



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

**The Service of the Issuing a Building Permit
(Vacant Land Fencing)**

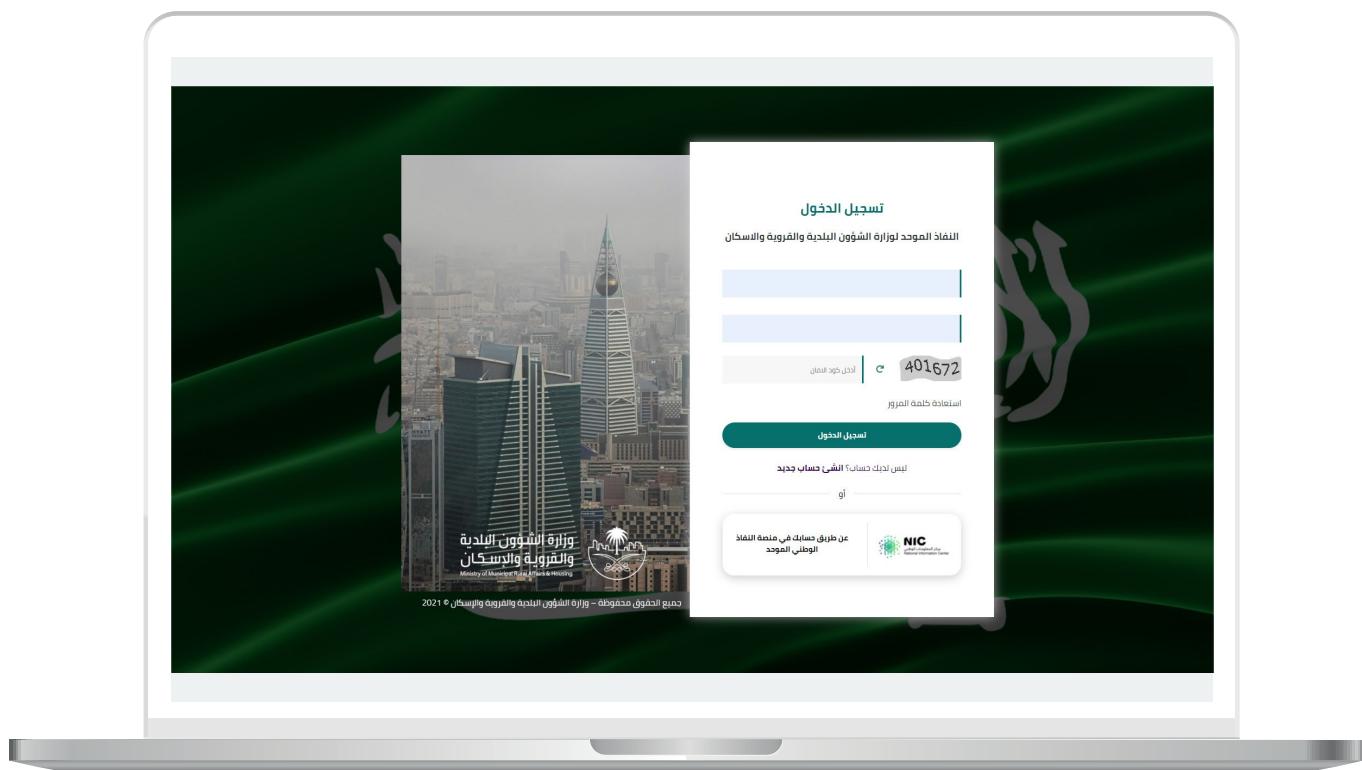
Beneficiary's
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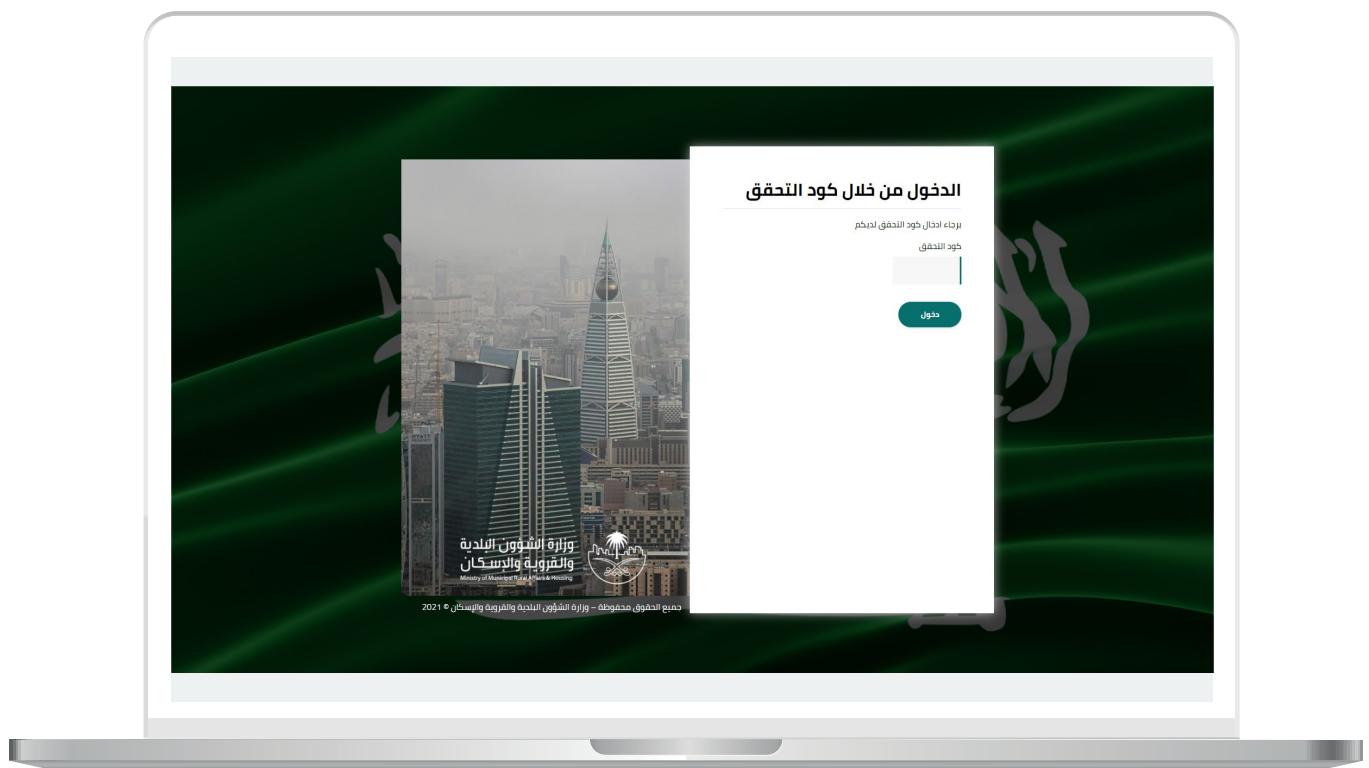
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Logging into the System

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



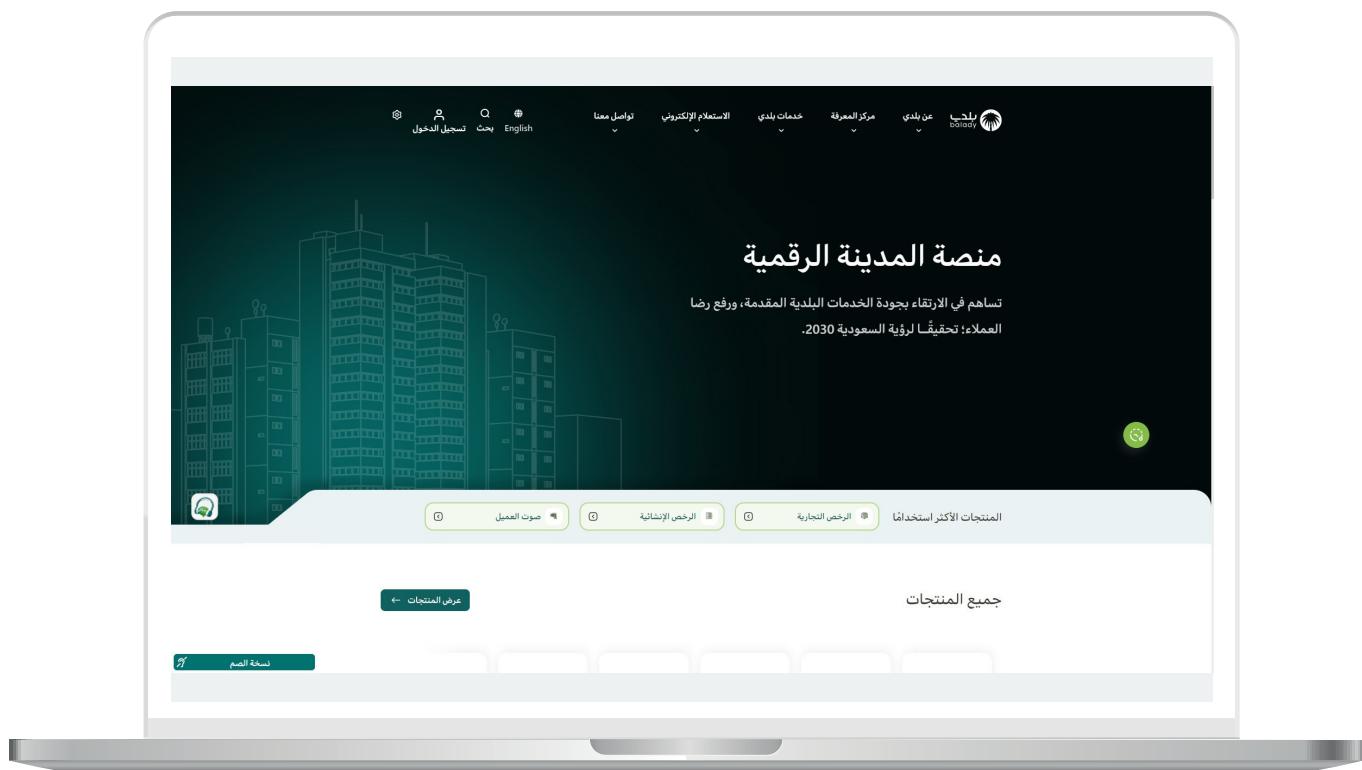
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



