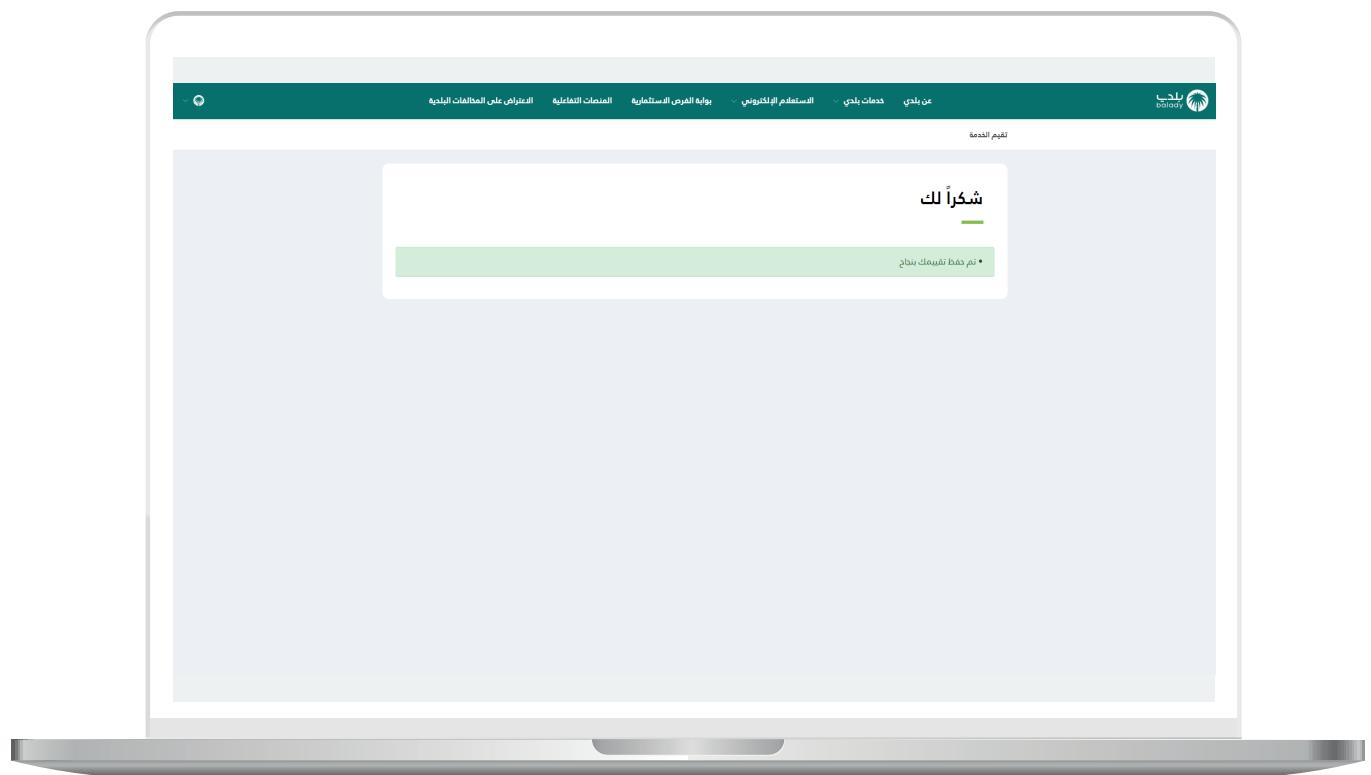
If this status is selected, the **(Contract Information)** section appears as shown below, requiring the user to fill in the relevant fields, including the following dropdown menus: **(Design Engineering Office (Approved Designer), Supervising Engineering Office, Construction Contractor)**.

Additionally, the **(Technical Report)** section appears. The user verifies the technical report by entering the **(Technical Report Number)** and clicking **(Verify)**.

14) After selecting one of the options and filling in the required fields, the user clicks **(Next)** to proceed. The request is successfully submitted, and a confirmation message appears, as shown below. The user can rate the service by selecting the number of stars and entering comments in the **(Comments)** field, then clicking **(Submit Evaluation)**.

