



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

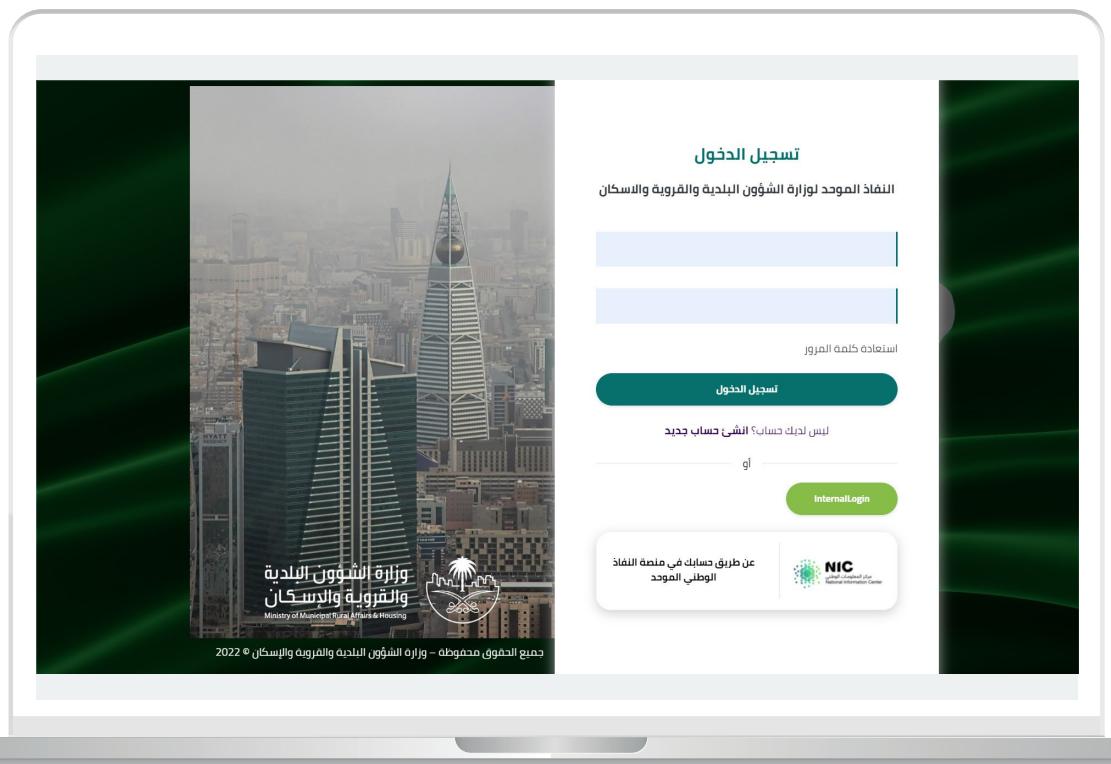
Excavation Services

(Request for Issuing a New Excavation Permit)

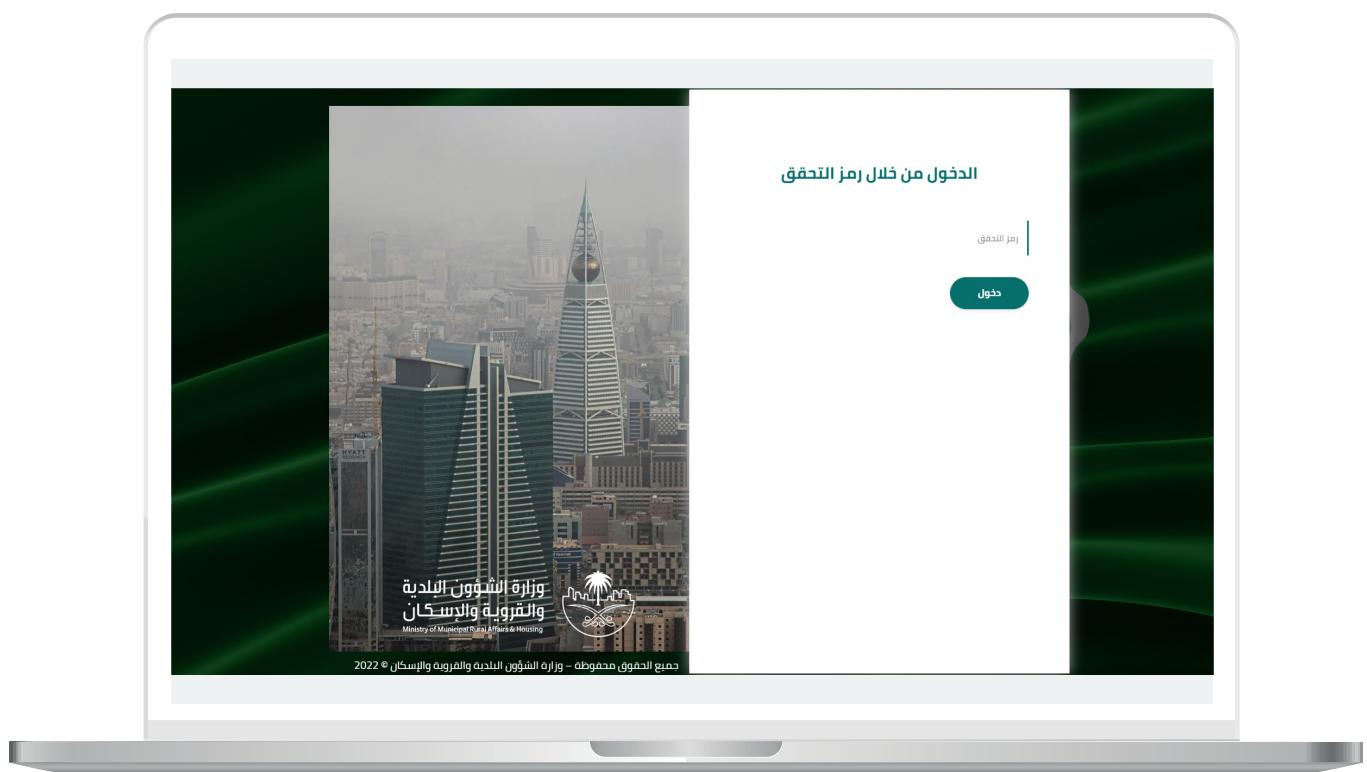
Beneficiary's  
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## Logging into the System

- 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.

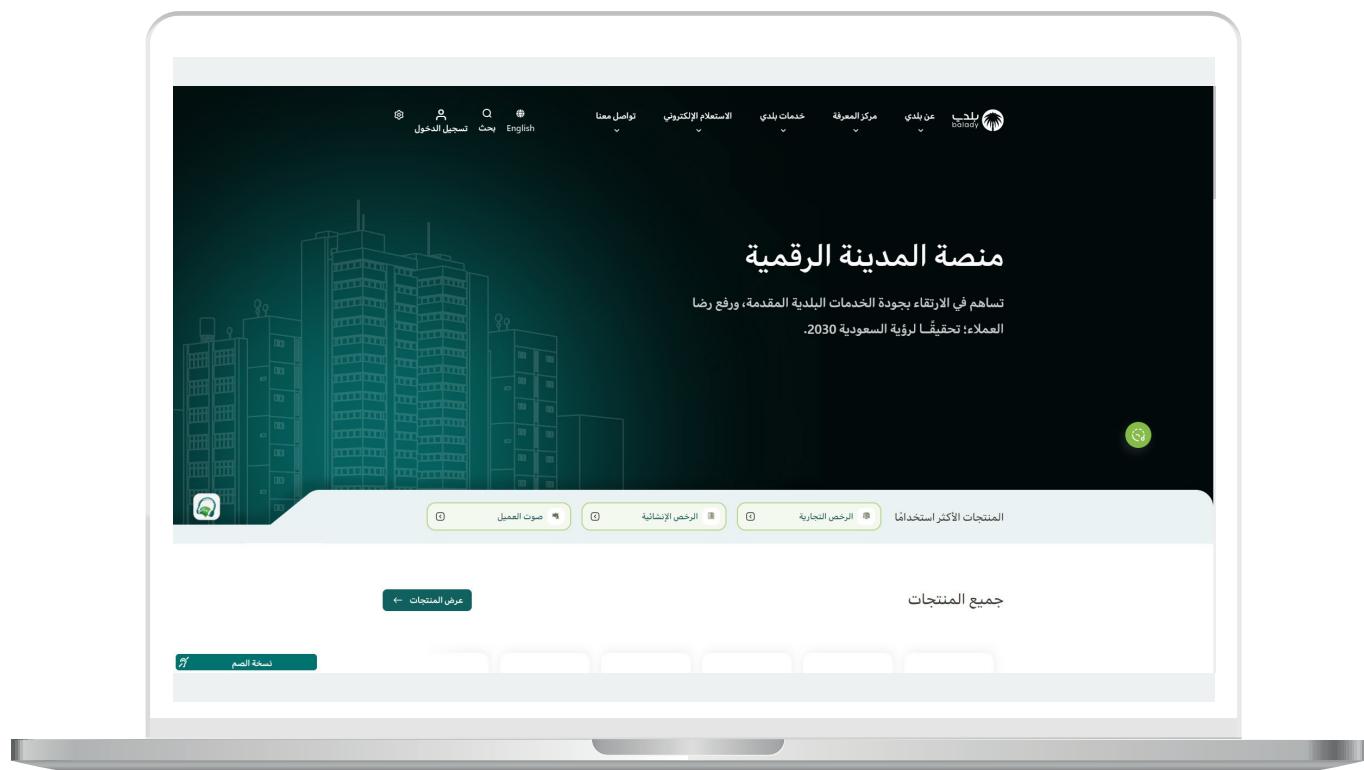


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.