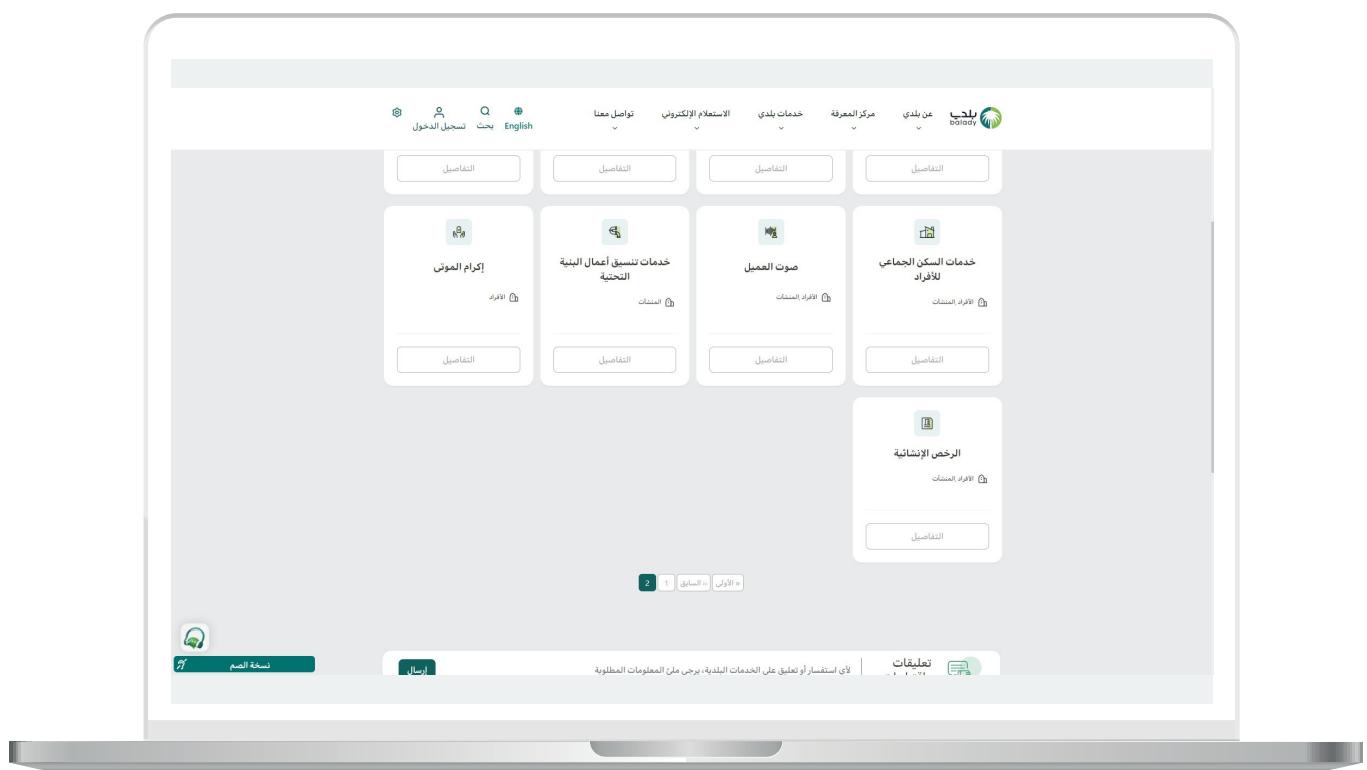
Steps to Request the Service

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

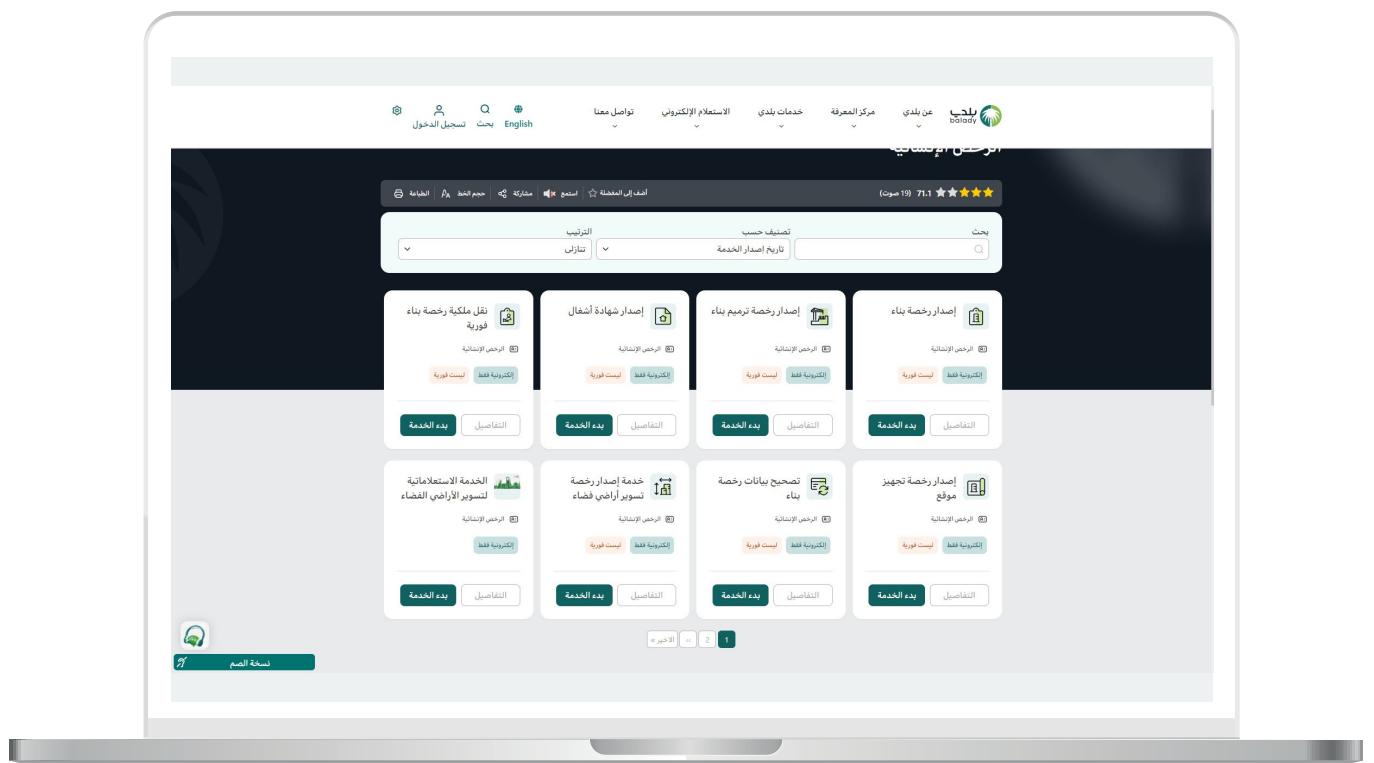
The user then clicks the (View Products) button.



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

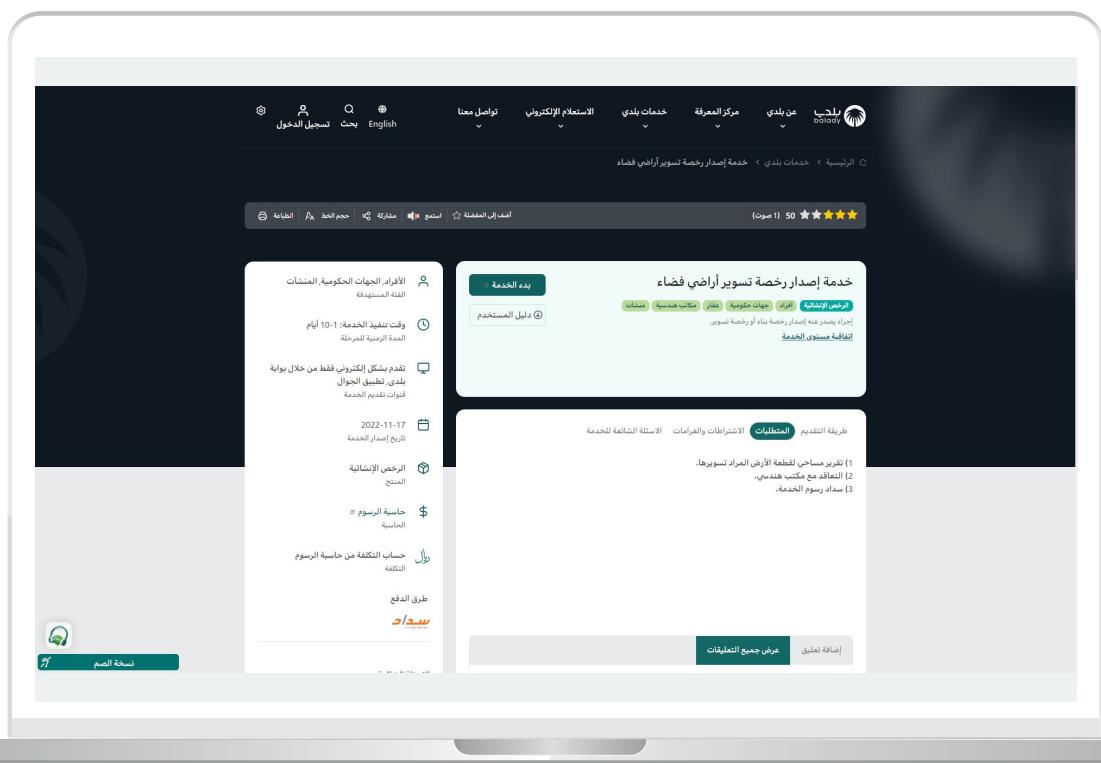


3) Afterward, the services appear, and the user selects (**Issuing a Vacant Land Fencing Permit**) as shown below.