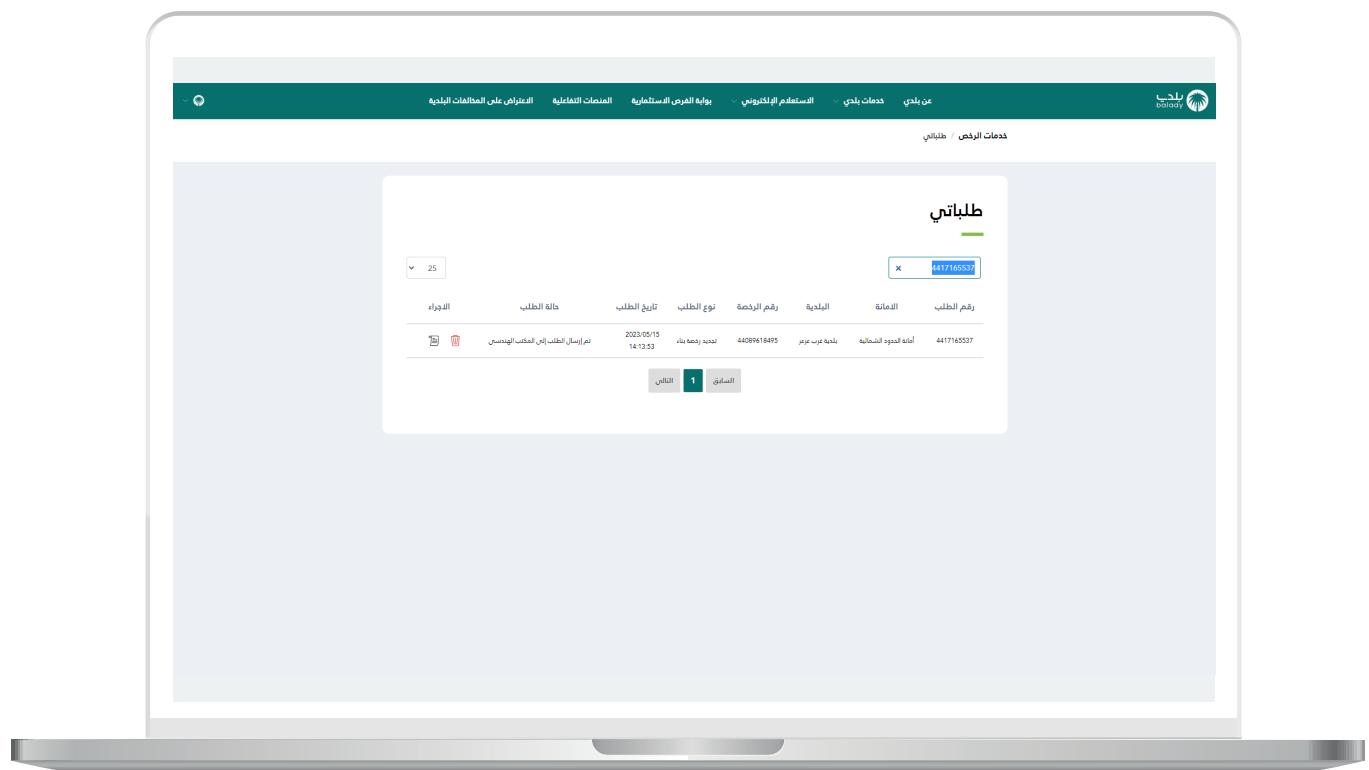


15) After clicking (Submit Evaluation), the request is successfully saved, and a confirmation message appears, as shown below.