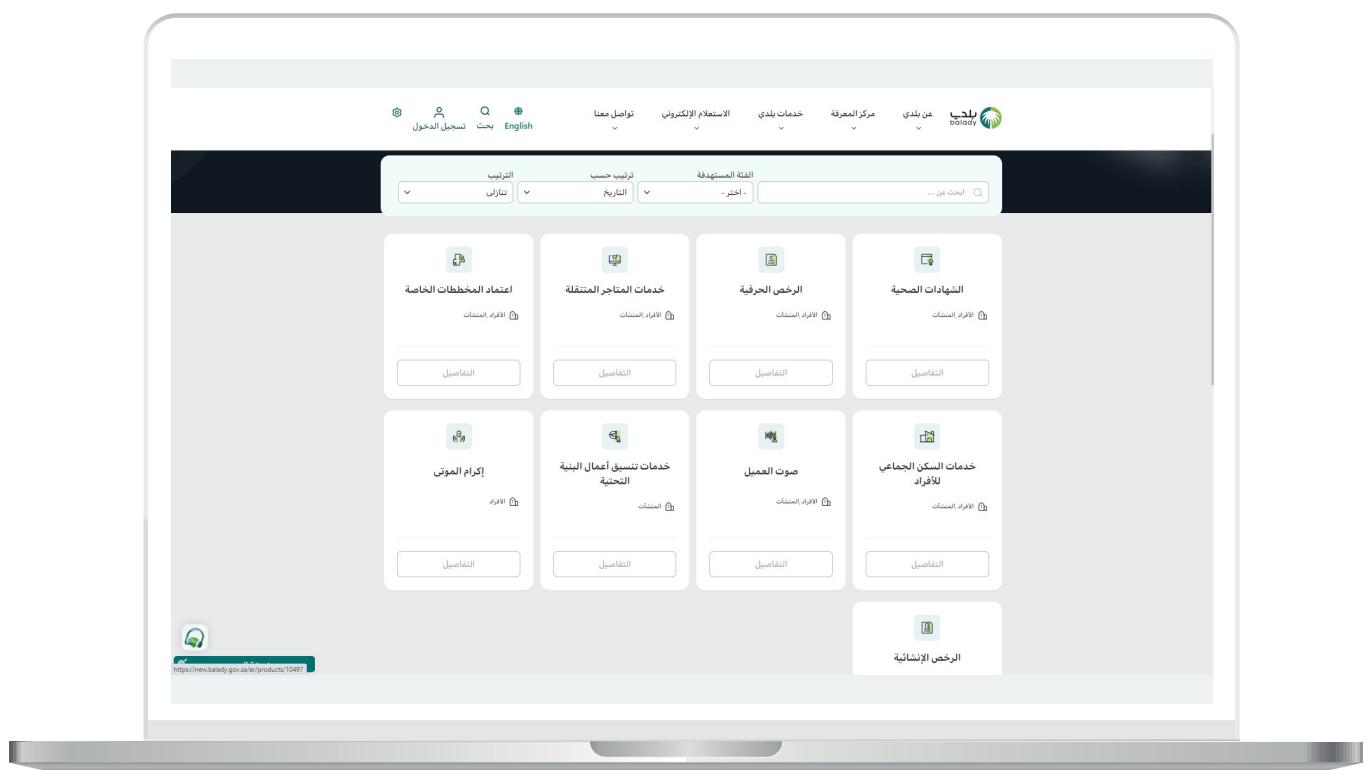


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

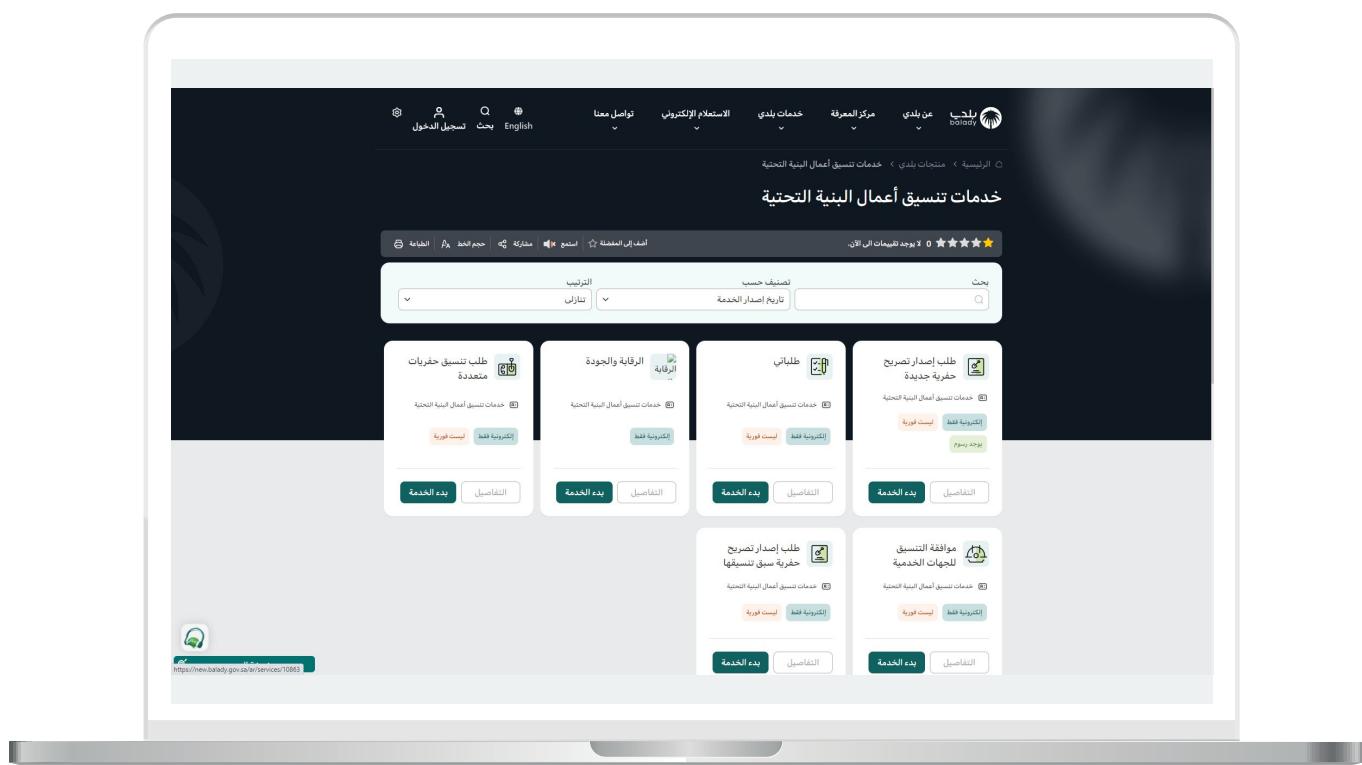
The user then clicks the **(View Products)** button.



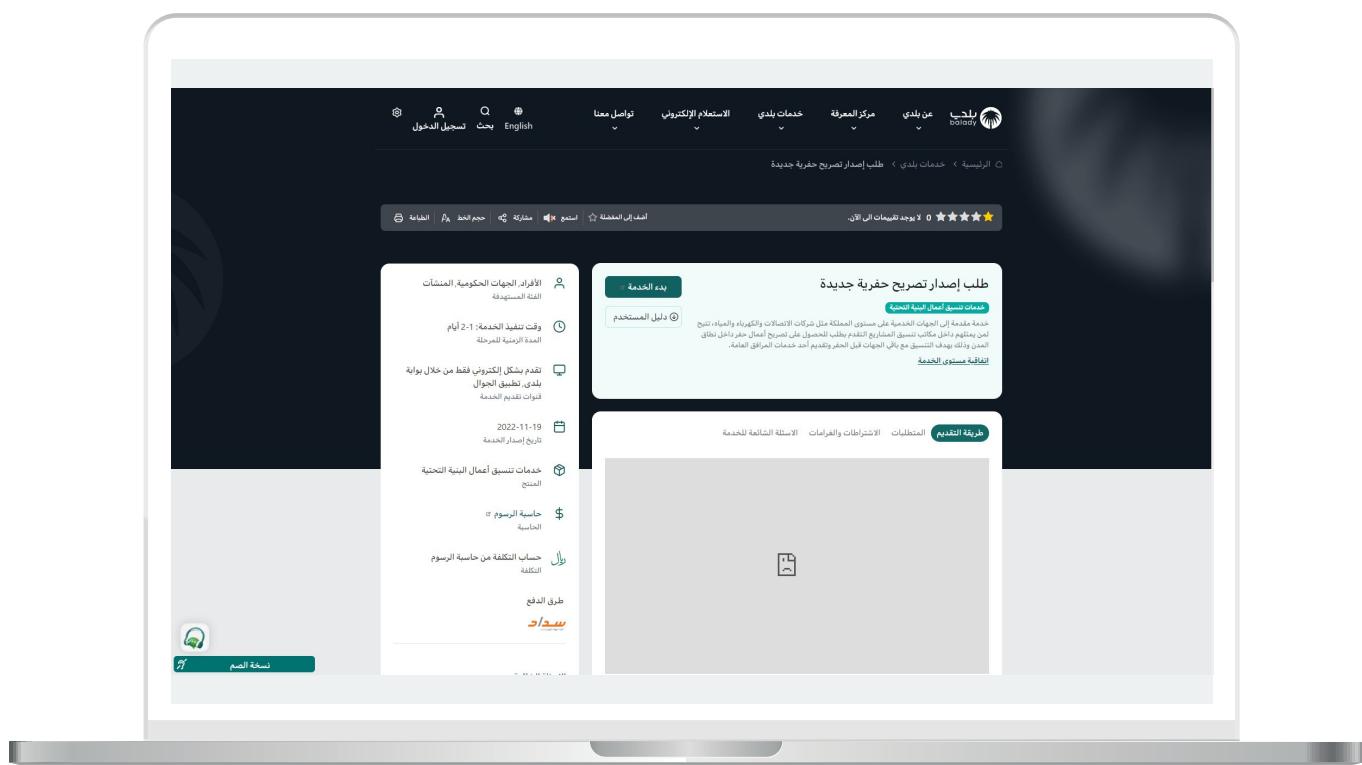
4) From the next screen, the user selects (Infrastructure Coordination Services).



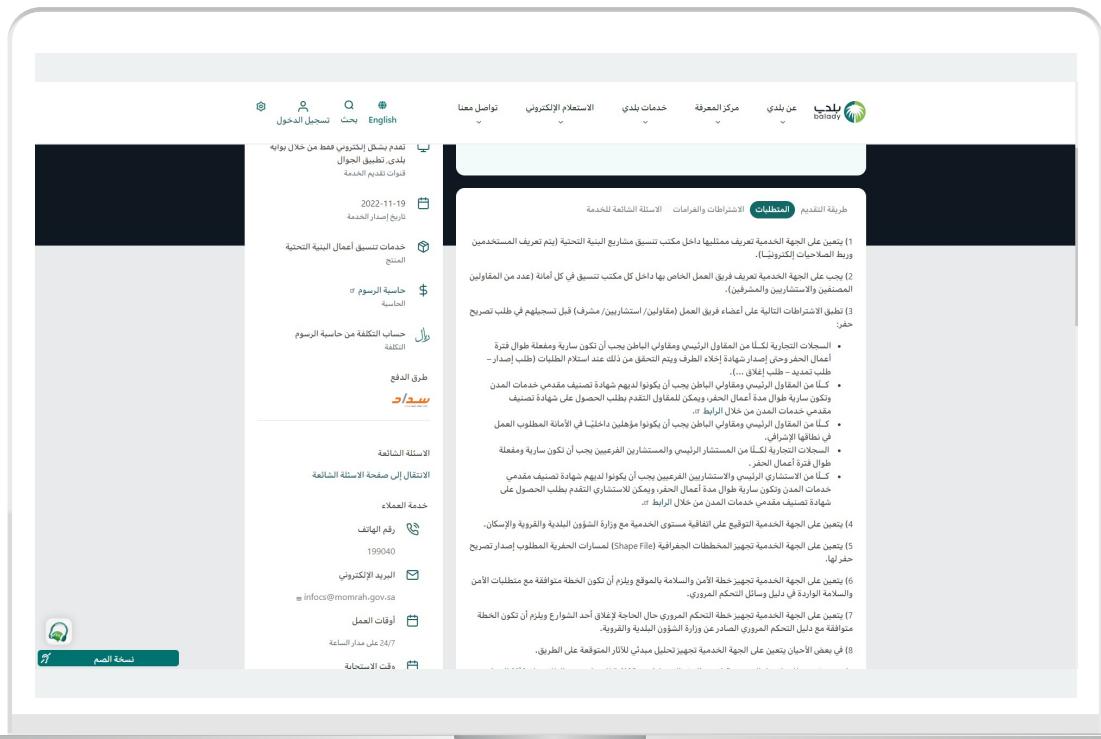
5) Then, the service (Request for Issuing a New Excavation Permit) is selected.



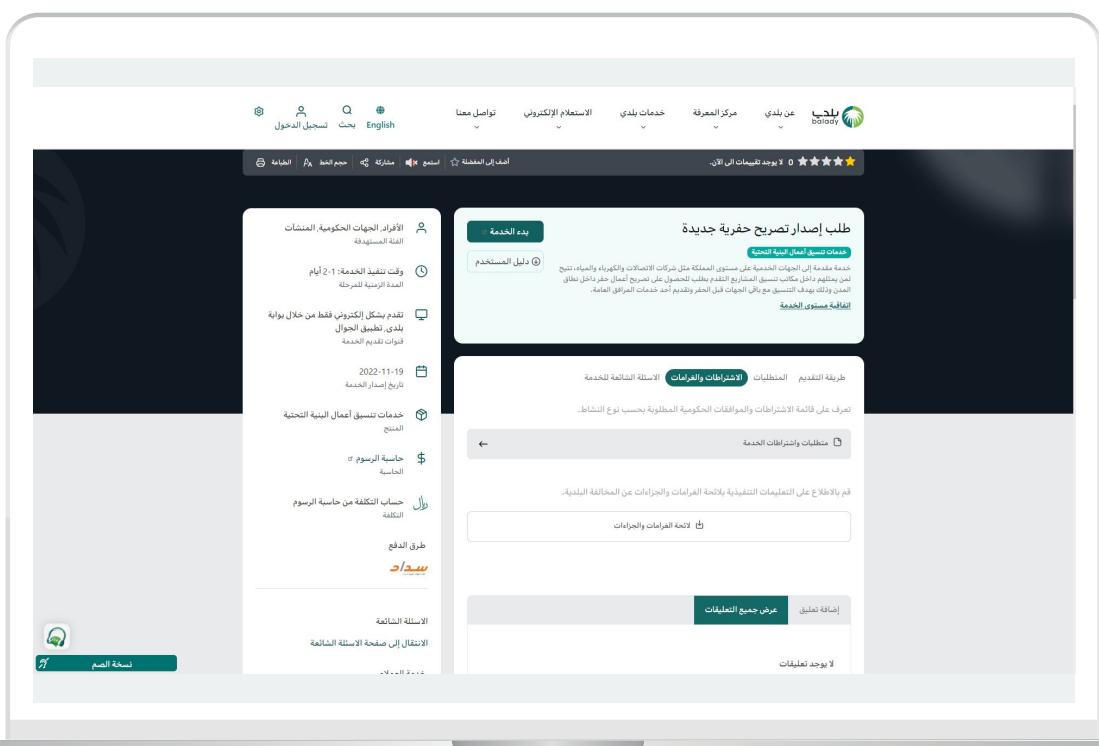
6) The system redirects the user to the service card, where they can review the application process.



7) The user can also review the requirements.

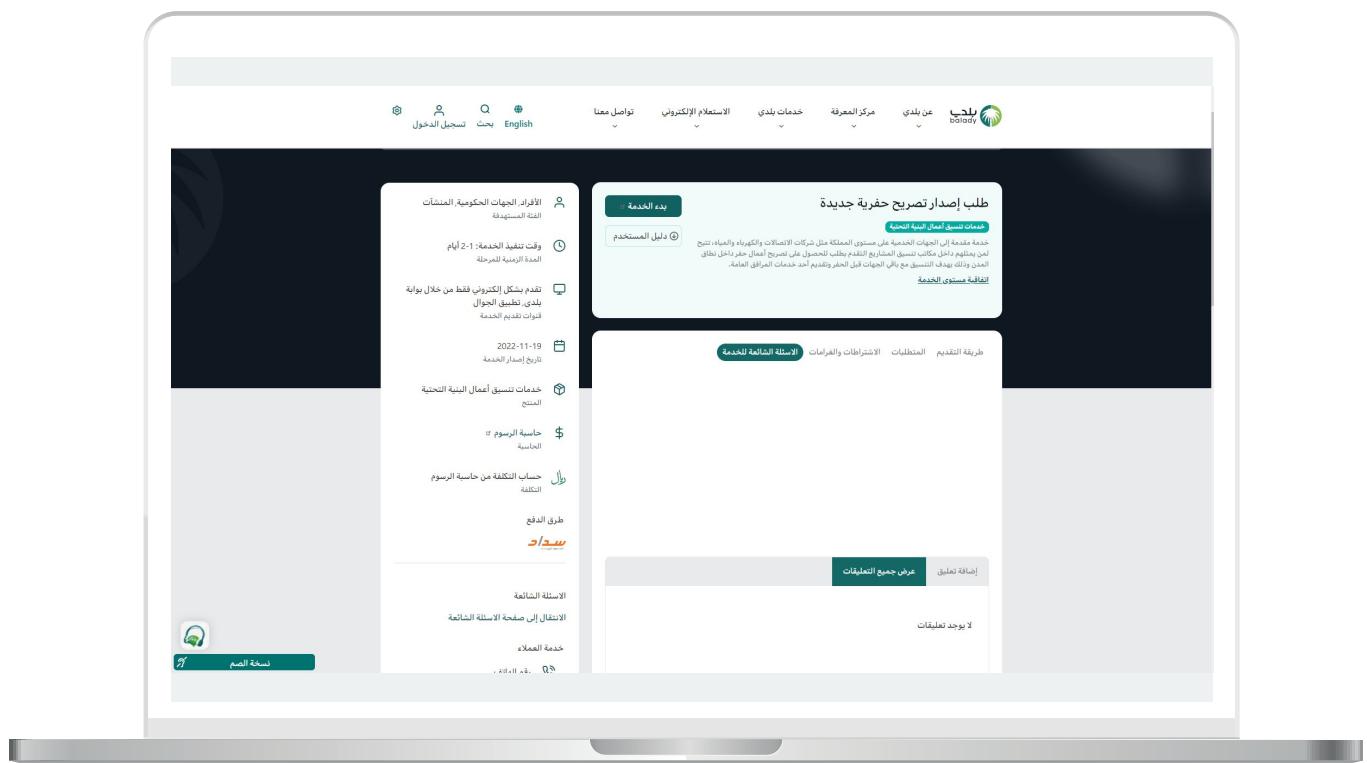


## 8) Additionally, the user can review the conditions and fines.



9) The frequently asked questions for the service can also be displayed.