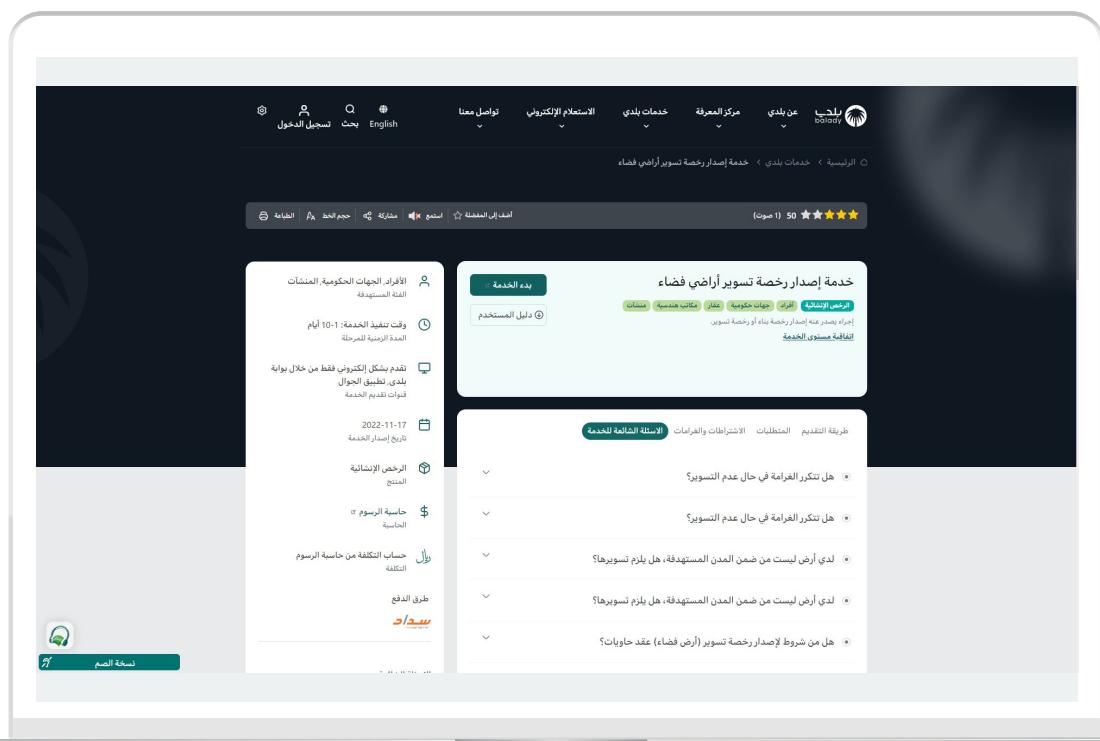


4) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (How to Apply, Requirements, Conditions and Fines, etc.).

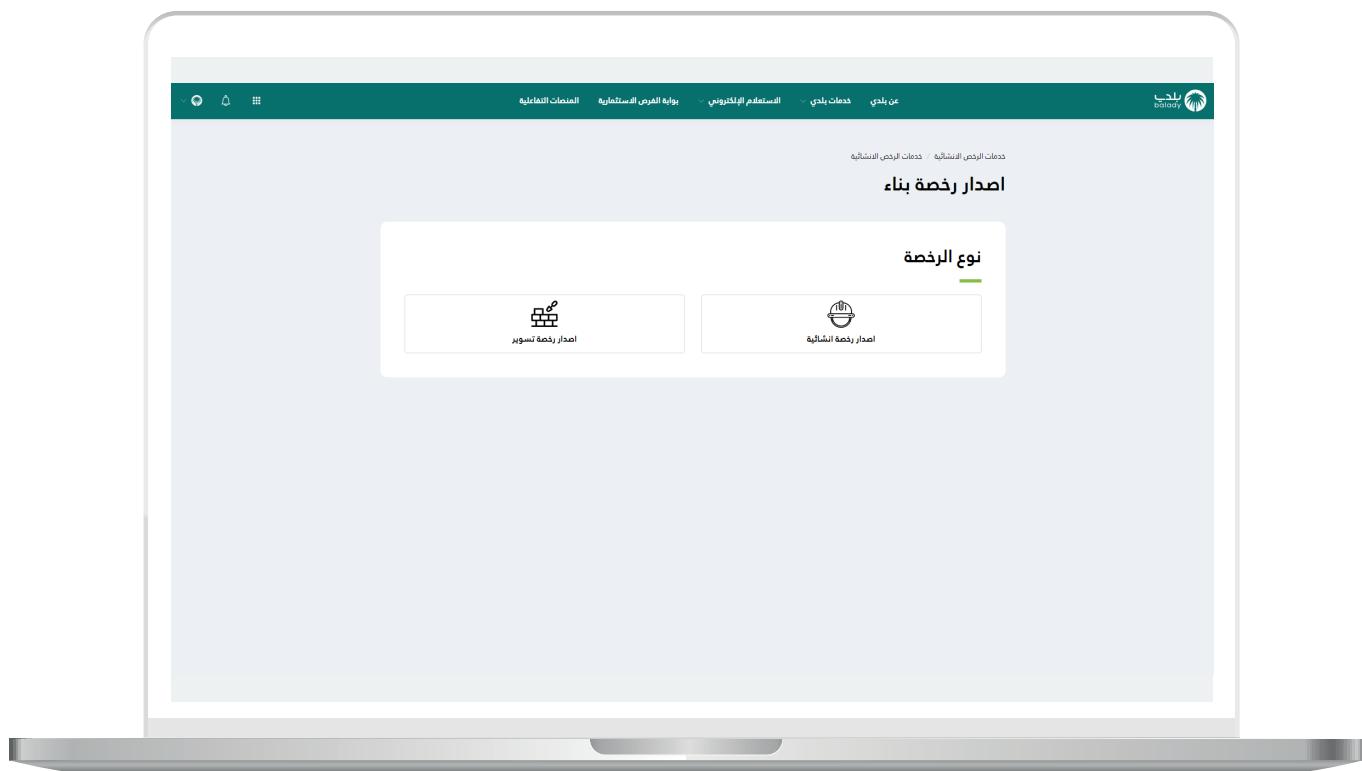
The following screen shows the (Requirements) list.



5) The following screen shows the (Frequently Asked Questions for the Service). To start the application process, the user clicks (Start Service).

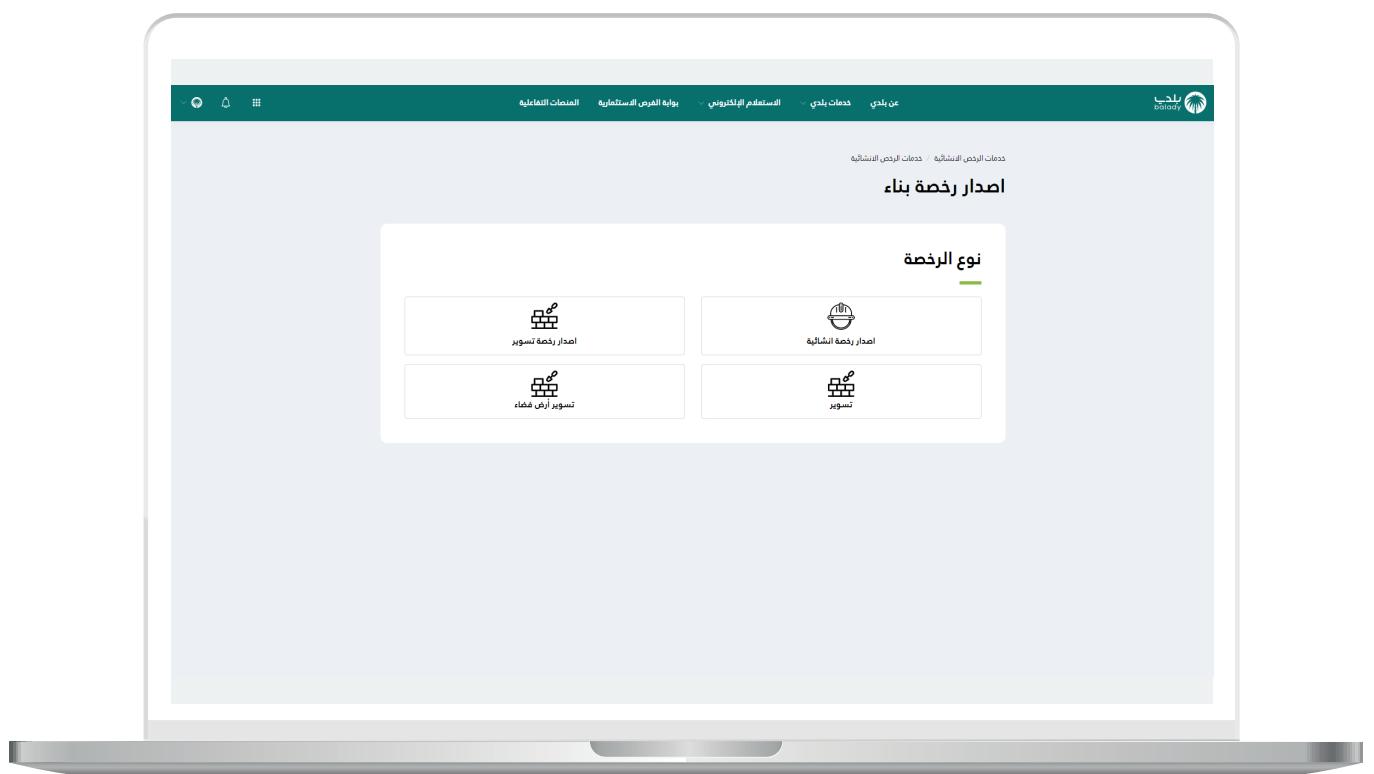


6) The user is shown (Types of Building Permits), including: (Issuing a Construction Permit) and (Issuing a Fencing Permit).

