



## بلدية دبي إدارة رقابة البناء

ہدایت نامہ

## عارضی طور پر کسی زمین کو استعمال کرنے کی اجازت

**User Manual** 

## **Temporary Permit To Occupy Parcel**

جنوری 2020 January, 2020





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ا تعريف:

#### سروس کنٹریکٹر ، کار کرایہ پر لینے والی کمپنیوں اور ہوٹلوں کے نمائندوں کو اجازت دیتا ہے کہ وہ مندرجہ ذیل استعمال کے لئے زمین پر قبضہ کرنے کے لئے عارضی اجازت نامہ حاصل کرے۔

- عارضی دفاتر اور میونسپلٹی کے تحت لائسنس یافتہ زیر تعمیر منصوبوں کے لئے سامان کی فراہمی.
  - ۔ عارضی دفاتر اور بنیادی ڈھانچے کے منصوبوں کی فراہمی.
    - عارضی اسٹیشنری کنکریٹ مکسنگ پلانٹس.
      - عارضى سائث اسفالت مكسنك پلانتس.
      - عارضی زمینی نکاسی آب کی جھیلیں.
        - عارضی پارکنگ.
      - ۔ عارضی ہوٹل کے پروگرام کے خیمے.
- ۔ زیر تعمیر منصوبوں سے متعلق کوئی اور غیر منقولہ استعمال (عارضی سیلز آفس ، عارضی مسجد وغیرہ)

## Definition:

The Service Allow Contractor, Car Rental Companies and Hotel Representatives to get a temporary permit to occupy parcel for following usage:

- Temporary site office & storing material for Permitted project from DM.
- Temporary Site office & storing Material for Infrastructure Projects.
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.
- Temporary Car Parking.
- Temporary Hotels event's Tents
- Unclassified usage related to under construction projects like; (Sales Office, Temporary Mosque.. etc.)





#### دبئی میونسپلٹی کے محکمے پلاٹ کے قبضے کے مقصد کے مطابق ہر خدمت میں حصہ لیتے ہیں۔



Dubai Municipality Departments Participating in each service, according to the plot occupation purpose.







#### المستندات المطلوبة لإصدار التصريح الجديد



<mark>\* نوٹ:</mark> عارضی طور پر کنکریٹ بیچنگ پلانٹ کے لئے ، "دبئی بی پی ایس" پر درخواست جمع کروانے سے قبل "بلڈنگ کنٹرول ڈیپارٹمنٹ" سے ابتدائی منظوری حاصل کرنی ہوگی





### تجدید کے لئے مطلوبہ دستاویزات

زمین پر قبضہ کریں (اگر کوئی ہے تو)	ہوٹل کے خیمے	عارضی کار پارکنگ	عارضی اسفالٹ پلانٹ	عارضی کنکریٹ بیچ پلانٹ	زمینی پانی کی نکاسی جھیلیں	عارضی دفاتر اور ذخیرہ کرنے کا سامان (بنیادی ڈھانچے کے منصوبے)	دبئی میونسپلٹی سے زیر تعمیر تعمیراتی منصوبوں کے لئے عارضی دفاتر اور ذخیرہ کرنے کے سامان	قبضے کا مقصد مطلوبہ دستاویزات
$\checkmark$			$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	زمیندار کا کوئی اعتراض ناما
		$\checkmark$						زمین کے لئے لیز کا معاہدہ
~	~		<b>~</b>	<b>~</b>		~		ٹویلپر یا پروجیکٹ کے مالک کا ایک خط جس میں استحصال کی سرگرمی یا مقصد کی وضاحت کی گئی ہے
~	✓	✓	✓	✓		<b>√</b>		درست تجارتی لائسنس کی ایک کاپی
			<b>√</b>	<b>√</b>				ماحولیاتی کوئی اعتراض سرٹیفیکیٹ کی درخواست





#### **Required Documents for New application**



**\* Note:** for temporary concrete batching plant, preliminary approval from "Building Control Department" must obtained before submitting the application on "Dubai BPS"