The user then clicks the (Start Service) button to initiate a service request.



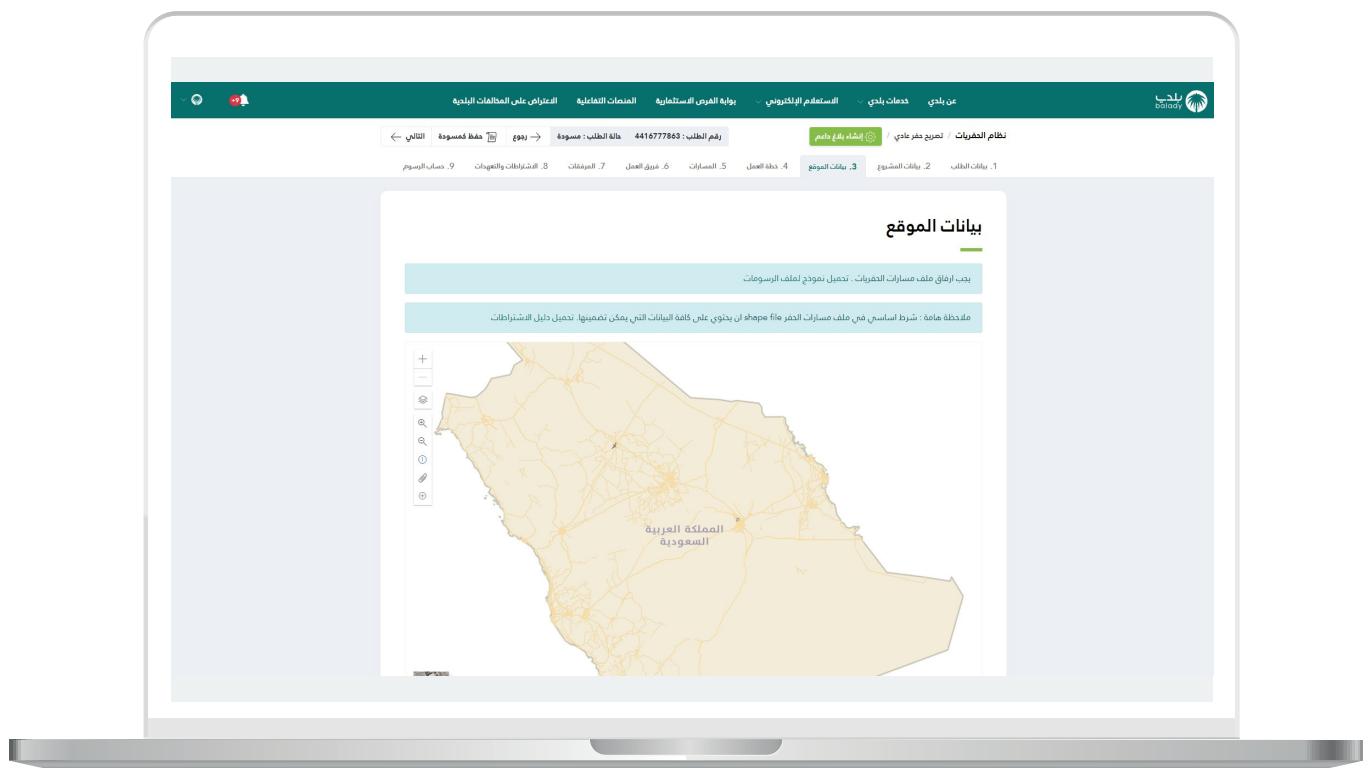
10) After clicking the **(Start Service)** button, the following screen appears, representing the first stage, which is **(Request Data)**, where the system displays the applicant's data and the service entity's data, and the dropdown list **(Coordination Office)** value can be changed.

The user then clicks the **(Next)** button to proceed to the second stage, with the option to save the request as a draft for later reference using the **(Save as Draft)** button.

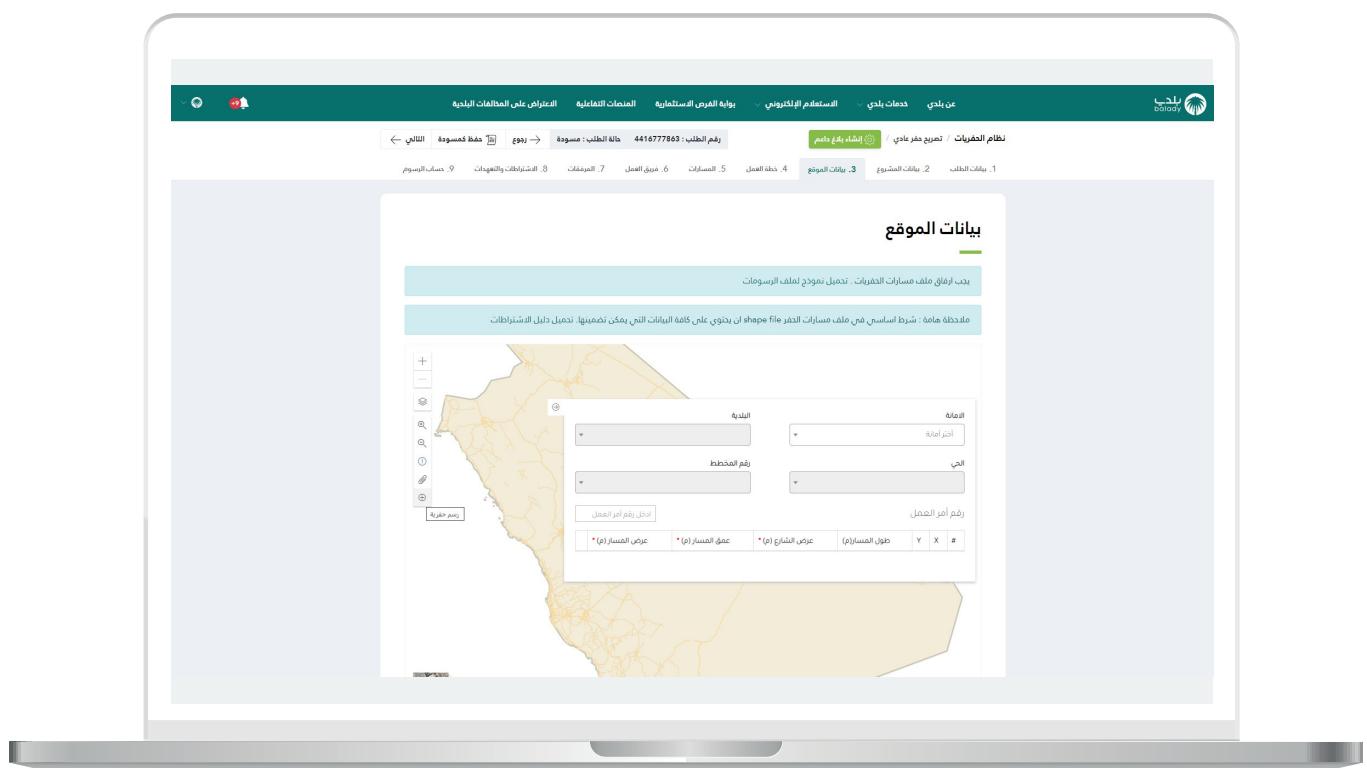
11) The user is then directed to the **(Project Data)** stage, where the following fields are entered **(Project Name, Contract Number, Project Description)**. The project period is selected by choosing the values from the electronic calendar for **(Project Start Date, Project End Date)**.

Then, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

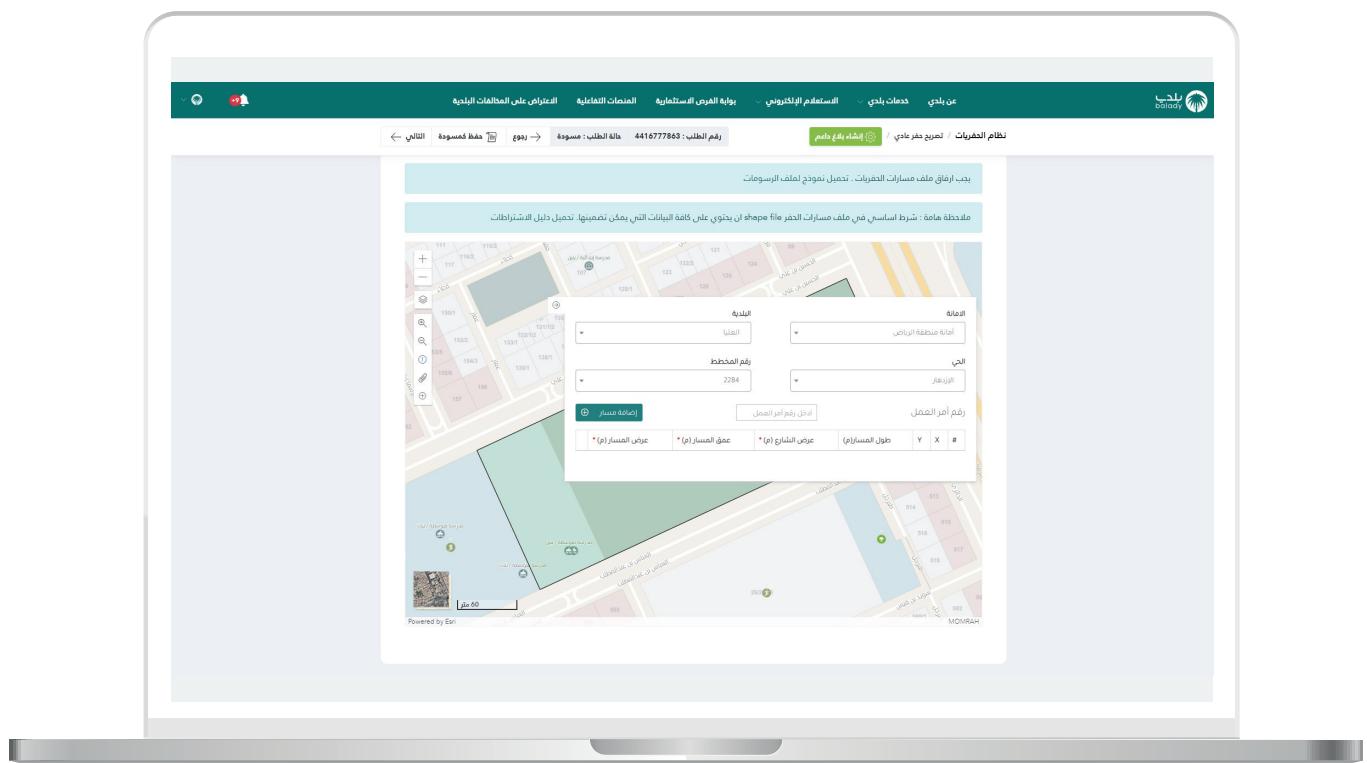
12) The user then proceeds to the **(Location Data)** stage, where they determine the excavation site using multiple available methods.