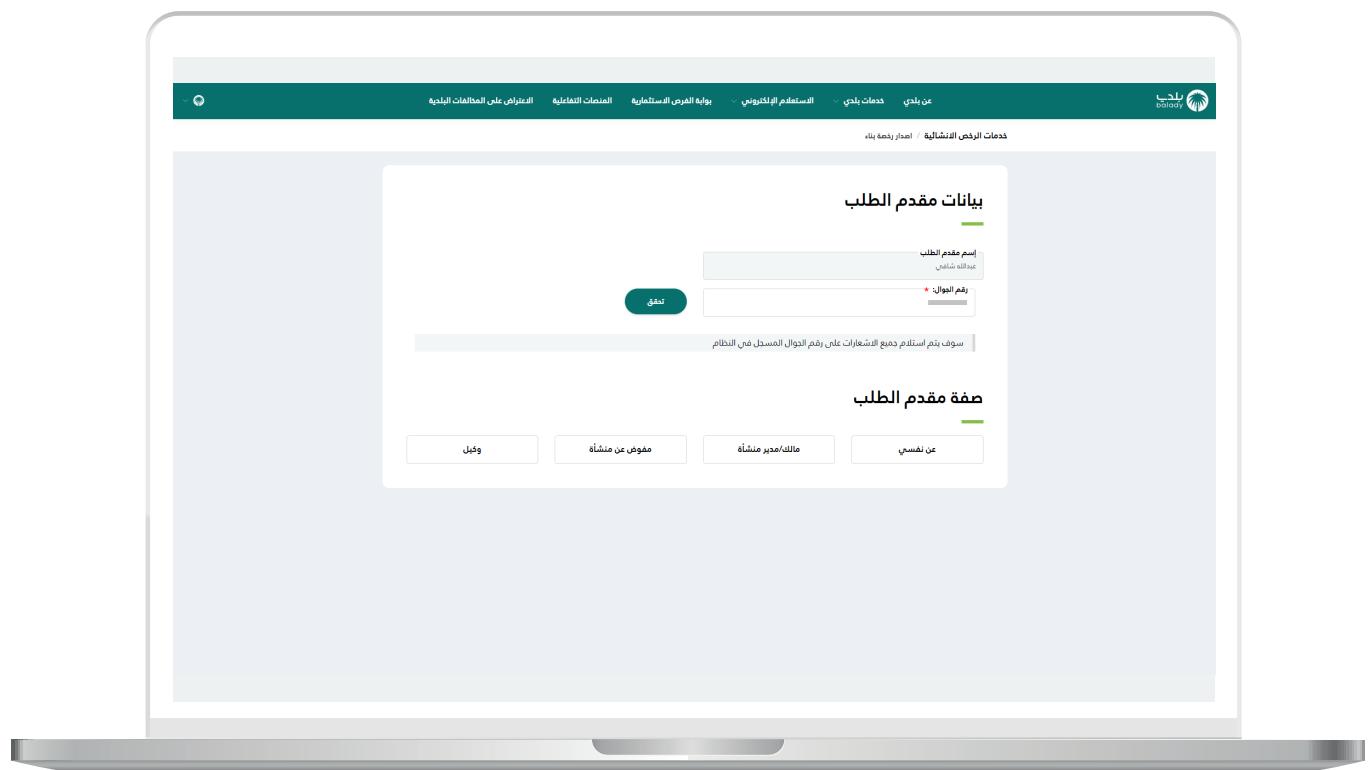


7) After selecting (Issuing a Fencing Permit), two options appear: (Fencing, Vacant Land Fencing).

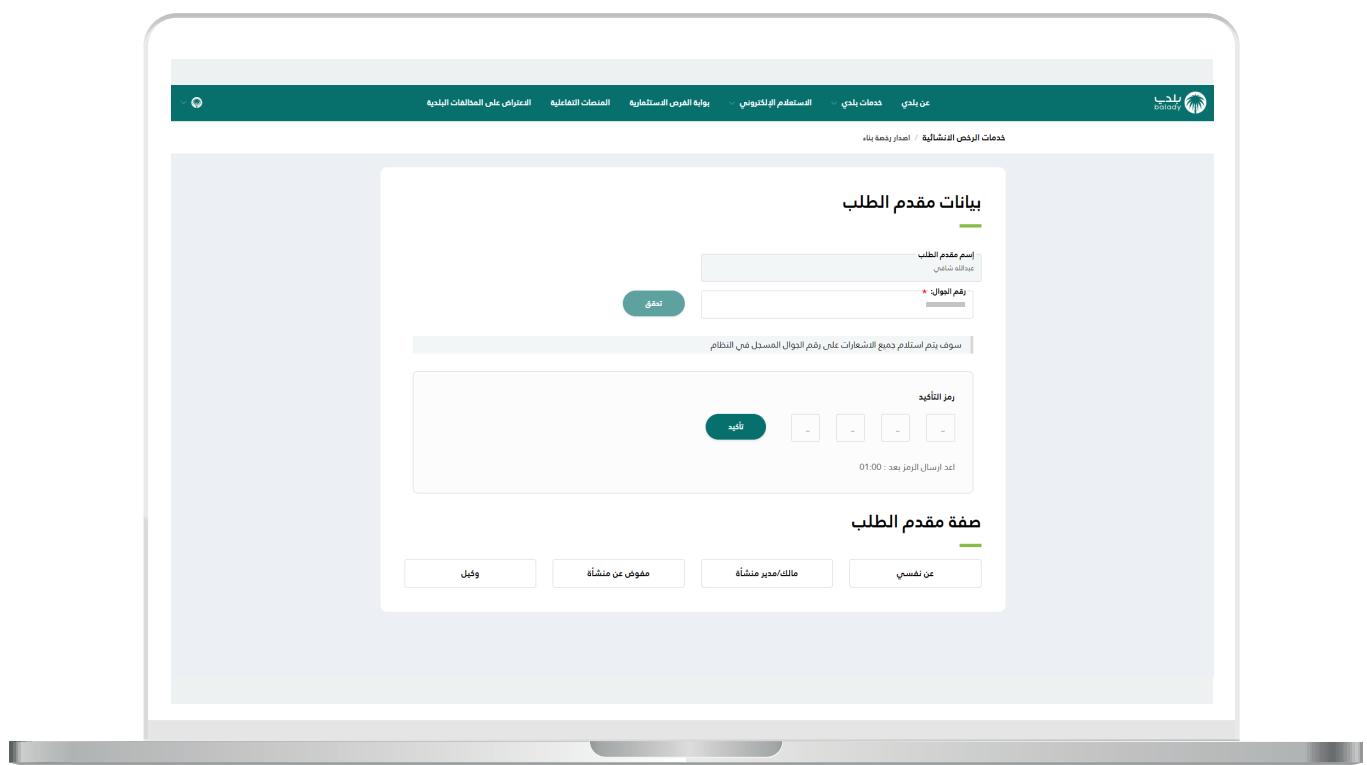
In this example, (Vacant Land Fencing) is selected.