### **Required Documents for Renewal**

Occupation Purpose Required Documents	Temp. Offices and Storing Materials for permitted Under construction Projects from DM	Temporary Offices and Storing Materials for (Infrastructu re Projects)	Tempor ary Lagoons	Temporary Concrete Batch Plant	Temp. Asphalt Plant	Temp. Car Parking	Temp. Tents (Hotel's Tents)	Occupy Parcel for ( others if any)
Owner NOC	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			$\checkmark$
Tenancy Contract from EJARI						$\checkmark$		
Letter from the Requesting Party to clarify (Type & Purpose/Activity) for Occupancy		<b>~</b>		✓	✓		<b>√</b>	<b>√</b>
Copy of commercial / Industrial license		$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Environnemental No Objection Certificat Application				<b>√</b>	✓			





عارضی اجازت نامے کے لئے زمین پر قبضہ کرنے کے لئے نئی درخواست جمع کروانے کے اقدامات: - عارضی سائٹ <mark>آفس اور ذخیرہ کرنے کا سامان (دبئ</mark>ی میونسپلٹی سے اجازت یافتہ پروجیکٹ). - عارضی سائ<mark>ٹ آفس اور ذخیرہ کرنے کا سامان (انفر</mark>اسٹرکچر پروجیکٹس). - عارض<mark>ي کنکريٹ بيچنگ پلانٹ.</mark> - عارضي سائٹ اسفالٹ مکسنگ پلانٹس. - عارضي زميني نكاسي آب كي جهيلين.



# Steps for submitting **New** application for Temporary Permit to Occupy Parcel for:

- Temporary site office & storing material for (Permitted project from DM)
- Temporary Site office & storing Material for (Infrastructure Projects)
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.





#### Temporary Permit To Occupy Parcel Submission Type (New )

In order to obtain temporary permit to occupy parcel for (Temporary site office & storing material, temporary concrete & asphalt batching plant and temporary lagoons) new submission for first time, follow below steps:

**Contractor** has to Log in to Dubai BPS using user name and password on following link: <u>Dubaibps.dm.gov.ae</u> عارضی طور پر کسی زمین کو استعمال کرنے کی (نئی) درخواست

عارضی اجازت نامہ حاصل کرنے کے لئے (عارضی سائٹ آفس اور مواد ، عارضی ٹھوس اور اسفالٹ بیچنگ پلانٹ اور عارضی آب کی جھیلیں) پہلی بار جمع کروانے کے لئے ، مندرجہ ذیل مراحل پر عمل کریں:

ٹھیکیدار لنک پر صارف نام اور پاس ورڈ درج کرکے دبئی بلڈنگ پرمٹ سسٹم میں داخل ہوتا ہے: Dubaibps.dm.gov.ae



Create a new project on system using (New Project) link on the next page.

اگلے صفحے پر (نیا پروجیکٹ) لنک پر کلک کرکے سسٹم پر ایک نیا پروجیکٹ بنائیں۔







On the next page, fill all required data and enter the occupied parcel ID in (Parcel ID) text box , then agree the terms at bottom of application page then, save the data using (Save) button.

اگلے صفحے پر ، تمام مطلوبہ ڈیٹا کو پُر کریں اور مقبوضہ پارسل ID(<mark>پارسل ID)</mark>ٹیکسٹ باکس میں داخل کریں ، پھر درخواست کے صفحے کے نیچے دیئے گئے شرائط سے اتفاق کریں ، پھر (محفوظ کریں) بٹن کا استعمال کرکے ڈیٹا کو محفوظ کریں۔