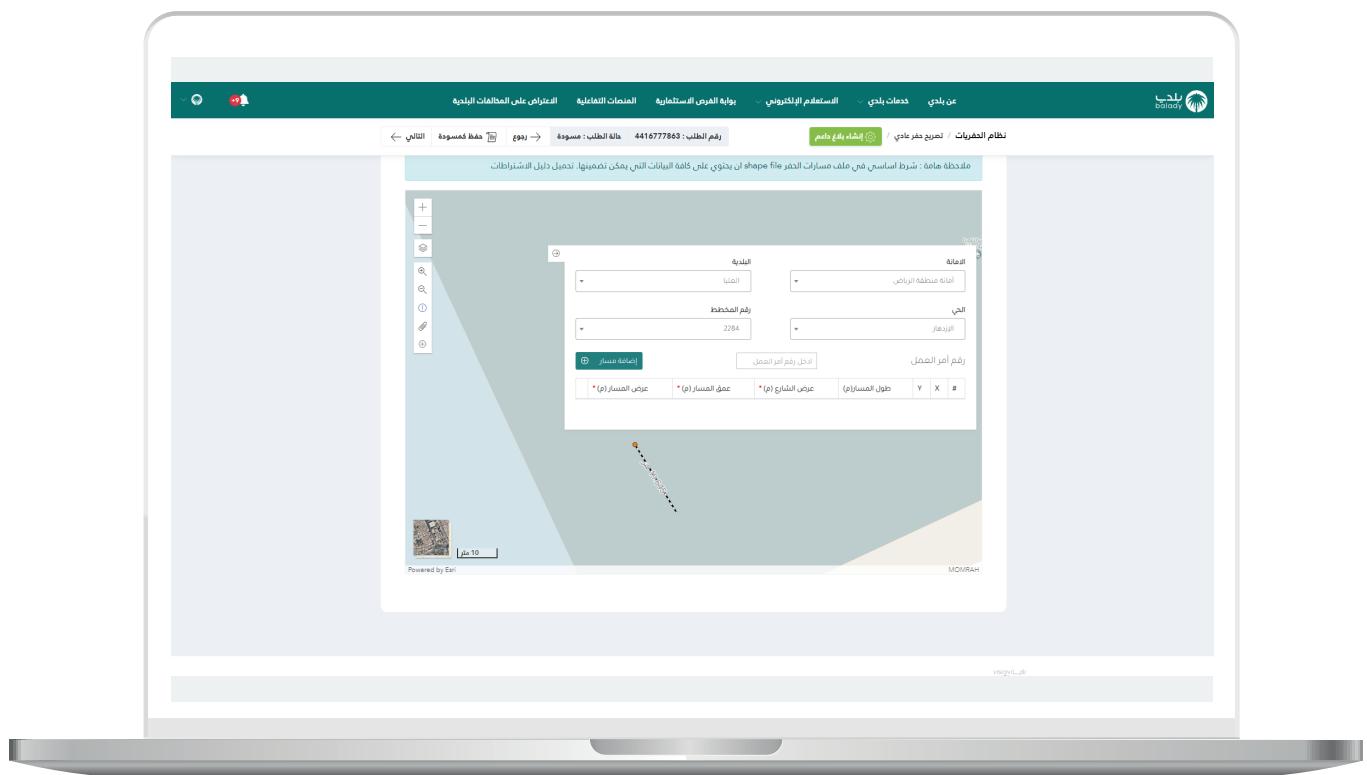
13) After clicking the plus sign (**Draw Excavation**), dropdown lists specific to the excavation location appear, to be selected sequentially, including (**Municipality, Secretariat, District, Plan Number**).



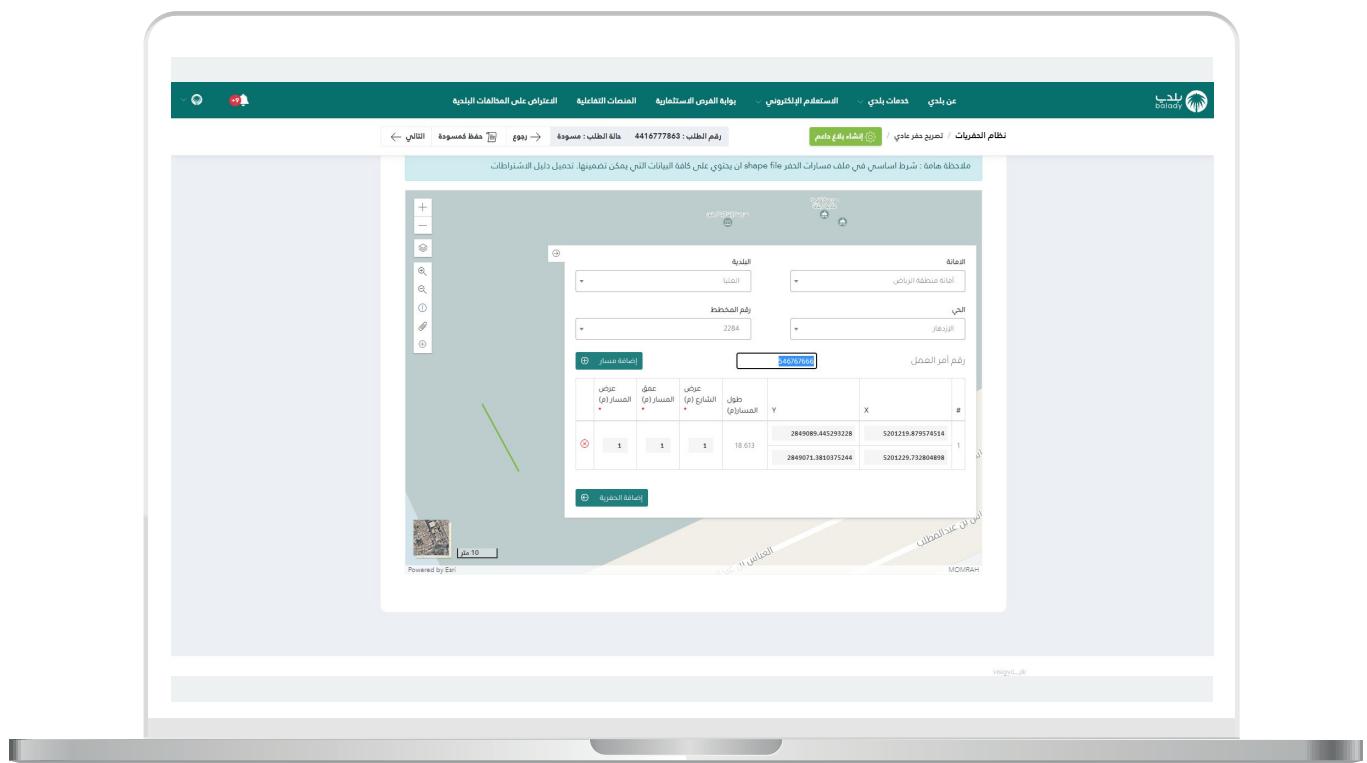
14) Once the area is selected on the map, the user clicks (Add Route).



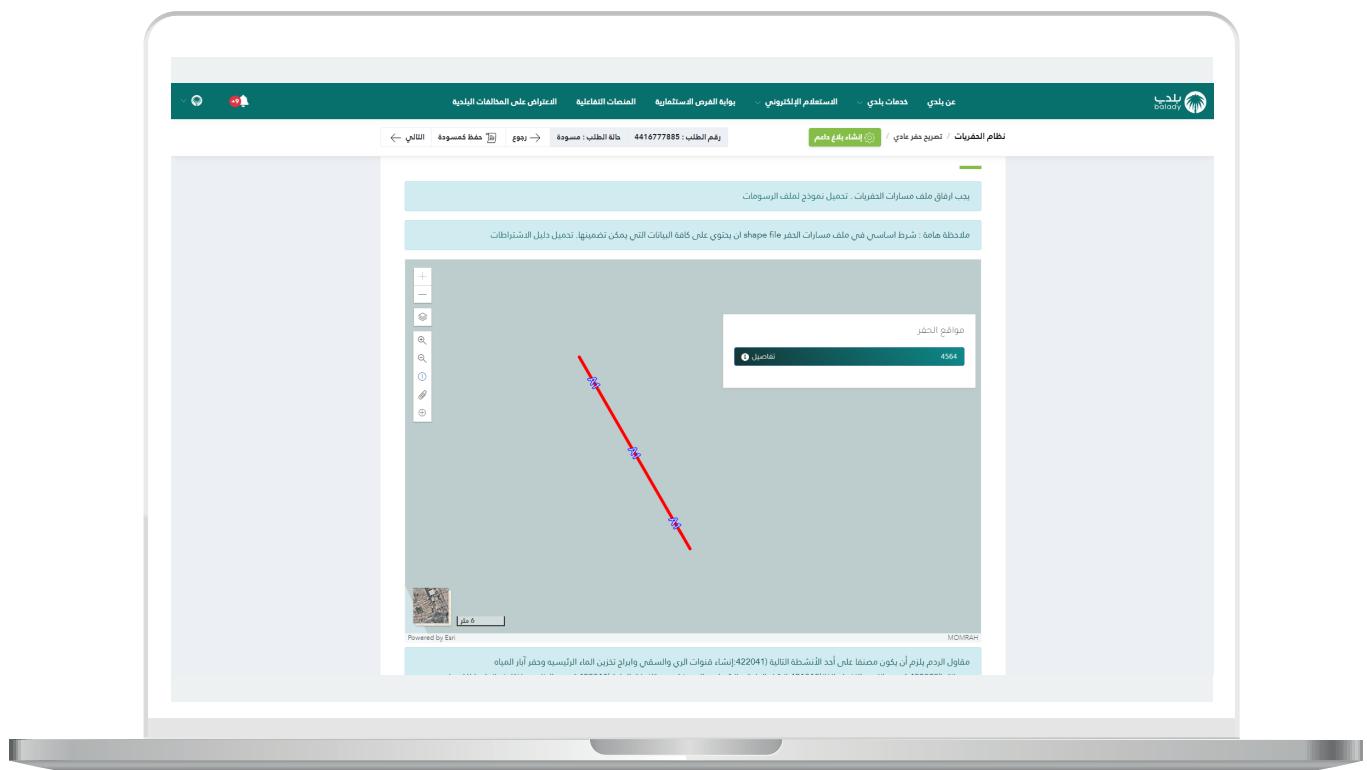
15) The user then draws the route on the map, as shown.



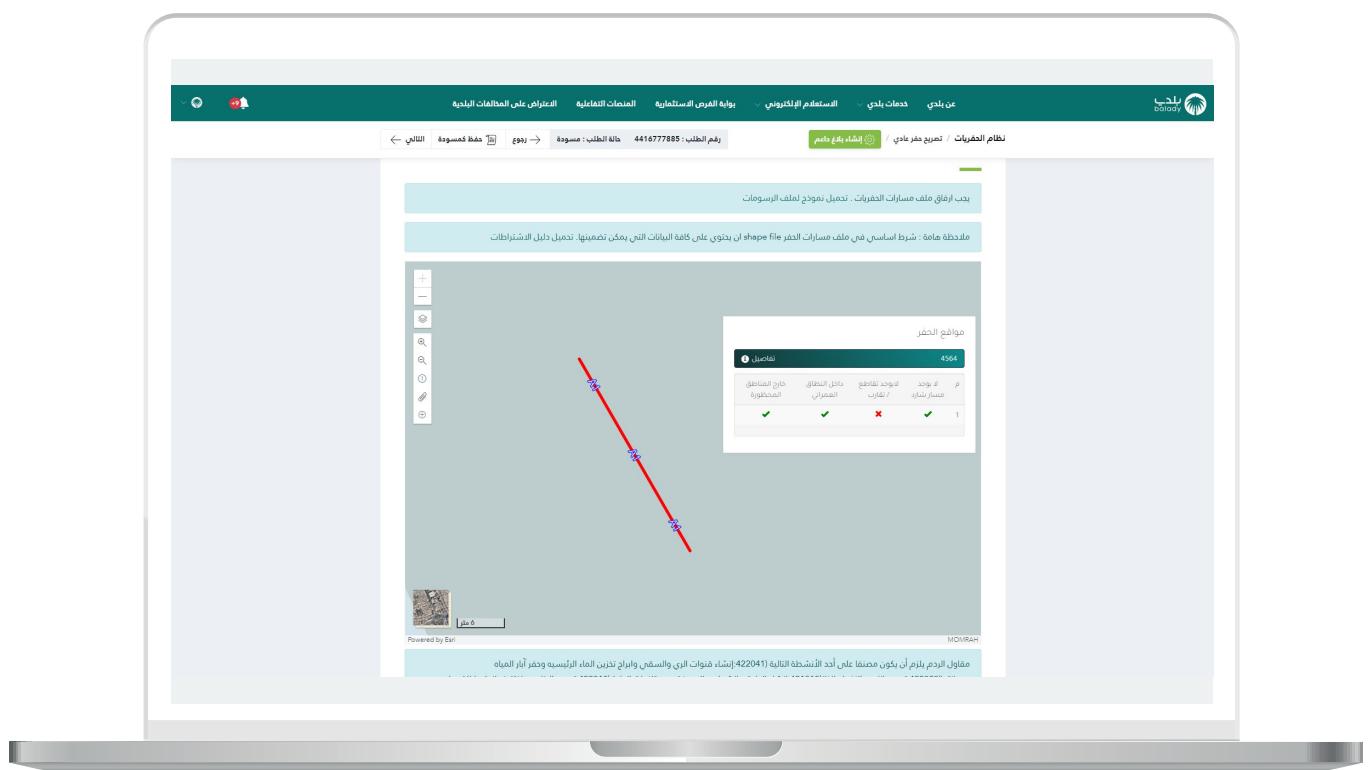
16) The user then enters the value in the (Work Order Number) field and fills in the following fields (Street Width, Excavation Depth, Route Width), then clicks the (Add Excavation) button.