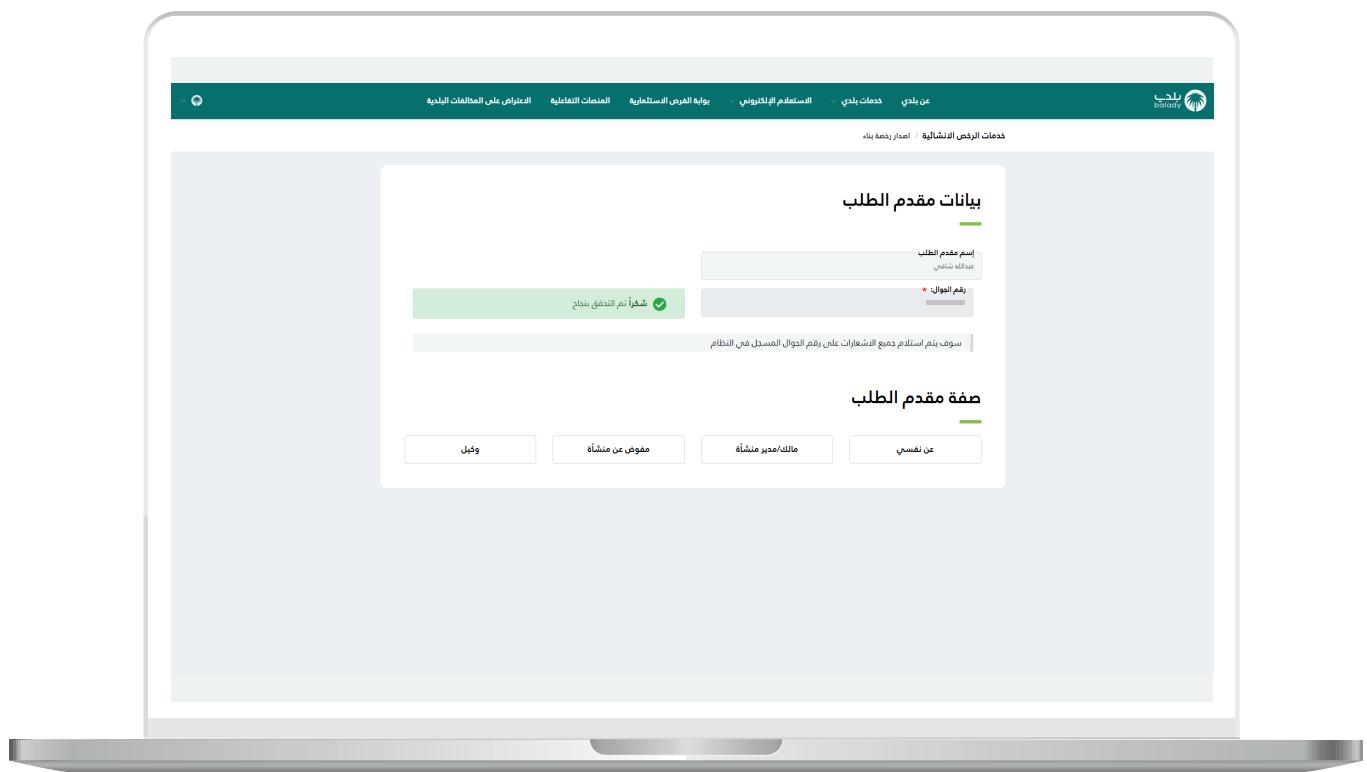
8) The next screen verifies the applicant's details by entering the (Mobile Number) field and clicking (Verify).



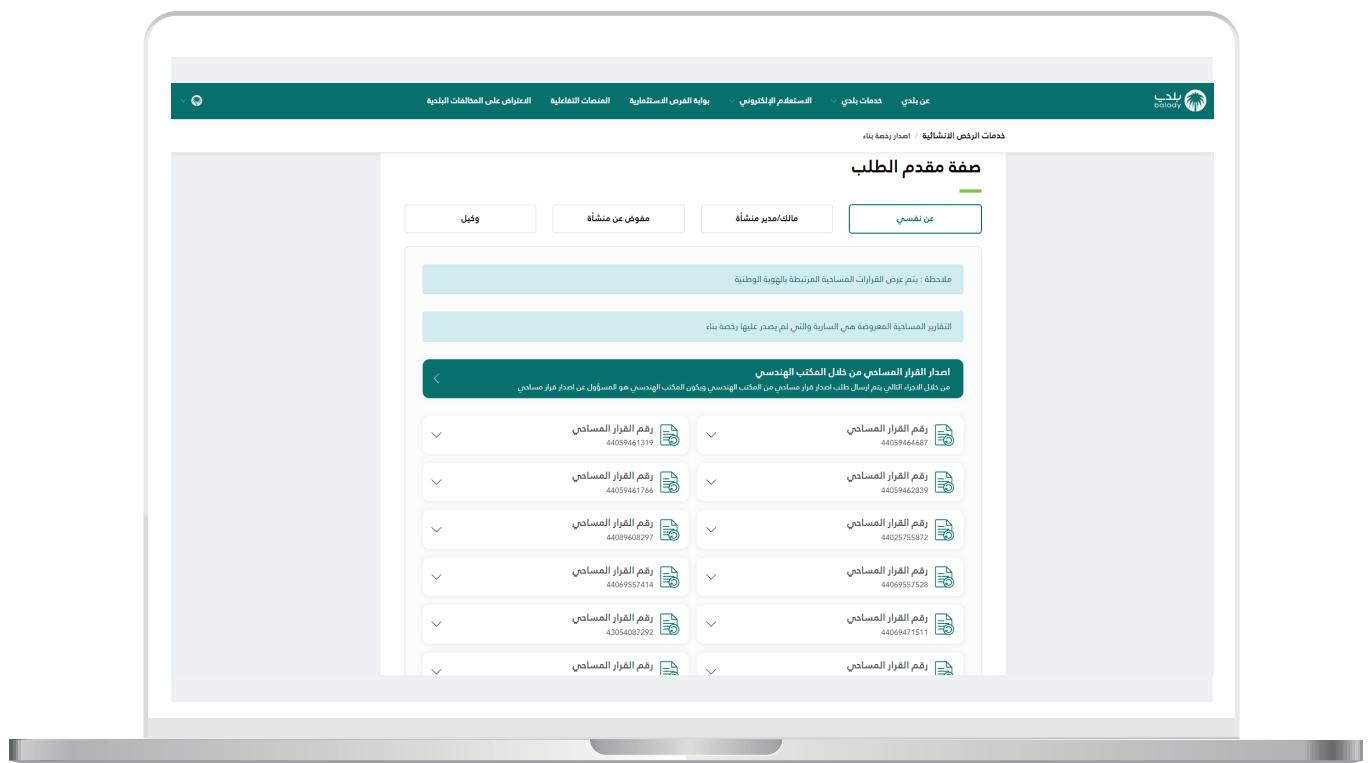
9) The system sends a verification code to the user's mobile number. The user enters the (Confirmation Code) and clicks (Confirm).



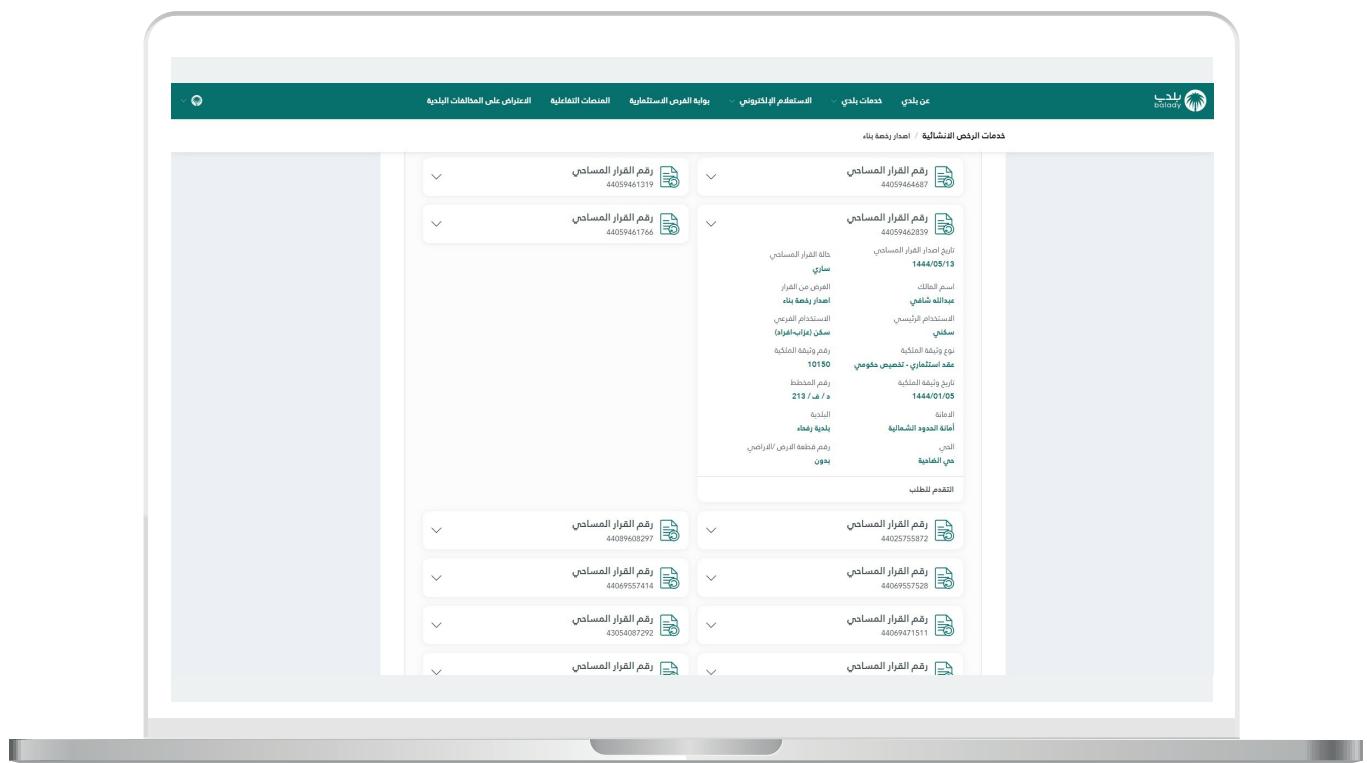
10) A confirmation message appears, indicating successful verification. The user then selects the (Applicant's Role) from the following options: **(For Myself, Owner or Manager of an Establishment, Authorized Representative of an Establishment, Legal Agent).**