-				
Project Information				
		_		
Project Description *				
Hotel or Owner Representative Contact Detail	s	-		
Representative Contact Name*		_	Phone No.*	
Email Id*			Fax No.*	
Mobile No*	Select 🔻		License No*	1000
Contractor Contact Details				
Contractor Name		Select	:	
Owner Contact Details				
Owner Password				
Owner Mobile*	Select 🔻		Owner Email*	
Owner Phone No*				
Owner Dubai Id			Owner Emirates Id	
Preferred SMS Language	●English ●Arabic			
Parcel Information				
Parcel ID *	for "Temporary permit to occupy par Occupied parcel id Show Map	cel" purpo	ose, enter the Show Inf	Parcel Dtls
Community Name				
Parcel Status				
Project Related to*	<ul> <li>Dubai Development Authority - DDA</li> <li>Emmar Properties</li> <li>Dubai Investment Park</li> <li>Dubai Industrial City</li> <li>Dubai Land</li> <li>Cultural village - Al Jaddaf (DPG)</li> <li>Mizin</li> <li>Dubai Multi Commodities Centre - D</li> <li>Dubai Maritime City - DMC</li> <li>Dubai Sport City</li> <li>Dubai Properities Group</li> <li>Meras</li> <li>Meras/Jumeira Bay</li> <li>Dubai Police</li> <li>Business Bay- DPG</li> <li>DHA</li> <li>Meydan</li> </ul>	MCC		
I undertake that I 'am appointed by the Parce	el Owner to apply for the project and make	all necess	ary modification, and I tak	e the legal responsibilities for all.
All non-complying works with planning & build be able to be ab	ilding rules and regulations, will be subjecte	d to excep	otions system, charges will	be calculated as per the regulations.
				Rule No. 10 for the year 2006

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Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list. (عمل گروپ) ڈراپ ڈاؤن فہرست میں سے (ر<mark>وڈ سروسز</mark> اور عارضی ورکس کے لئے اجازت نامے) کے اختیار کو منتخب کریں۔

NOC History	
Project Applications	Select Process Group
<ul> <li>* Non-governmental project</li> <li>There are more than one open project or</li> </ul>	Adjustment/Additional/Demolition Permit Apps Miscellaneous Services Regarding Permit Applications Applications For Owners And Decor Companies
Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Special Services & Exceptions
Application Description*	
New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Select V Please fill the space with your project/contract/Ejari Number
Permit No*	

### Select (Temporary Permit To Occupy Parcel) option from (Application Type) drop down list.

(درخواست کی قسم) ڈراپ ڈاؤن فہرست میں سے (زمین پر قبضہ کرنے کے لئے عارضی اجازت نامہ) کا انتخاب کریں۔

Process Group*	Select Application Type
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Pavement/Landscape Permit Temporary Tents Permit
New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Select 🔽 Please fill the space with your project/contract/Ejari Number
Permit No*	
Occupy Parcel Purpose*	Select occupation purpose
De Veu heur Owner Appreur?	





For occupying a parcel for under construction project having a building permit from Dubai Municipality, select (DM) from (Permit Issued By) drop down list and enter permit No. then click on "Verify" link to validate the permit No. and entering the project Parcel ID automatically. اگر زمین بلدیہ کے ذریعہ لائسنس یافتہ زیر تعمیر منصوبے کے لئے استعمال ہورہی ہے تو ، اختیارات کی فہرست میں سے (ڈی ایم) کا انتخاب کریں (لائسنس پہلے جاری کیا گیا ہے) اور پھر لائسنس نمبر درج کریں اور (تصدیق شدہ) لنک پر کلک کریں ، لائسنس نمبر کی توثیق کرنے کے لئے اور پروجیکٹ کا زمین نمبر خود بخود درج کریں۔

	New Project Description*	
	Current Project Description	CR 4030 - Temporary Concrete Batch Plant
	Submission Type *	Select Others
	Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
	DM Permit No*	RTA DEWA
	Occupy Parcel Purpose*	Select occupation purpose
	Do You have Owner Approval?	○ Yes <sup>®</sup> No
Submi	ission Type *	New
Permi	t Issued By*	DM III the space with your project/contract/Ejari Number
DM Pe	ermit No*	123456-1-1 Verify
Occup	y Parcel Purpose*	Temporary Offices and Storing Materials fo 🗸
Co ord	linates*	Click here to enter coordinates
Projec	t Owner*	Roads and Transport authority (RTA)
Expec	ted Project Completion Date*	01/02/2020
Do Yo	u have Owner Approval?	● Yes ○ No

## For Infrastructure projects, select the owner of the project from options of (Permit Issued By) drop down list or select (other) to enter it manually.