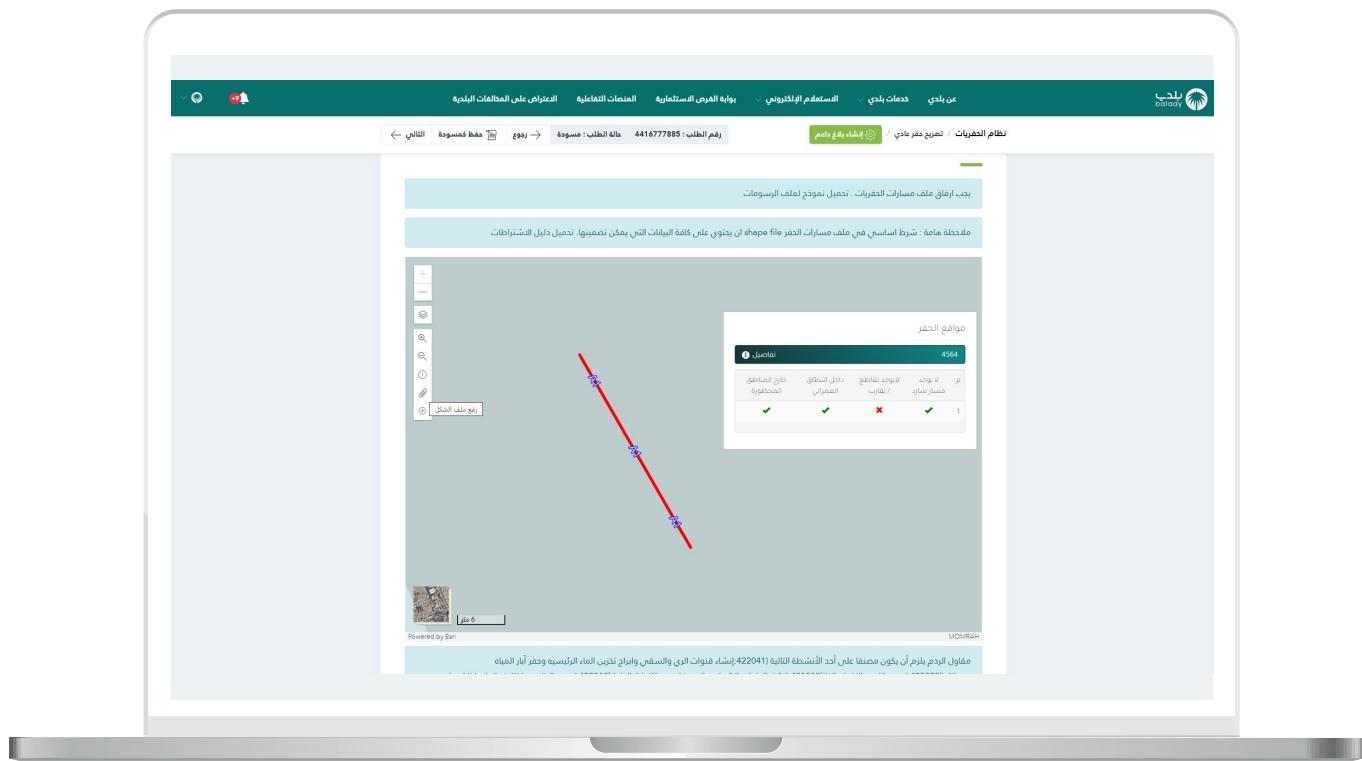
17) The system adds the excavation to the map, as shown.



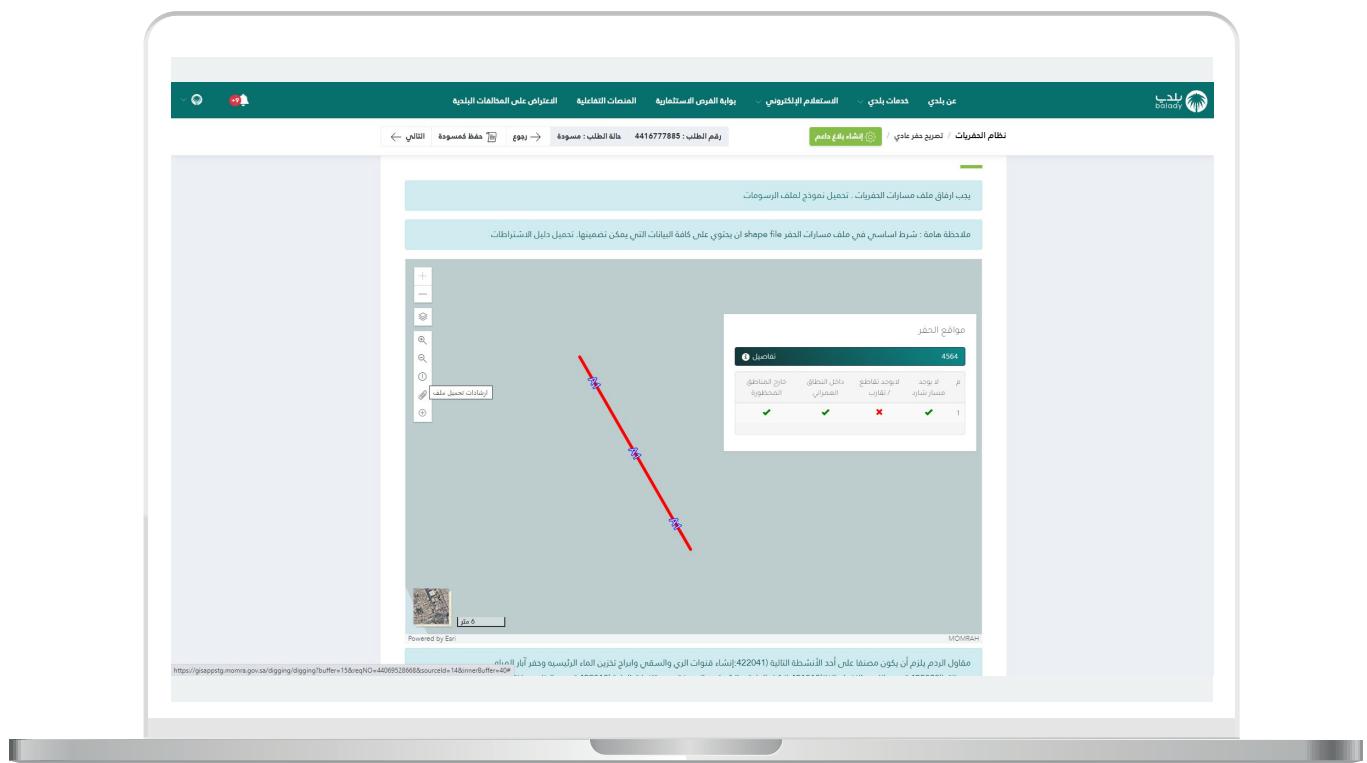
18) After clicking the (Details) menu, excavation details are displayed.



19) The excavation can also be added by uploading its coordinates by clicking the **(Upload Shape File)** button. After a small pop-up window appears, the user clicks the **(Choose File)** button and selects the file from their device.

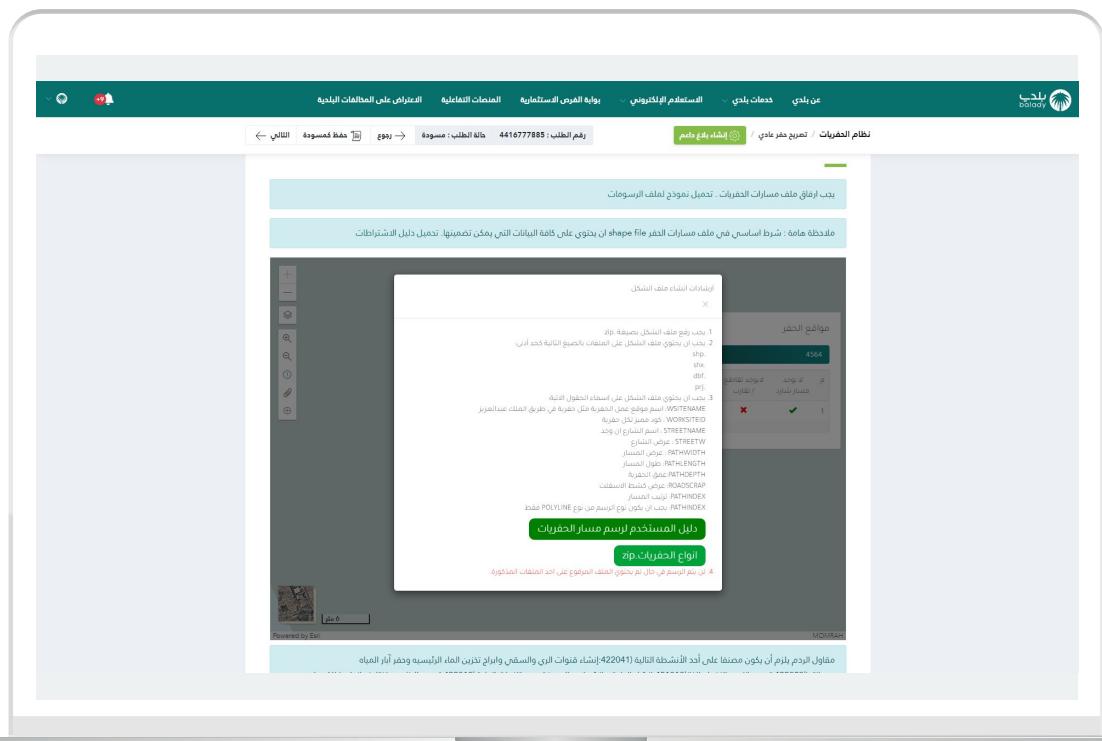


20) The (Shape File Creation Guide) can be viewed by clicking the exclamation mark.



21) A pop-up menu appears containing (User Guide for Drawing Excavation Routes) and (Types of Excavations).

Then, the user clicks (Next) to proceed, with the option to save the request as a draft using (Save as Draft) or return to the previous stage using (Back).



22) The user then proceeds to the **(Work Plan)** stage, where they fill in the required field values under the sections **(Worksite, Work Plan)**.

Then, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

23) The **(Routes)** stage appears, where the user fills in the required fields with appropriate values.

Once completed, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return using **(Back)**.

**24)** The user is then directed to the **(Work Team)** stage, where required fields in the following sections must be completed: **(Field Supervisor from the Service Provider Data, Engineering Consulting Office Data, Contractors Data)**.

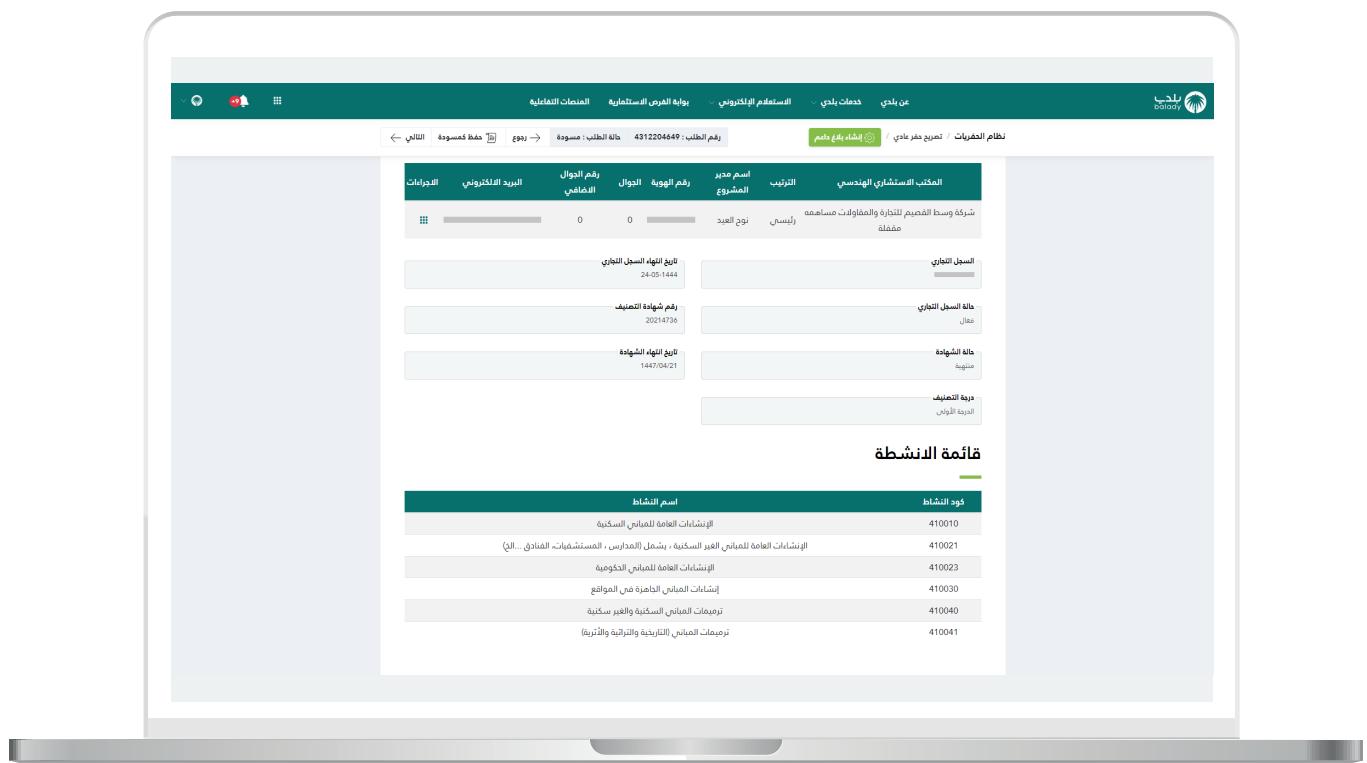
25) The dropdown menu (**Field Supervisor from the Service Provider**) is selected, and the fields are automatically populated. Users can modify values for (**Mobile Number, Additional Mobile Number, Email**).

**26)** Consultants are added in the (Engineering Consulting Office) section by selecting values from the dropdown menus (Consulting Office, Project Manager Name) and clicking (Add).

Note: At least one consultant must be designated as **(Primary Consultant)** by selecting the checkbox **(Assign as Primary Consultant)**.

By clicking the action box in the **(Actions)** column, users can view details by clicking **(Details)**, modify consultant data using **(Edit)**, or remove a consultant using **(Delete)**.