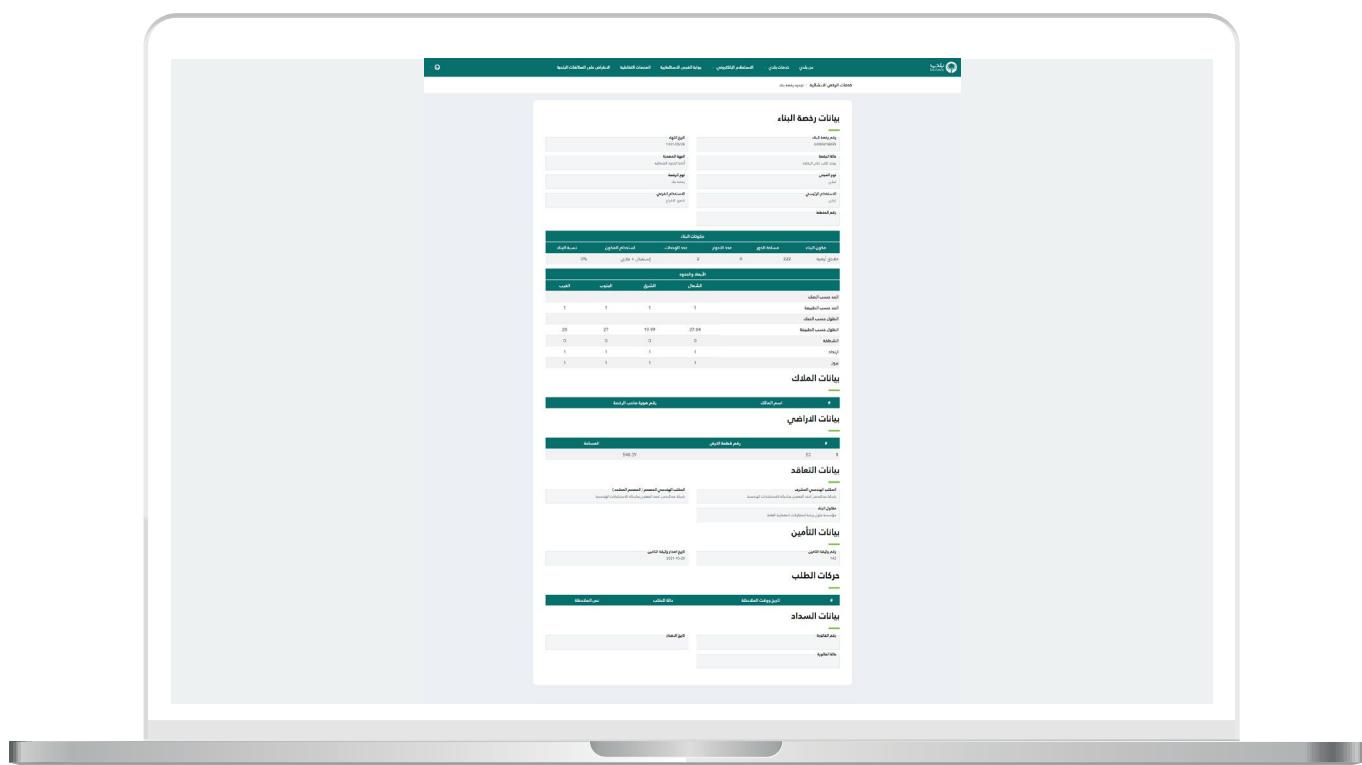


Follow-up on the Request

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



2) After clicking the document icon, the application details will be displayed, as shown in the following screenshot.



SMS Messages to the Beneficiary

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

- Dear beneficiary, Ibrahim, the payment invoice number 89252275832 was issued for the renewing of a Building Permit for application No. 6548137144 in the amount of 0.0641 riyals. The Biller Number for the Ministry of Municipal, Rural Affairs, and Housing is 771.

You can evaluate the service through the following link:

([RVey/4403441706340DC998D242EA31AA045http://qcapps.momra.gov.sa/eservices/survey#/](http://qcapps.momra.gov.sa/eservices/survey#/))

- Dear beneficiary License No. 713162016044 has been issued. You can view it via this link:

<http://qcapps.momra.gov.sa/eservices/survey#/survey/44034417063340dc9>

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