انفراسٹرکچر پروجیکٹس کے لئے ، (اجازت نامہ جاری کردہ) ٹراپ ڈاؤن لسٹ کے اختیارات میں سے پروجیکٹ کے مالک کو منتخب کریں یا اس میں دستی طور پر داخل ہونے کے لئے (دوسرا) منتخب کریں۔

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	Select V Others
Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
DM Permit No*	DEWA
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	⊖ Yes

http://tdc	bpcs02:8885/BPCSWeb/gen/permitApp.jsp?ap	pid=null&caseid=432829&coprmode	e=addnew&AppType=34&Ap	ppDesc=&extensionResor	n=82pF 🔎 👻 🙆 Duba	i Municipality Portal 🗙 📑		
Edit View Favi BPCS 1 @ BPCS	orites Tools Help 2 避 Erad 🌛 Amakin 🚟 BCS 1 🚟 BCS 2	2 🌛 BPSHome 🌛 DM_Home Pag	ف بلدية 🧃 eSuggest	, - مقاول 🧃 دخول - موظ	🔉 مستخدم خارجی 🧃 دخول	🔉 Knowledge Hub 🚸 Knowlage Gate 🗿 FileNet 🔾 GRP	🧃 Twasul 🔎 ARIS 🧃	CCQP 🗿 CRM 📵 DM anywhere 🔝 Enaya 👂 Sanad
Ot	her applications	App. Follow Up	Workin	g Area	Charges	More Information		
	New Project Descriptio	on*						
	Current Project Descrip	ption	CR 4030 - Tem	porary Concre	ete Batch Plant			
	Submission Type *		Select	$\checkmark$				
	Permit Issued By*		Others Plea	ase fill the spa	ce with your pr	oject/contract/Ejari Number		
	Permit No*							
	Occupy Parcel Purpose	*	DEWA patio	on purpose	~			
	Do You have Owner Ap	oproval?	⊖ Yes <sup>®</sup> No					





Select occupation purpose from (Occupy Parcel Purpose ) drop down list.

منتخب	مقصد	کا	استعمال	کے	زمين	سے	مينو	، کے	اختيارات
			جم).	کی و	ورنے ا	همال ا	ر است	مین کو	کریں ( <mark>ز</mark>

	New Project Description*			
	Current Project Description	CR 4030 - Temporary Concrete Batch Plant		
	Submission Type *	New		
	Permit Issued By*	Others V Please fill the space with your project/contract/Ejari	Number	
	Permit No*			
	Occupy Parcel Purpose*	Select occupation purpose		
	Do You have Owner Approval?	Temporary Offices and Storing Materials for (Infrastructure Projects)		
	Contr. Name	Temporary Offices and Storing Materials for (DM Permitted Projects)		
	I undertake to abide by all regulations and	Temporary Asphalt/Wet-Mix Plant	ollowing regulations.	
	Regulations	Temporary Lagoon		
1	Fill the information in the following order : S	itep 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Submit Appli	save Application
	There is an opened (Occupy Parcel Permit) a	pplication in this project, you can't submit a new one of the same	type unless the first applic	ation is approved or cancelled Click here to view details

Fill remaining required data like (Application Description, expected project completion date.. etc.) and agree the undertaking, then save the entered data by clicking (Save Application ) button.

باقی مطلوبہ معلومات جیسے (درخواست کی تفصیل ، متوقع پروجیکٹ کی تکمیل کی تاریخ .. وغیرہ) کو پُر کریں اور اس معاہدے پر اتفاق کریں ، پھر داخل کردہ معلومات کو (ایپلی کیشن کو محفوظ کریں) بٹن پر کلک کرکے محفوظ کریں.

Process Group*	Permissions For Road Services And Temporary Works	
Application Type *	Temporary permit to Occupy parcel Working Procedure	
Application Description*	Occupy Adjacent plot	
Submission Type *	New	
Permit Issued By*	RTA V Please fill the space with your project/contract/Ejari Number	
Permit No*	RTA/0001	
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo	
Co ordinates*	Click here to enter coordinates	
Project Owner*	Roads and Transport authority (RTA)	
Expected Project Completion Date*	01/02/2020	
Do You have Owner Approval?	● Yes ○ No	
Contr. Name		
I undertake to abide by all regulations and red	uirements related to the building type and usage as per the following regulations.	
Regulations	•	Secondary & Sub Contractors
		Click Here To View Application Summ
	Check if you have any modifications in the following items:	
ll the information in the following order : Step :	1: Building Card , Step 2 : Services , Step 3 : Attachments:	
II the information in the following order : Step :	1: Building Card , Step 2 : Services , Step 3 : Attachments:	Save
II the information in the following order : Step :	1: Building Card , Step 2 : Services , Step 3 : Attachments:	Save





After saving data using (Save Application) link, the (Attachments) button will appear, click on it to add the required documents which is depend on the application type.