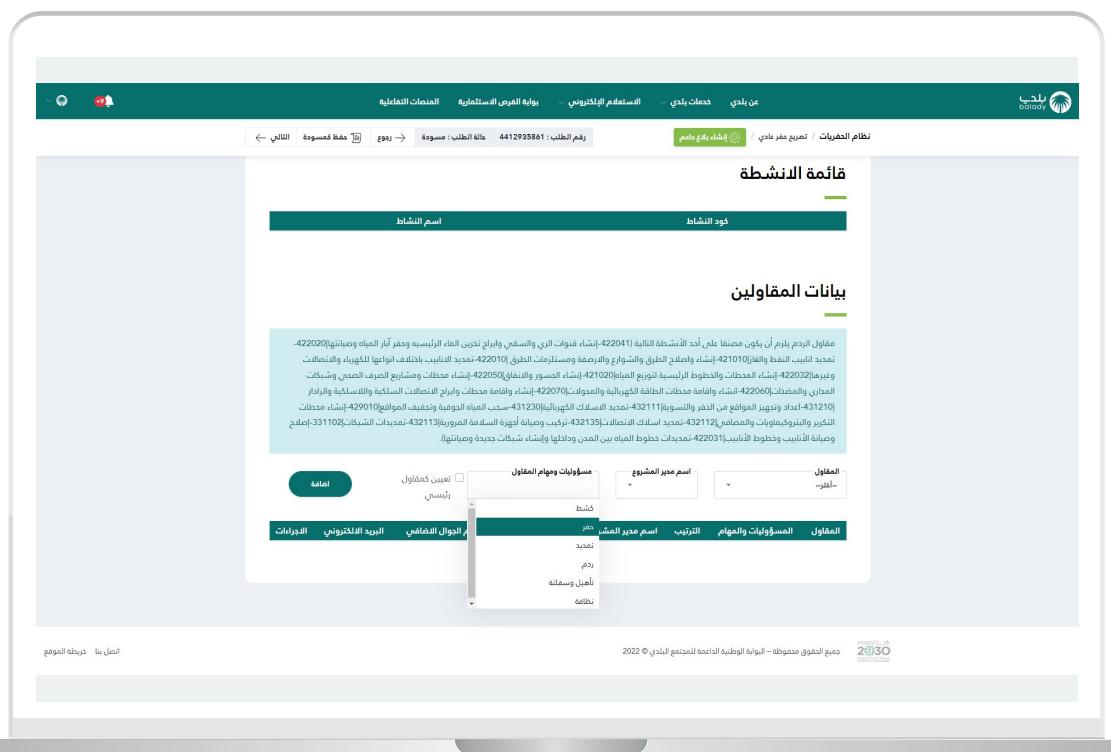
27) After clicking the **(Details)** button, the consultant office details are displayed.



28) After clicking the (Edit) button, a pop-up screen appears, allowing the user to modify field values with new data, then click (Edit) to save changes, with the option to cancel the action using the (Cancel) button.

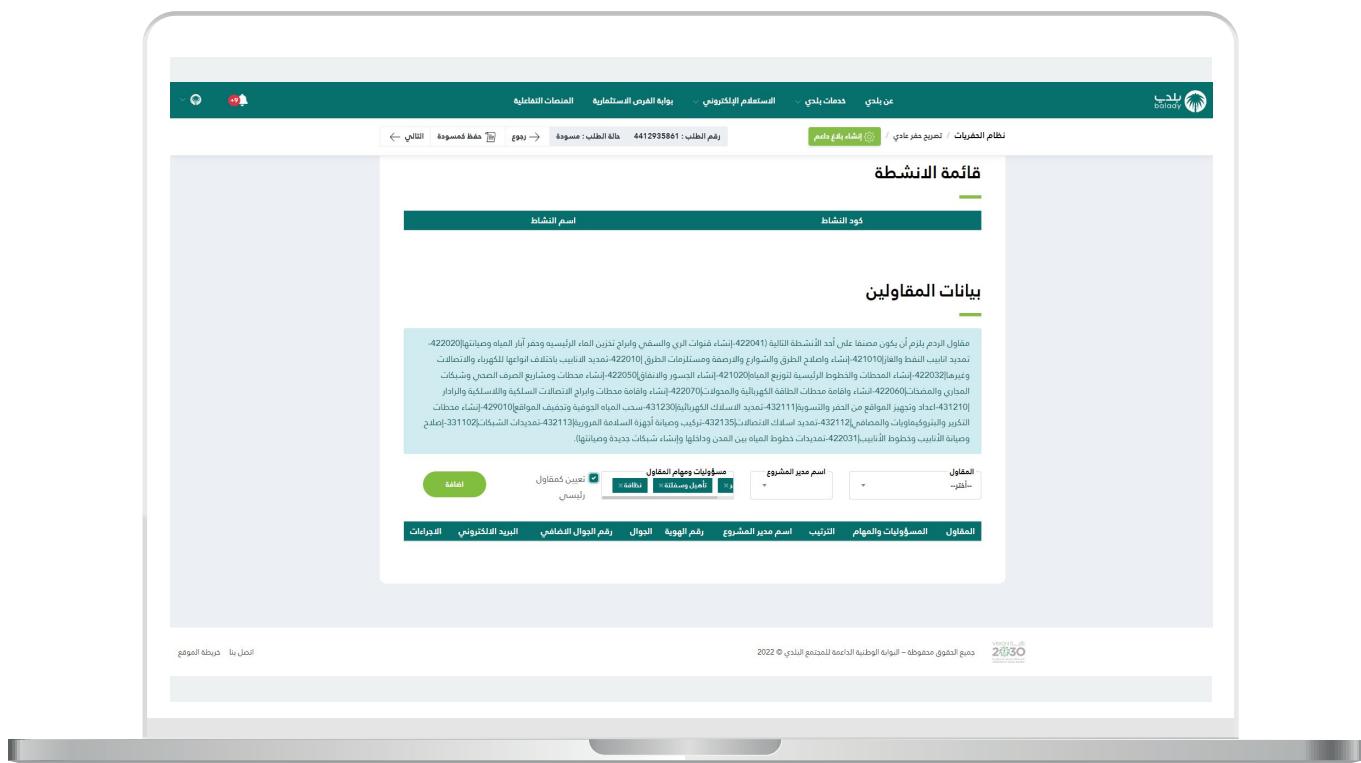
نحوه

**29)** Contractors are added in the **(Contractors Data)** section using the same method. Users select values from the dropdown menus **(Contractor, Project Manager Name)** and choose contractor responsibilities using **(Contractor Responsibilities & Tasks)**, with the option to select multiple responsibilities/tasks.



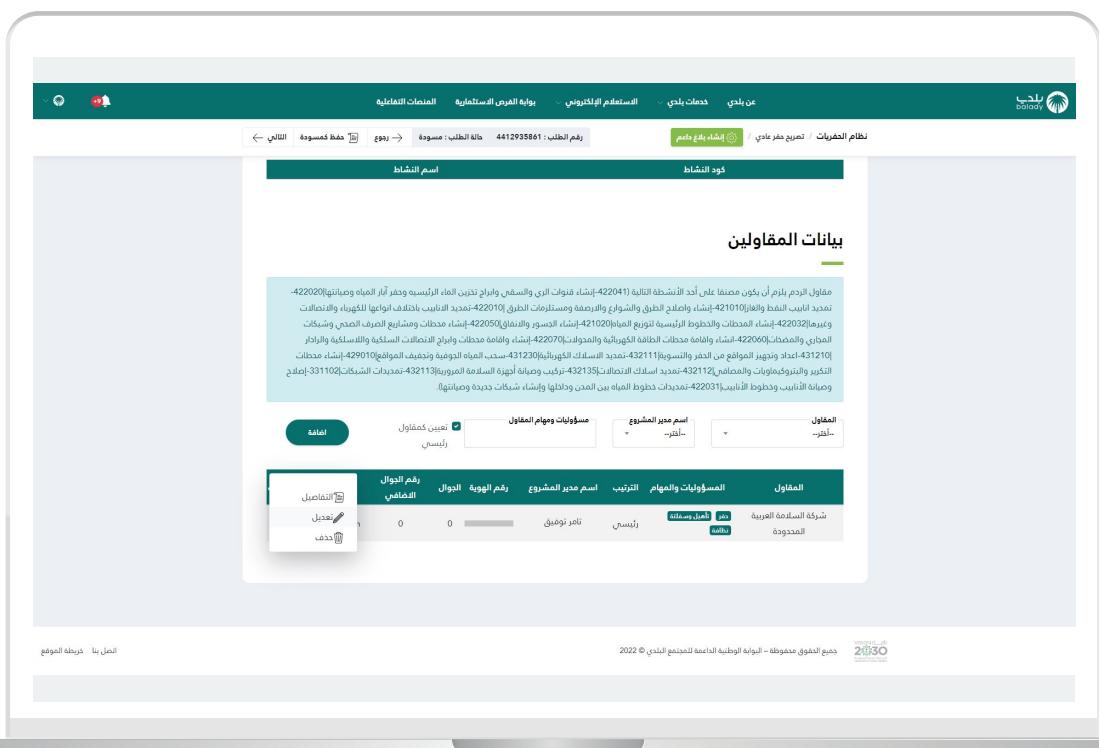
30) The user then clicks the (Add) button.

Note: At least one contractor must be assigned as the Primary Contractor by selecting the checkbox **(Assign as Primary Contractor)**.



31) By clicking the action box in the (Actions) column, users can view contractor details by clicking (Details), modify contractor data using (Edit), or remove a contractor using (Delete).

Then, the user clicks (Next) to proceed, with the option to save the request as a draft using (Save as Draft) or return to the previous stage using (Back).



32) If the selected area has an active Contractor Qualification Platform (Etmam+), the system will display three options: (All, Team, Etmam).

33) When selecting (All), both the Team and Etmam+ lists are merged. Contractors qualified under Etmam+ are marked with (Etmam+), as shown in the screenshot below.

34) The dropdown list (Project Manager Name) will not display any values if a contractor qualified by Etmam is selected.

35) The dropdown list (**Contractor Responsibilities and Tasks**) includes the following three values only when a contractor qualified by Etmam is selected: (**Backfilling, Rehabilitation and Paving, Cleaning**).

الخدمات المتكاملة
بوابة الفهر المستنيرة
عن بلدي

الاستعلام الإلكتروني
خدمات بلدي

نظام التغذية / تصريح غرف عادي / إنشاء موقع داعم
طلب مخصوص
نوع
رقم الطلب: 4415910285

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بيانات المقاولين
البيانات

اسم مدير المشروع
رقم المخزن
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بيانات المقاولين
بيانات المقاول