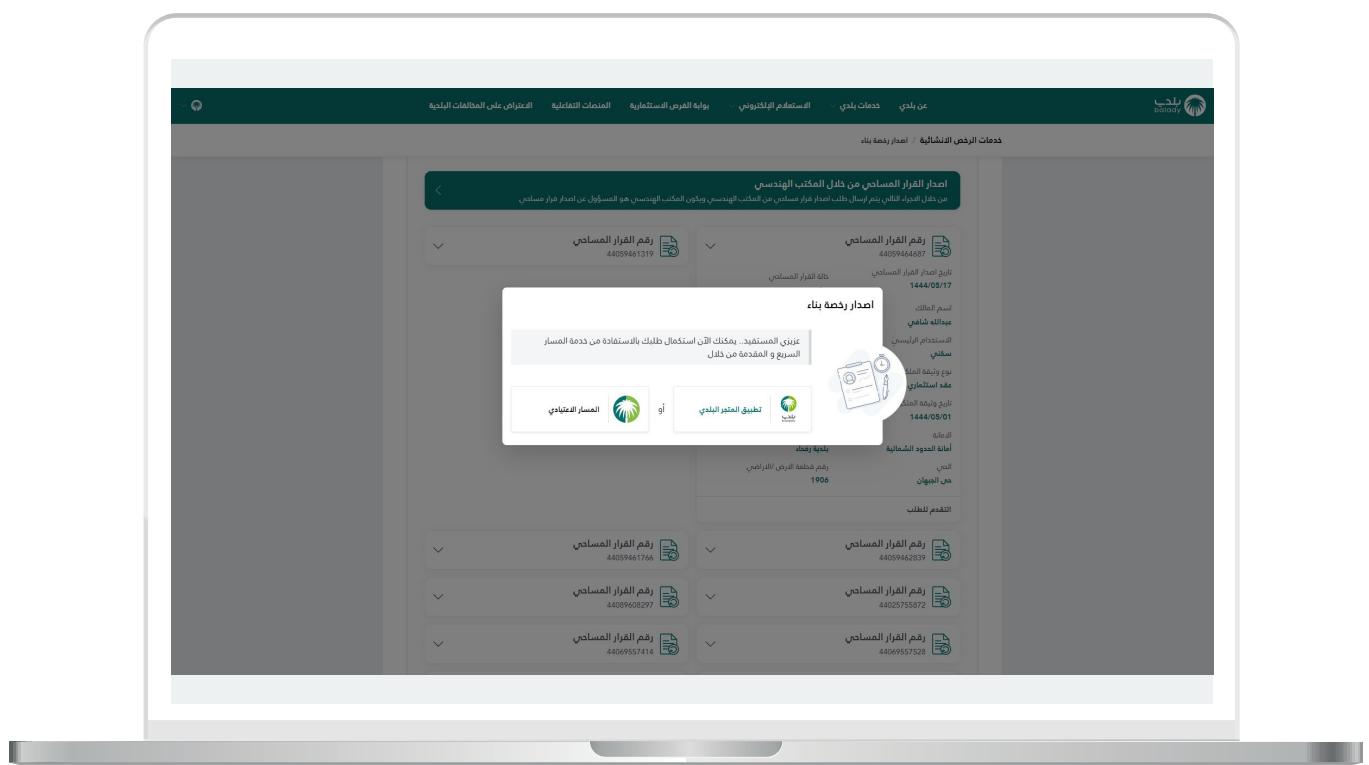
11) In this example, (For Myself) is selected, and the system displays available (Cadastral Decisions) for selection.



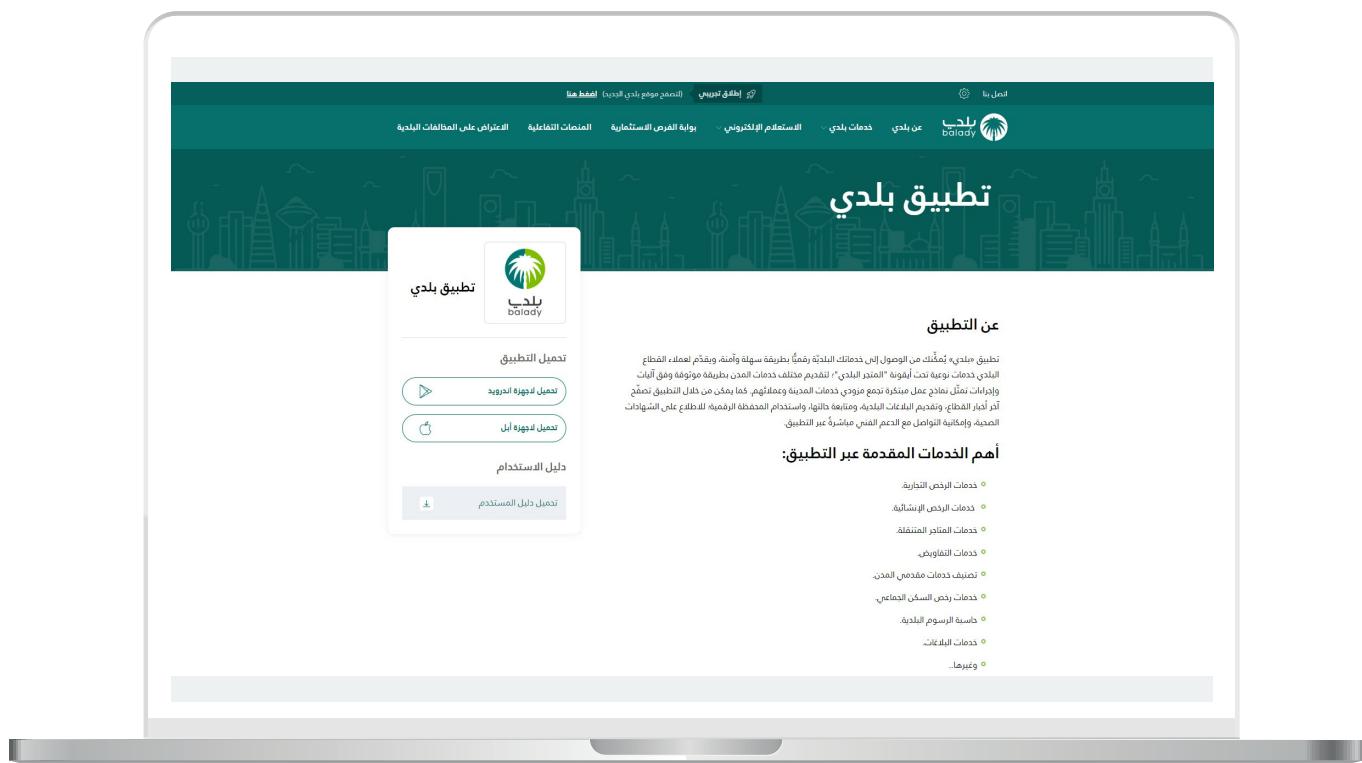
12) After selecting the desired (Cadastral Decision), its details are displayed. The user clicks (Proceed with Request) as shown in the screen below.



13) After clicking (Proceed with Request), an alert message appears, prompting the user to choose one of two methods for submitting the Building Permit Application: (Balady Store App) or (Standard Process).



14) Selecting (Balady Store App) redirects the user to the following screen, where they can download the app based on their device type and complete the process.

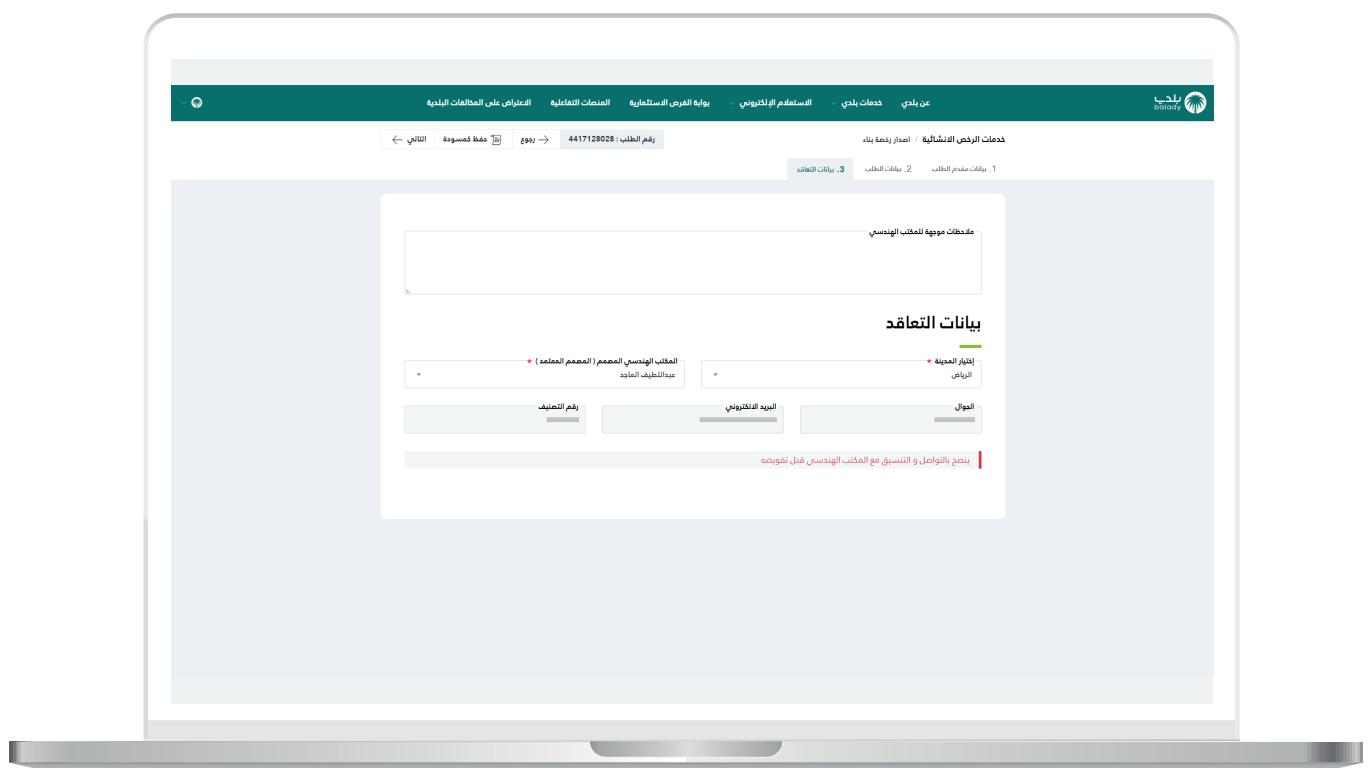


15) If the user selects (Standard Process), they are directed to the (Application Data) stage, as shown below. This screen displays the complete (Application Details), including: (Application Notes, Surveying Decision Details, Land Information, Ownership Document Details, Owner Details).