لنک کا استعمال کرتے ہونے ڈیٹا کو محفوظ (ایپلیکیشن محفوظ کریں) کرنے کے بعد ، (منسلکات) بٹن نمودار ہوگا ، اس میں کلک کرکے مطلوبہ دستاویزات شامل کریں جو درخواست کی قسم پر منحصر ہے۔

There are more than one open project on the parce	el. To check these projects click Here		
Process Group*	Permissions For Road Services And Temporary Works 🗸		
Application Type *	Temporary permit to Occupy parcel Working Procedure		
Application Description*	Occupy Adjacent plot		
Submission Type *	New		
Permit Issued By*	RTA V Please fill the space with your project/contract/Ejari Number		
Permit No*	RTA/0001		
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo		
Co ordinates*	Click here to enter coordinates		
Project Owner*	Roads and Transport authority (RTA)		
Expected Project Completion Date*	01/02/2020		
Do You have Owner Approval?	● Yes ○ No		
Contr. Name			
I I undertake to abide by all regulations and require	ments related to the building type and usage as per the following regulations.		
Regulations			
		Seco	ndary & Sub Contractors
		Click	Here To View Application Summa
	Check if you have any modifications in the following items:		
ill the information in the following order : Step 1: Bu	ilding Card , Step 2 : Services , Step 3 : Attachments:		
			Save
	Attachments		

Add the required attachments and go back to application page using (Permit Application) button which is located at the bottom of page. مطلوبہ اٹیچمنٹ کو شامل کریں اور (اجازت نامہ) بٹن کا استعمال کرکے ایپلیکیٹن پیج پر واپس جانیں جو صفحے کے نچلے حصے میں واقع ہے۔

	Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documen
				1. Permit	Documents				
<b></b>	Affection Plan which shows the Occupancy Location*			Check	Select Type 🗸			Attachment	
	Copy of Commercial/Industrial License*			Check	Select Type 🗸			Attachment	
<b></b>	Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type 🗸			Attachment	
<b></b>	No Objection Letter from the Parcel Owner*			Check	Select Type 🗸			Attachment	
				2. Dr	awings				
			D	ocuments Scale	Size Select Type 🗸				
<b>(</b> )	Architectural			Check	Select Type 🗸	Select Type 🗸		Attachment	
'n	Structural			Check	Select Type 🗸	Select Type 🗸		Attachment	
2	Survey/Mapping			Check	Select Type 🗸	Select Type 🗸		Attachment	
l agree	that the selected paper scalesize is correct	and the drawings a	re uploaded as pe	er the selected p	aper scalesize .				
				Save					
			یے						





Review the all entered data to make sure it's correct and then click on (Submit application) to submit the request to DM.

یہ یقینی بنانے کے لئے درج کردہ تمام اعداد و شمار کا
جائزہ لیں کہ یہ درست ہے اور پھر بلدیہ دبئی کو
درخواست جمع کروانے کے لئے ( <mark>درخواست جمع کروائیں</mark> )
یر کلک کریں