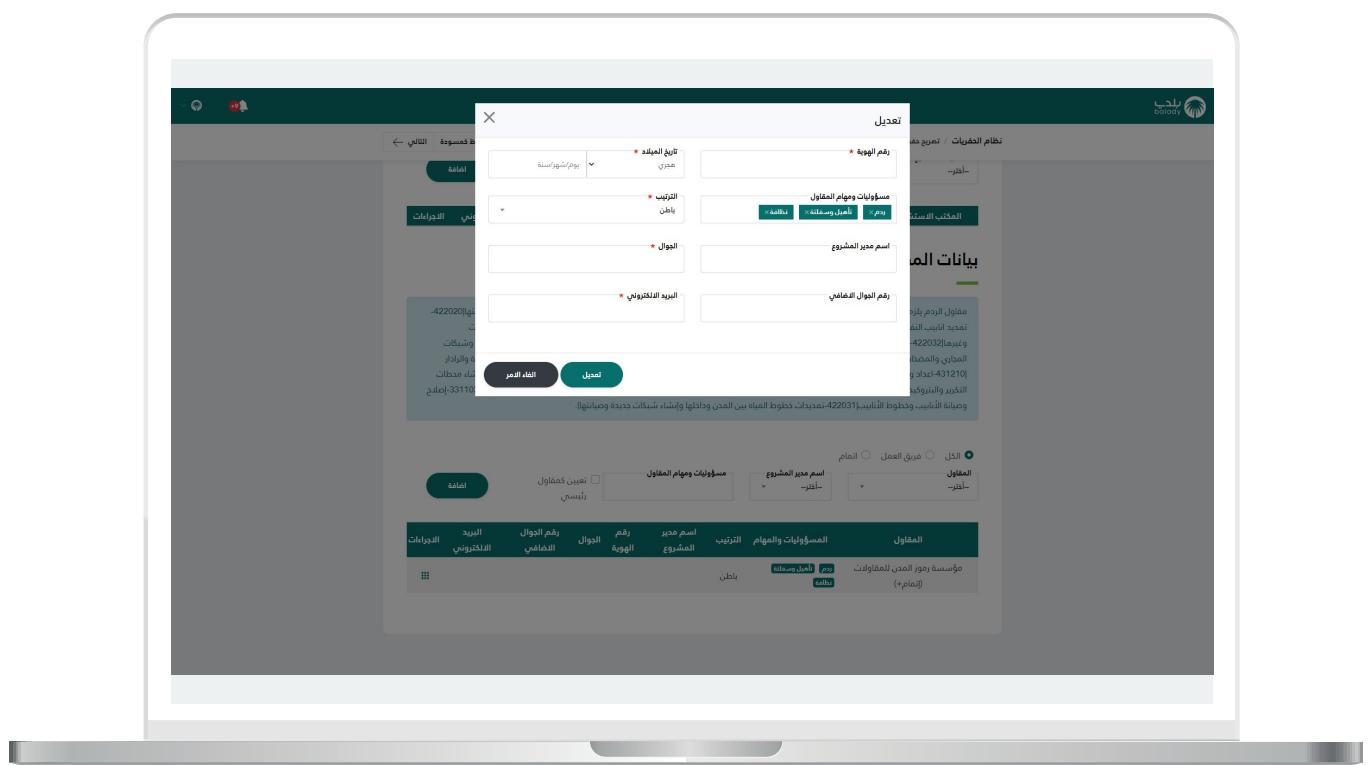
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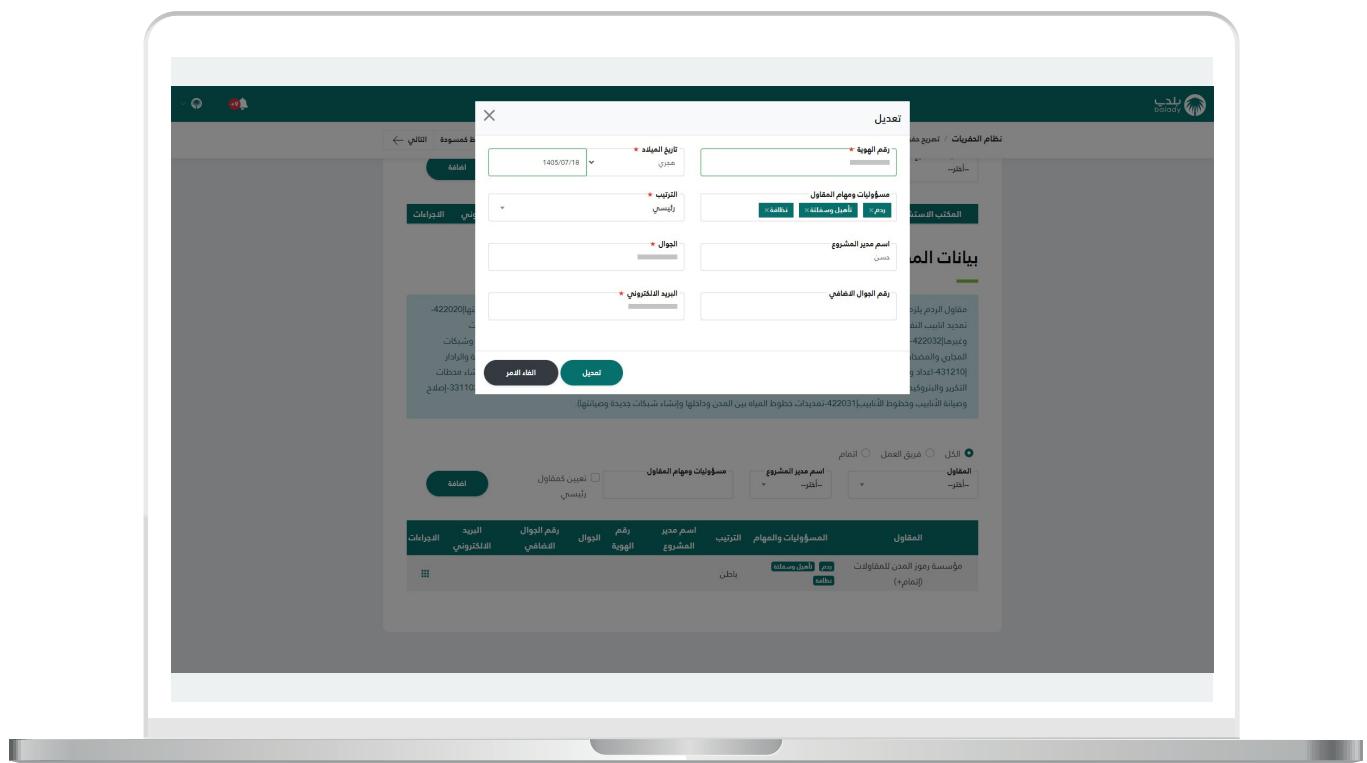
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36) After clicking the (Add) button, the project manager's fields will be filled in, but only if a contractor qualified by Etmam is selected.

The user must enter the (ID Number) and select (Date of Birth) from the electronic calendar.



37) The system then retrieves the (Project Manager Name) field, and the user enters values for the following fields: (Mobile Number, Additional Mobile Number, Email) before clicking the (Edit) button.



38) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

النحوتات التحليلية
بوابة الفوس المستشارية
الاستعلام الإلكتروني
عن بادي
خدمات بادي

النحوتات التحليلية
نظام التحقيقات

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39) If the contractor is banned, an error message appears as shown below. The user can review the details of requests that caused the contractor's ban by clicking the link ([Click Here](#)).

40) After clicking the (Click Here) link, the following screen appears.

**الدعوات والتصاريح الطارئة التي تسببت في حظر المقاول**

يرجى العلم أن يتم رفع الدعوات عن المقاول ( شرطة طرق التنمية للمقاولات ) عند تحقق ما يلى:  
 الاعمال التي طرأت على المقاول (أى إجراء تصریح الدفع الطارئ) تم اصدار شهادة عدم اعمال في حالة عدم الدفع.  
 وذلك لاتمام الشهادة الموضحة أدناه  
**التصاريح الطارئة :** بحسب أن يتم اعثار شهادة اتمام اعمال لدى تدريب وذلك لاتمام التحويلاته  
 وضمنها يلى ادعوات الطوارئ والتصاريح الطارئة التي تسببت في حظر المقاول ( شرطة طرق التنمية للمقاولات ) :

الدعوات	سبب الحظر	تاريخ الحظر	نوع الشكوى	نوع التصريح/الموافقة	رقم الموافقة/التصريح
الكل	الكل	الكل	الكل	الكل	الكل
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461513
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة العيال	أشعار حدرية طارئة	44049217302
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة العيال	أشعار حدرية طارئة	44049730613
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44049217354
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461274
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461415
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة العيال وتصريف	أشعار حدرية طارئة	44059461484
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461487
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461496
التأمر في إصدار تصریح الدفع الطارئ	التأمر في إصدار تصریح الدفع الطارئ	2022/12/07	شديدة المبالغ	أشعار حدرية طارئة	44059461498

1 السابق التالي 4 3 2

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41) The results can be filtered using dropdown lists, as shown below.

42) After clicking the (Next) button, the user moves to the (Attachments) stage, where they upload the required attachments. They can also add additional attachments by entering a value in the (Attachment Name) field, uploading the file in the (Attachment) field, and clicking the (Upload) button.

The user clicks (Next) to proceed, with options to save as a draft using (Save as Draft) or return to the previous stage using (Back).

المرفقات

نقطة الارض وسلسلة (al-f) (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

أختبر ملفات

نقطة الارض (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

أختبر ملفات

بيان بعمدات الشركة (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

أختبر ملفات

تحميل ميداني لبيان الموقوفة على الخريطة (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

أختبر ملفات

صورة الموقوفة قبل المغير (تحصيغ ملف عادي) (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

أختبر ملفات

مرفقات اضافية

المرفق (.jpg,.png,.jpeg,.tif,.tiff,.bmp,.gif,.pdf)