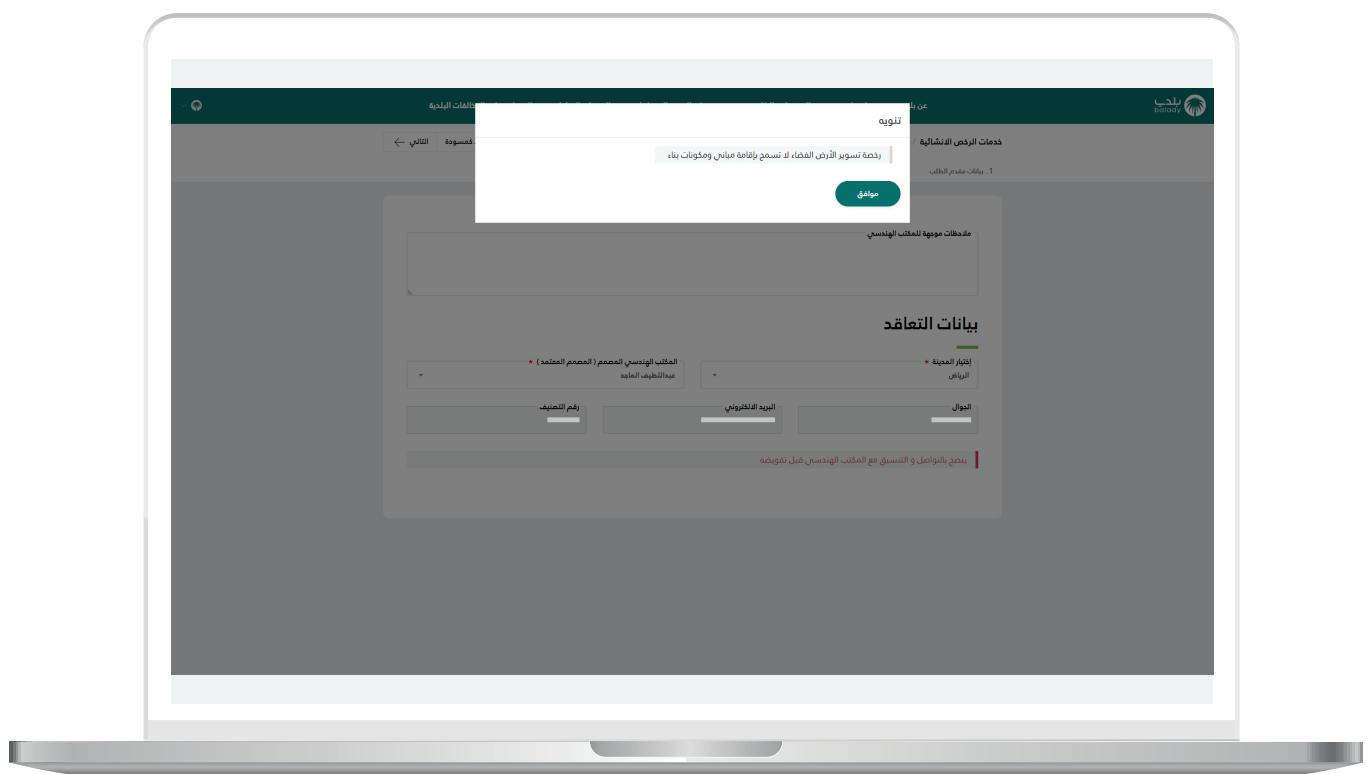
The user clicks (Next) to proceed, with the option to save the application as a draft using (Save as Draft).

16) The (Contracting Data) stage appears, where the user enters (Notes to the Engineering Office) and selects values from the dropdown menus: (City Selection, Engineering Office (Certified Designer)).

17) The user clicks (Next) to proceed, with the option to save the request as a draft or return to the previous stage.

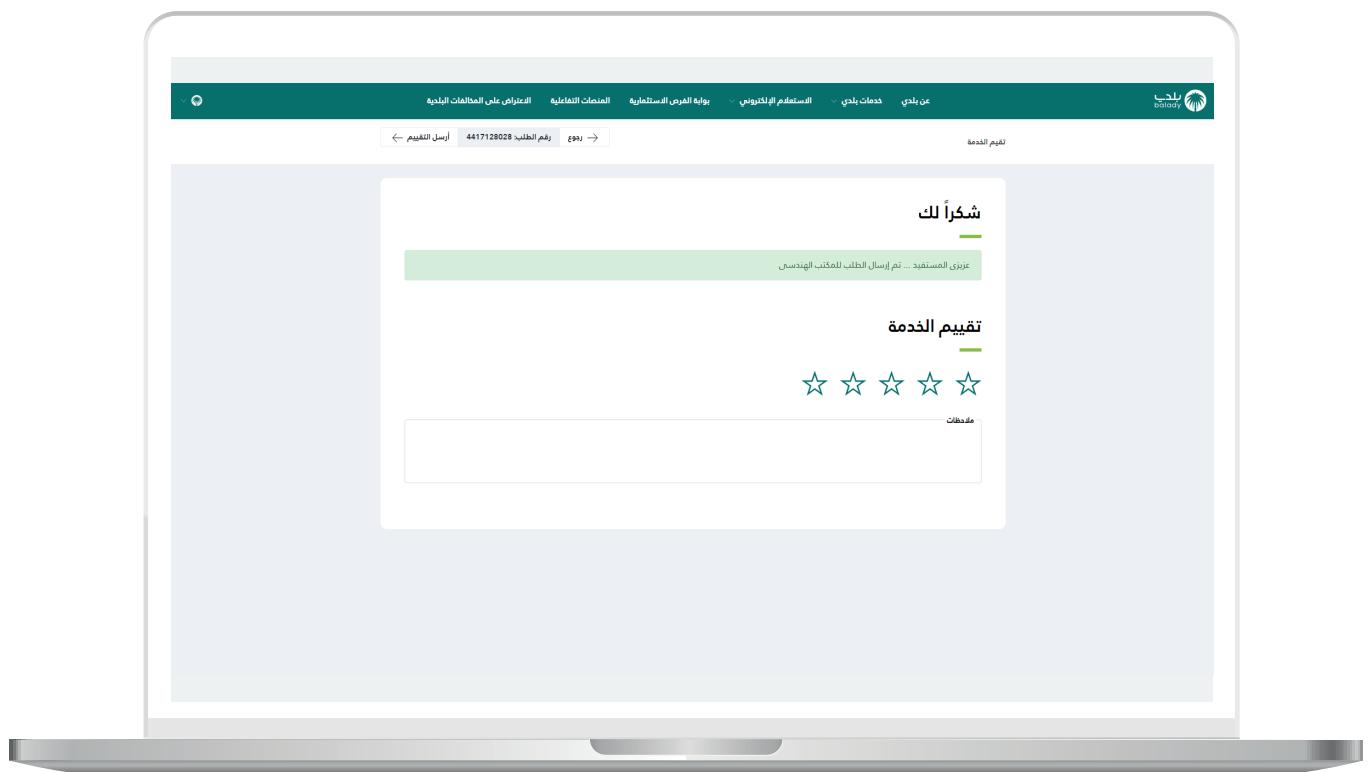


18) An (Information Message) appears, as shown in the following screen.