IENT OF DUBAI							لتراخيص البناء Dubai I
ome Aboi	ut Dubai BPS				🔒 Company Name	e:	🗘 Logout
s part or t	Other applications	App. Follow Up	Working Area	Charges	More Information		
Pern	nit Application						
Project >	>> Application >> Versions >> P	ermit Application					
Applica	ation. No.	d 432819 - d 1 - d1			Project Desc.		
Cons. I	Name						
Parcel	ID	3473939			Application creation date	2019-12-09	
Applica	ant	Contractor					
Status	;	NEW			Acceptance Date		
NOC His	story						
Project	Applications						
* Non-g	governmental project						
There	e are more than one open proje	ct on the parcel. To cheo	k these projects click Here				
Proces	ss Group*	Per	missions For Road Services Ar	nd Temporary Wo	rks 🗸		
Applica	ation Type *	Ter	nporary permit to Occupy	parcel Working	g Procedure		
Applica	ation Description*	Occ	upy Adjacent plot				
Submi	ission Type *	N	ew 🗸				
Permit	t Issued By*	R	A V Please fill the space	e with your pro	ject/contract/Ejari Number		
Permit	t No*	R	A/0001				
Occup	y Parcel Purpose*	 Tr	mporary Offices and Storing N	Materials fo 🗸			
Co ord	linates*	Clic	k here to enter coordinate	s			
Project	t Owner*	R	ads and Transport authority (	(RTA)	~		
Expect	ted Project Completion Date*	10	/02/2020				
Do You	u have Owner Approval?		res O No				
Contr	Name						
✓ I und	dertake to abide by all regulation	ns and requirements rela	ted to the building type an	nd usage as per	the following regulations.		
Regula	ations		0 51	0 .	0 0		
						Secondary & Sub C	ontractors
						Click Here To View	Application Summary
Cill +h = 1	information in the following and	or - Stop 1. Puildin - C	Check if you hav	ve any modificati	ons in the following items:		
riii the i	information in the following ord	er : Step 1: Building Car	a, otep z : services, Step 3	Attachments			
				Ø			Save
				tachments			
				cacilments	_	<u> </u>	_
						Submit Application Save Applie	cation Delete
						v — —	
View A	Il Notes & Conditions						
C	- Dubai DDC Carlanan						







### عارضی اجازت نامے کے لئے زمین پر قبضہ کرنے کے لئے <mark>نئی</mark> درخواست جمع کروانے کے اقدامات:

- عارضی کار پارکنگ.
- عارضی ہوٹل ک<mark>ے پروگرام کے خیمے.</mark>
- غیر مرت<mark>ب شدہ استعمال جیسے؛ (سیلز آفس ، عارض</mark>ی مسجد ، عارضی لیبر کیمپ .. وغیرہ)



# Steps for submitting **New** application for Temporary Permit to Occupy Parcel for:

- Temporary Car Parking.
- Temporary Hotels event's Tents
- Unclassified usage like; (Sales Office, Temporary Mosque, Temporary Labor Camp .. etc.)





In order to occupy a parcel for (Temporary Car Parking, Temporary Tent or any unclassified usage related to projects), new submission for the first time, follow below steps:

Applicant has to Log in to Dubai BPS using username and password on following link: <u>Dubaibps.dm.gov.ae</u> (عارضی کار پارکنگ ، عارضی خیمہ یا منصوبوں سے متعلق کوئی غیر طبقاتی استعمال) کے پر قبضہ کرنے کے لئے ، پہلی بار ایک نئی درخواست آپ کو درج ذیل مراحل پر عمل کرنا ہوگا:

درخواست دہندہ کو درج ذیل لنک پر صارف نام اور پاس ورڈ کا استعمال کرتے ہوئے دبئی بلڈنگ پرمٹ سسٹم میں لاگ ان کرنا ہوگا: Dubaibps.dm.gov.ae



## Create a new project using (New Project) link on next page.

اگلے صفحے پر (نیا پروجیکٹ) لنک پر کلک کرکے سسٹم پر ایک نیا پروجیکٹ بنائیں.

Buil	ding Permit Home Pag	ge
New Project	My Project	My Notifications
Send General Message	Other Applications	Charges
Pay Online		





On the next page, fill all required data and enter the occupied parcel ID in (Parcel ID) text box, then agree the terms at bottom of application page and then, save the data using (Save) button.