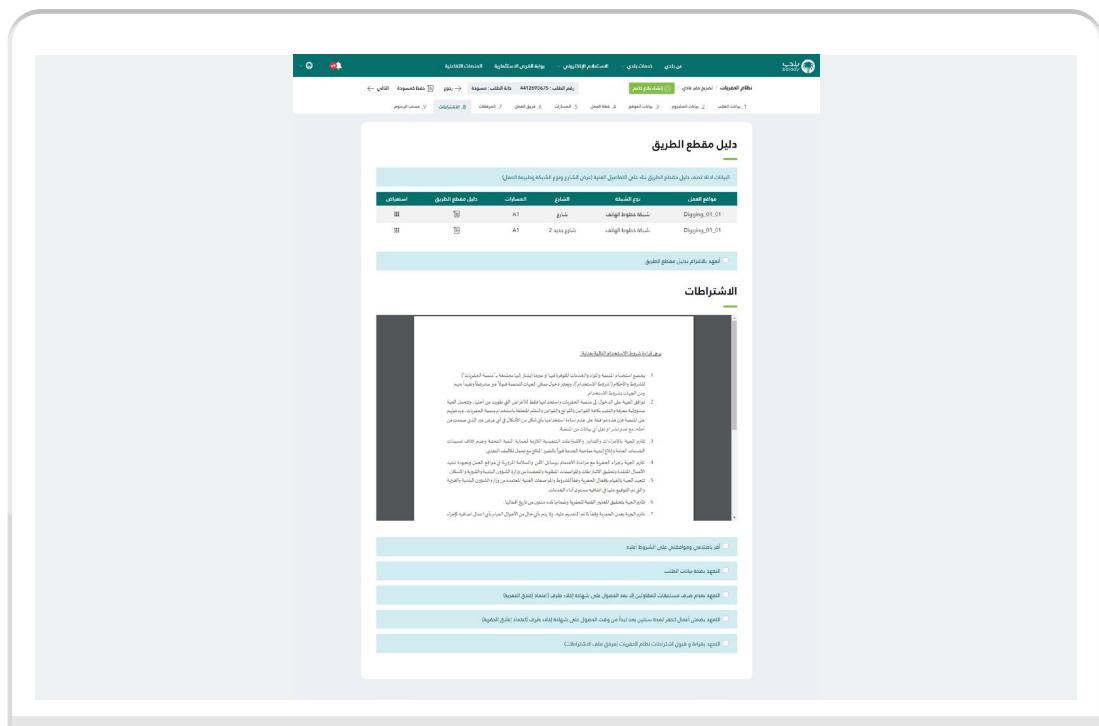
أختبر ملفات

اسم المرفق

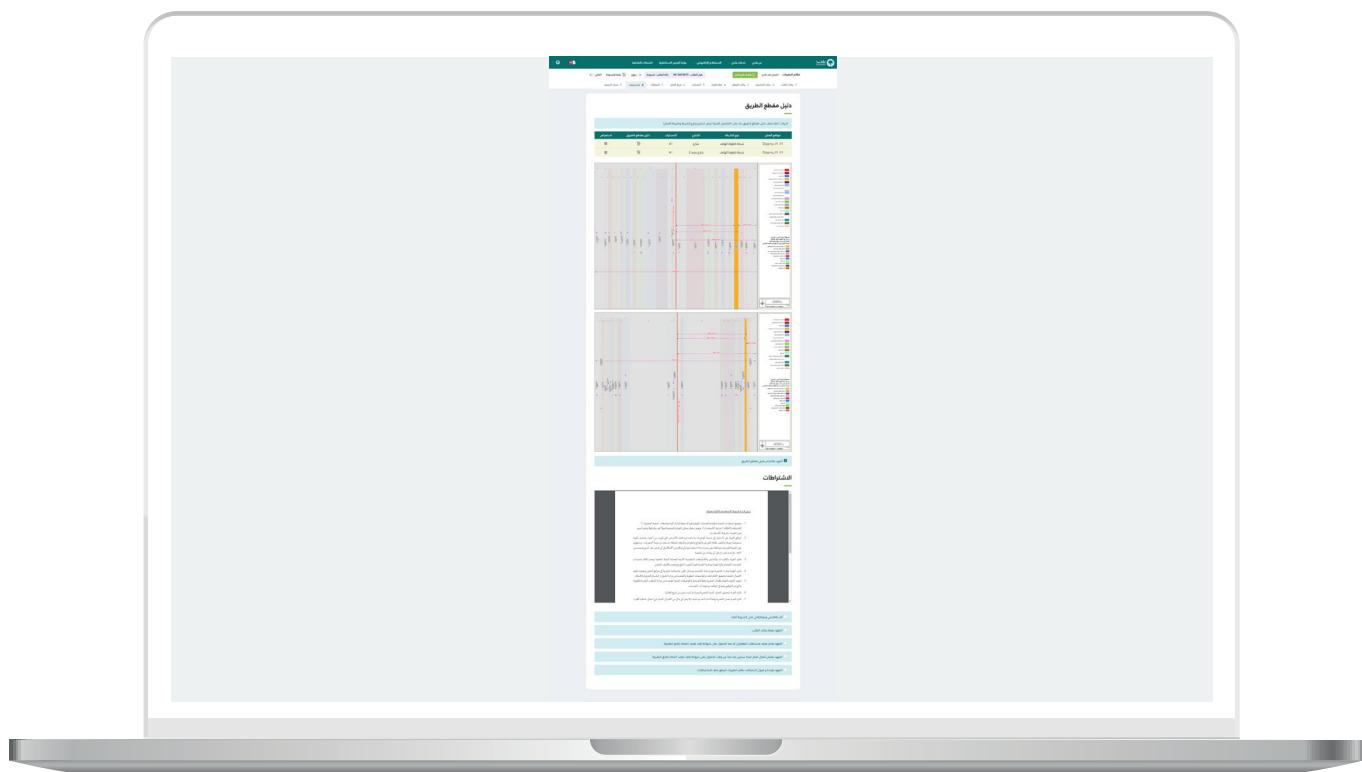
المرفق

اسم المرفق

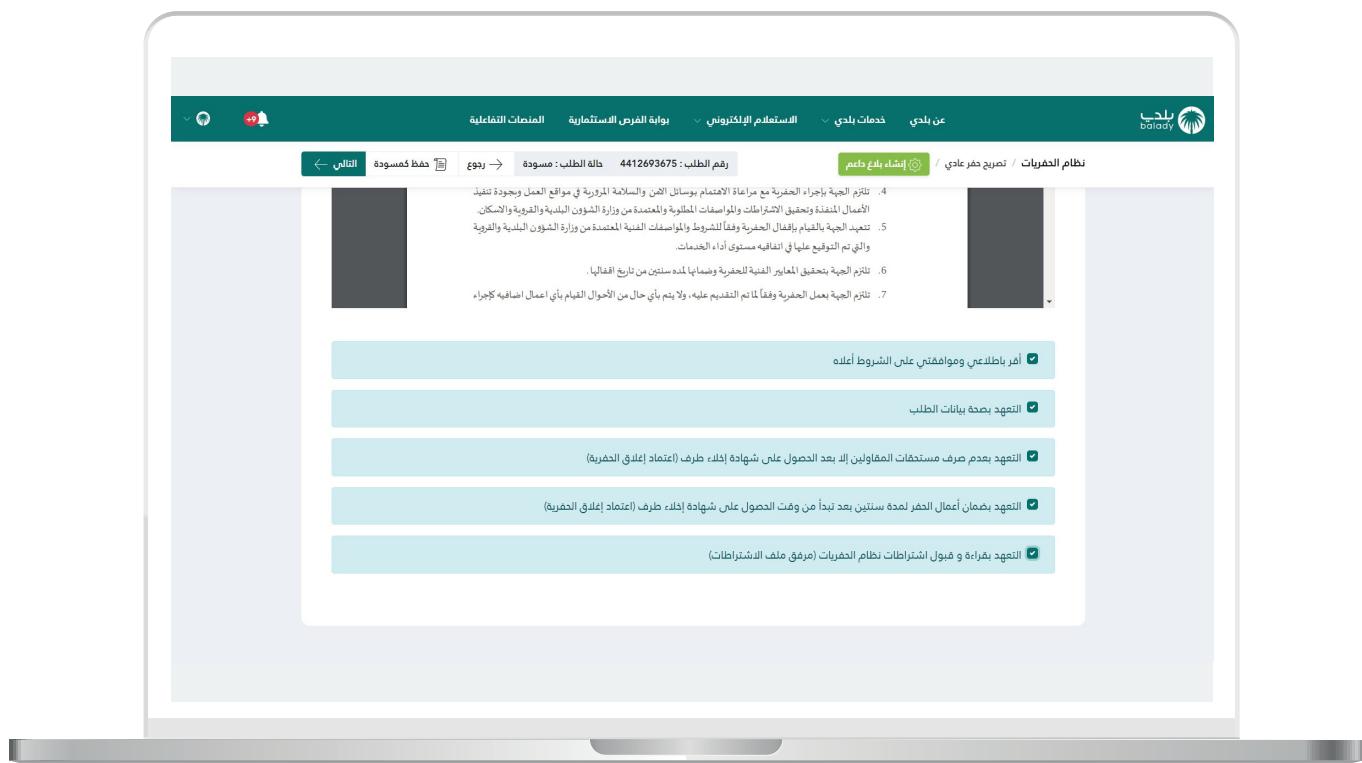
43) The user then moves to the (Requirements) stage, where the (Road Section Guide) section appears, showing worksite locations.



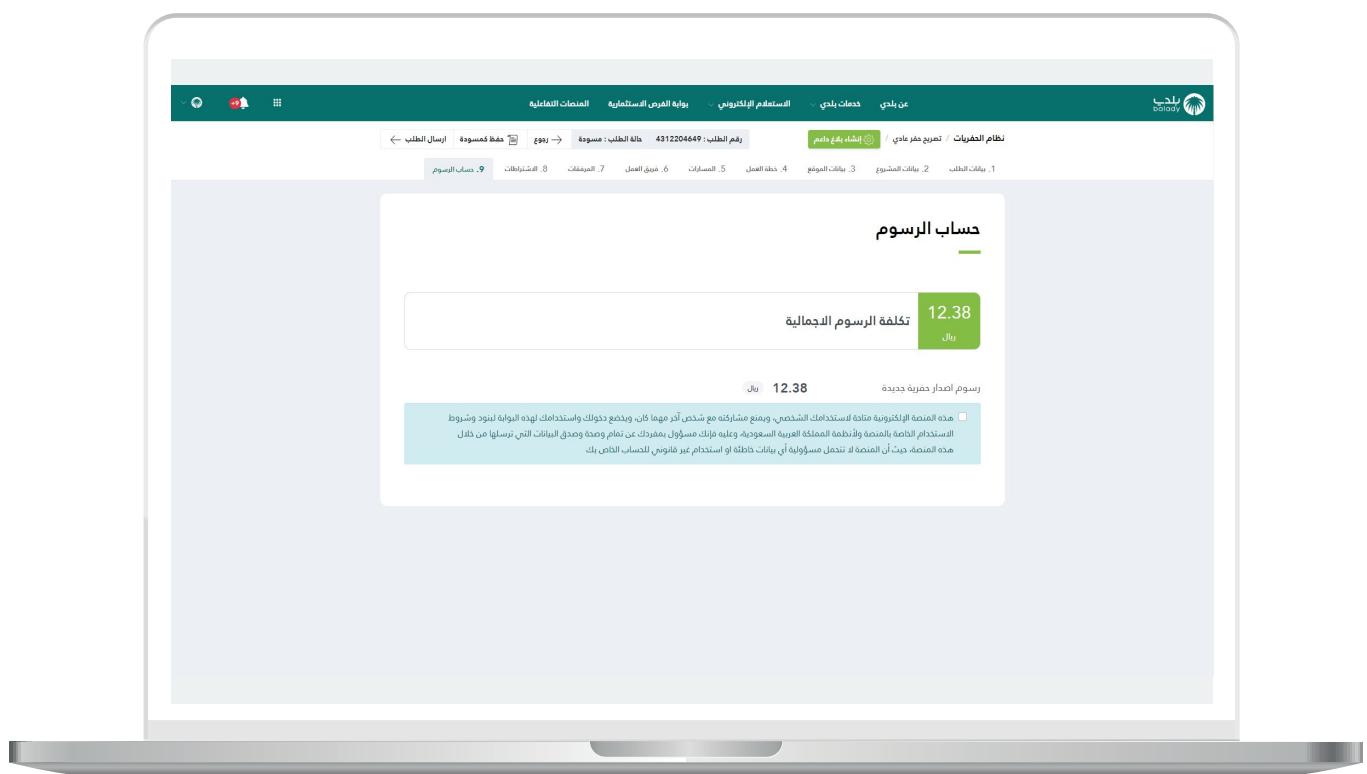
44) After clicking the view checkbox in the table, the worksite details are displayed, and the user agrees to the acknowledgment (I pledge to comply with the Road Section Guide).



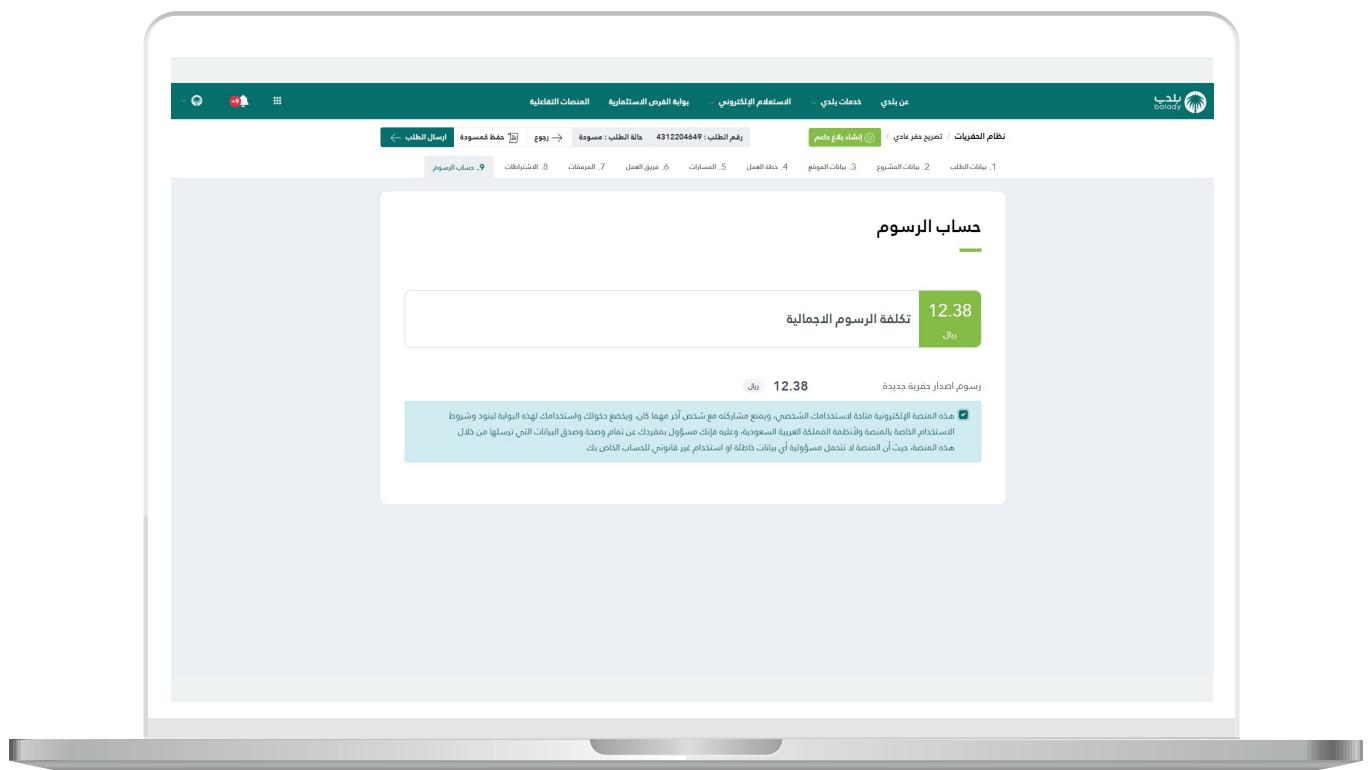
45) The user reads the requirements and agrees to the commitments, then clicks the (Next) button, with the option to save the request as a draft for later reference using the (Save as Draft) button and the option to return to the previous stage using the (Back) button.



46) The user is then directed to the (Fee Calculation) stage, where the total service fee is displayed. The user must agree to the terms by selecting the acknowledgment checkbox.



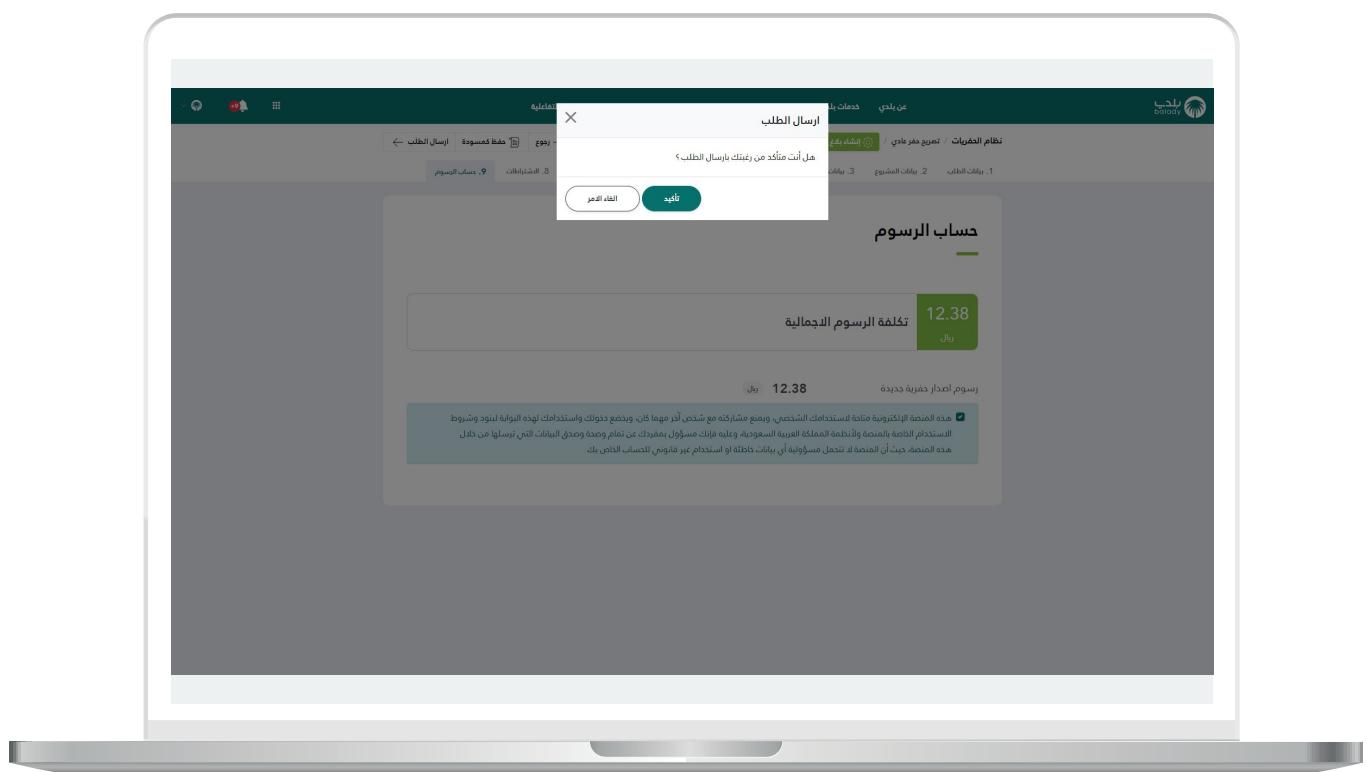
47) The user clicks (Submit Request), with the option to save the request as a draft using (Save as Draft) or return to the previous stage using (Back).



48) A confirmation alert appears, prompting the user to click (Confirm) to finalize the request submission. The user can cancel the process by clicking (Cancel).

Note:

After completing the (Excavation Permit Issuance) process, a (Coordination Report) will be automatically generated.



📞|199040 Direct Contact Number  
🐦|@Balady\_CS Customer Service