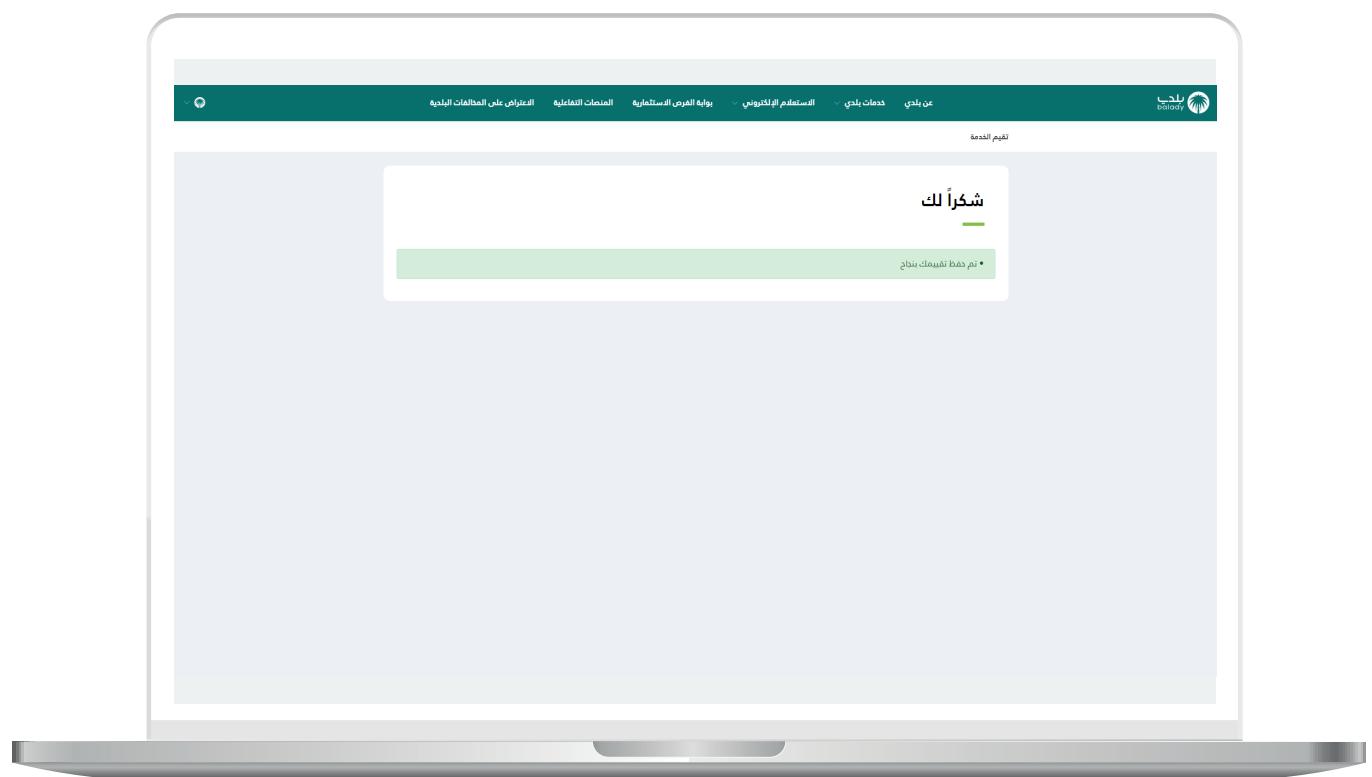


19) The following screen confirms that the Application has been sent to the Engineering Office.

The system allows the user to evaluate the service by selecting a star rating, entering feedback in the (Comments) field, and clicking (Submit Evaluation). The user can also return to the previous screen using (Back).

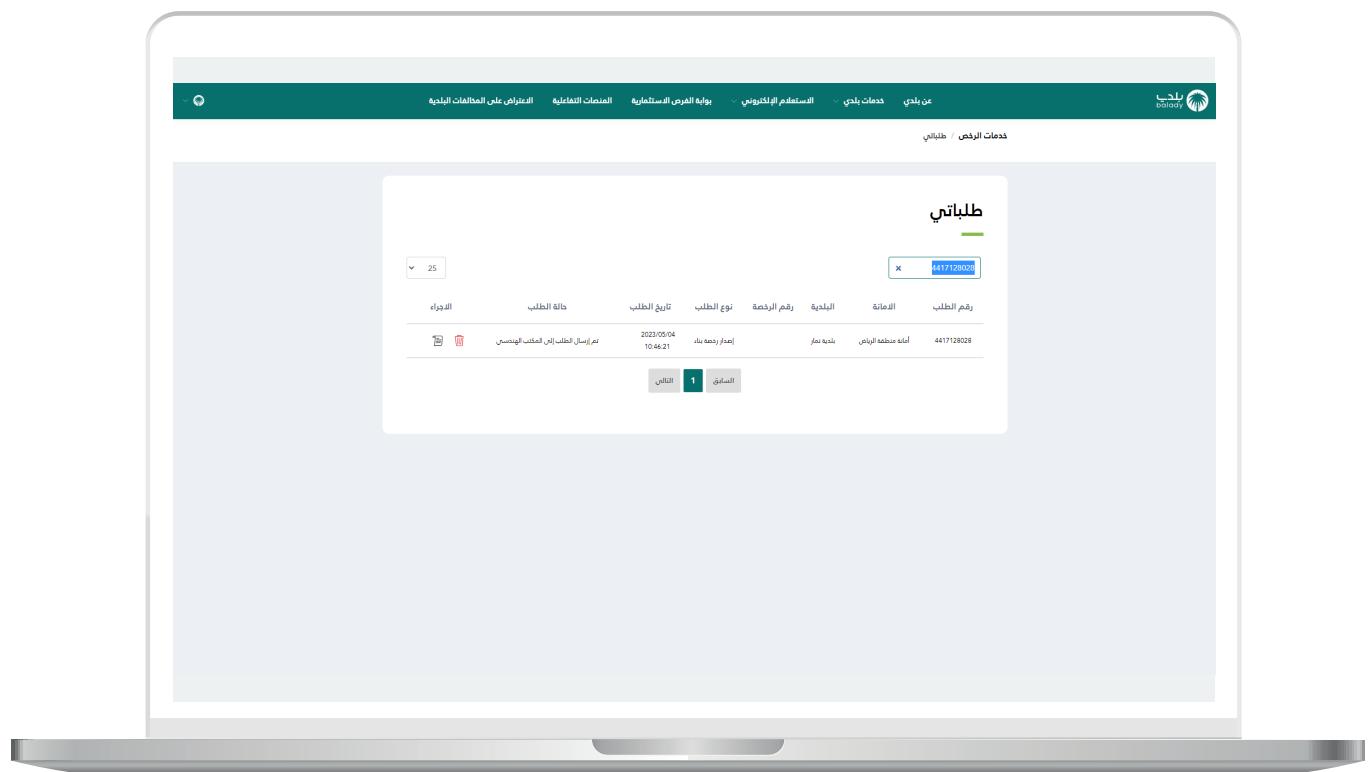


20) The evaluation is then successfully completed.

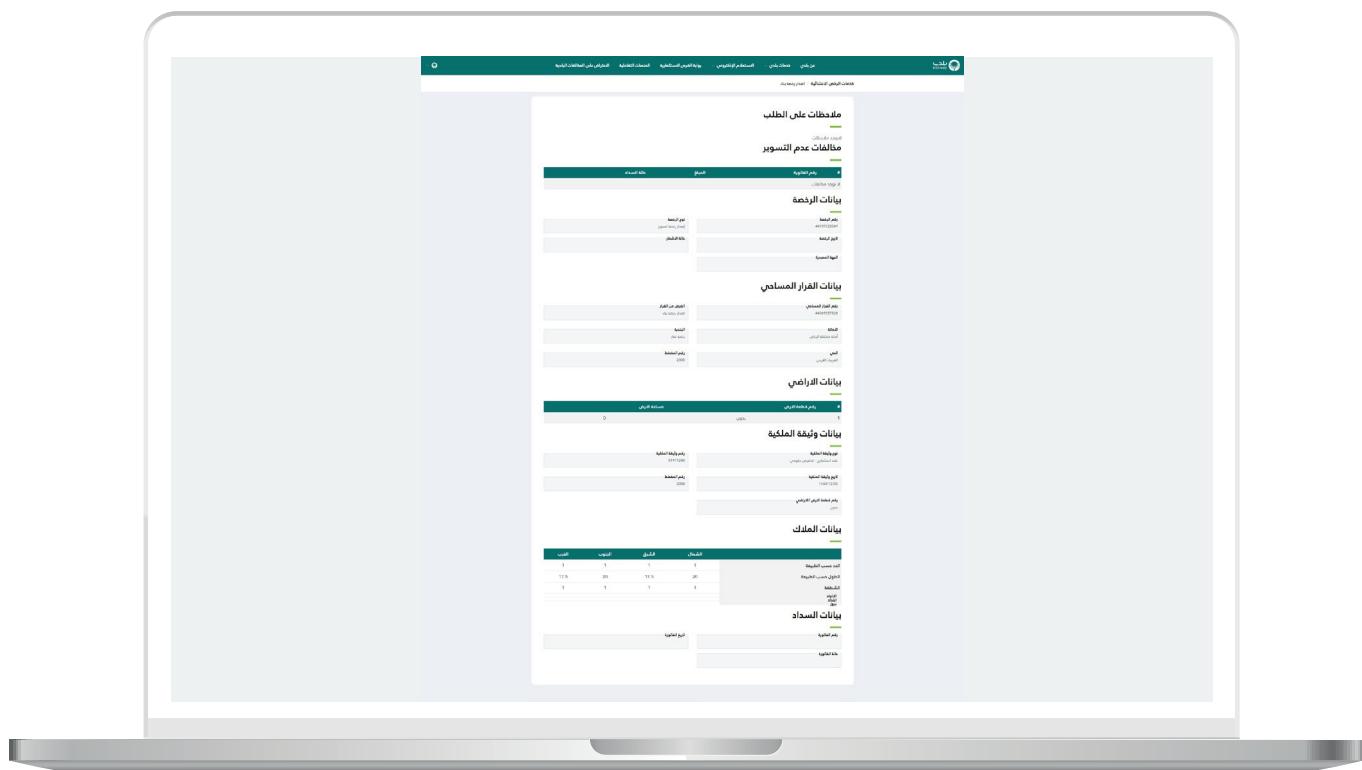


Follow-up on the Request

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



2) Clicking the document icon in the (Action) column displays the application details, as shown in the following screen.



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 issuance of a Building Permit for application No. 9448137144 in the amount of 0.657 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. 813162016044 has been issued. You can view 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