اگلے صفحے پر ، تمام مطلوبہ ڈیٹا کو پُر کریں اور مقبوضہ پارسل ID(<mark>پارسل I</mark>D)ٹیکسٹ باکس میں داخل کریں ، پھر درخواست کے صفحے کے نیچے دیئے گئے شرائط سے اتفاق کریں ، پھر (محفوظ کریں) بٹن کا استعمال کرکے ڈیٹا کو محفوظ کریں۔

OF DUBAI					_				Duba
e Abou	it Dubai BPS				占 Com	pany Name: Mohan	ad User: Hotel or C	Owner Representative	C Lo
	Other applications	App. Follow Up	Working Area	Charges	More Inform	nation			
"part of	the drawings" submitted	for building permits							
Proie	ect Information								
i i ojc									
Project	Description *								
Hotel or	Owner Representative Contact	Details							
Represe	entative Contact Name*				F	hone No.*			
Email lo	<b>*</b>				F	ax No.*			
Mobile	No*	S	elect 🗸		l	icense No*	1000		
Contracto	or Contact Details								
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Owner Co	ontact Details								
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Parcel Inf	formation		/						1
				4					J
Parcel I	D *	"" 	emporary permitto occ	cupy parcer purpo	ise, enter the Occu	pied parcer Snow	nito ParcerDus		
			Show Map Emmar Properties						
		0	Dubai Investment Park						
		0	Dubai Industrial City						
		0	Dubai Land						
		0	Cultural village - Al Jad Mizin	idat (DPG)					
Project	Related to*	0	Dubai Multi Commoditi	ies Centre – DMC(	C				
		0	Dubai Maritime City - [	DMC					
		0	Dubai Sport City						
		0	Dubai Properities Grou	ip					
		0	Meras						
		0	Meras/Jumeira Bay						
		0	Dubai Police						
		0	Business Bay- DPG						
		0	Mevdan						
	ertake that I 'am appointed by th	he Parcel Owner to apply	for the project and mak	e all necessarv mo	dification, and I tal	e the legal responsib	lities for all.	7	
	on-complying works with plannin	ig & building rules and re	gulations, will be subject	ted to exceptions s	system, charges wi	I be calculated as per	the regulations.		
							•		
								Rule No. 10 for the	e year 200
									·





Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list. منتخب کریں(روڈ سروسز اور عارضی ورکس کے لئے اجازت نامے) ڈراپ ڈاؤن فہرست میں سے(عمل گروپ) کو منتخب کریں

🗲 🕘 🏉 http:/	/ <b>tdclbpcs02</b> :8885/BPCSWeb/gen/permitApp.jsp?caseid=43283	5	۵ - ۵	🍯 Dubai Municipality Portal × 🚺		- ∎ × ☆☆©
File Edit View	Favorites Tools Help BPCS2 🗃 Erad 🌛 Amakin 🔐 BCS1 🔐 BCS2 🌛 BPSH	lome 🌛 DM_Home Page 🧃 eSuggest 🧃	م خارجي 🧃 دخول - مقاول 🗿 دخول - موظف بلدية 🛙	🛛 🖓 Knowledge Hub 🚸 Knowlage Gate 🗿 FileNet	) GRP 🗿 Twasul 🔎 ARIS 🗿 CCQP 🗿 CRM 🎒 DM anywhere 🔝 Enaya 👂 Sanad	30
	Other applications	App. Follow Up	Working Area Charge	s More Information		
	Application. No.	0 432833 - 0 1 - 01		Project Dest.	test	
	Cons. Name	2450907		Application greation data	0/12/2010	
	Parcel ID	3450897		Application creation date	9/12/2019	
	Applicant	Hotel or Owner Representa	tive			
	Status	NEW		Acceptance Date		
	View Exceptions					
	NOC History					
	Project Applications					
	* Non-governmental project					
	There are more than one open project	ct on the parcel. To check the	se projects click Here			
	Process Group*	Select Process Group				
	Application Type *	Permissions For Road Services Ar	nd Temporary Works			
	Application Description*					
	Contr. Name					
	I undertake to abide by all regulation	ns and requirements related t	o the building type and usage as p	er the following regulations.		
	Regulations					
	Fill the information in the following orde	er : Step 1: Building Card , Ste	ep 2 : Services , Step 3 : Attachmer	its:		
	0	, ,				
					Submit Application Save Application	

#### Select (Temporary Permit To Occupy Parcel) option from (Application Type) drop down list.

انتخاب کریں (زمین کے عارضی استعمالکے لئے اجازت نامہ) ڈراپ ڈاؤن فہرست میں سے(درخواست کی قسم) کا انتخاب کریں۔

Application. No.	d 432835 - d 1 - d1	Project Desc.	test
Cons. Name			
Parcel ID	3450897	Application creation date	9/12/2019
Applicant	Hotel or Owner Representative		
Status	NEW	Acceptance Date	
View Exceptions			
View FIC			
NOC History			
Project Applications			
<ul> <li>T1</li> </ul>	and the state of a second		
There are more than one ope Process Group*	n project on the parcel. To check these projects click F	Here	
<ul> <li>There are more than one ope</li> <li>Process Group*</li> <li>Application Type *</li> </ul>	n project on the parcel. To check these projects click   Select Application Type Temporary permit to Occupy parcel	Here	
<ul> <li>There are more than one ope</li> <li>Process Group*</li> <li>Application Type *</li> <li>Application Description*</li> </ul>	n project on the parcel. To check these projects click F Select Application Type Temporary permit to Occupy parce	Here  porary Works Working Procedure	
There are more than one ope Process Group* Application Type * Application Description* Submission Type *	n project on the parcel. To check these projects click I Select Application Type Temporary permit to Occupy parce	Here porary Works Working Procedure	
There are more than one ope Process Group* Application Type * Application Description* Submission Type * Permit Issued By*	n project on the parcel. To check these projects click I Select Application Type Temporary permit to Occupy parcel	Here  porary Works Working Procedure with your project/contract/Ejari Number	
There are more than one ope Process Group* Application Type * Application Description* Submission Type * Permit Issued By* Permit No*	n project on the parcel. To check these projects click I Select Application Type Temporary permit to Occupy parce New Select V Please fill the space	Here Working Procedure with your project/contract/Ejari Number	
There are more than one ope Process Group* Application Type * Application Description* Submission Type * Permit Issued By* Permit No* Occupy Parcel Purpose*	n project on the parcel. To check these projects click I Select Application Type Temporary permit to Occupy parce New Select V Please fill the space Select occupation purpose	Here	





If the occupation of the land is related to project belongs to a another authority or based on a rental contract, choose the owner from a (Permit Issued By)drop down list, or select (Other) to enter the owner's name manually and then enter the project number, contract No. or Ejari No. (Permit No). اگر اس زمین کا قبضہ کسی منصوبے سے متعلق ہو یا کسی کرائے کے معاہدے پر مبنی ہو تو ، (اجازت نامہ جاری کردہ) ٹراپ ڈاؤن لسٹ میں سے مالک کا انتخاب کریں ، یا مالک کا نام دستی طور پر داخل کرنے کے لئے (دوسرا) منتخب کریں اور پھر درج کریں پروجیکٹ نمبر ، کنٹریکٹ نمبر یا ایجاری نمبر (اجازت نامہ).

Status NEW Acceptance Date     View Exceptions   View FIC NOC History Project Applications * Non-governmental project O There are more than one open project on the parcet. To check these projects click Here Process Group* Permissions For Road Services And Temporary Works Application Type* Permit to Occupy parcel Working Procedure Application Description* Submission Type* Permit to Mere Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please fill the space with your project/contract/Ejari Number Permit No* Othere of Please	Applicant	Hotel or Owner Representative		
View Exceptions         View FIC         NOC History         Project constructions         *Non-governmental project         • There are more than one open project on the parcel. To check these projects click Here         Process Group*       Permissions For Road Services And Temporary Works         Application Type *       Temporary permit to Occupy parcel       Working Procedure         Application Description*       Temperary permit to Occupy parcel       Working Procedure         Application Description*       Temperary permit to Occupy parcel       Working Procedure         Application Description*       Temperary permit to Occupy parcel       Working Procedure         Permit Issued By*       Others       Please fill the space with your project/contract/Ejari Number         Permit No*       02109000000       Select occupation purpose         Out have Owner Approval?       Yes ® No         Contr. Name       In undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.         Regulations       Regulations	Status	NEW	Acceptance Date	
View FIC         NOC History         Project Applications         *Non-governmental project         • There are more than one open project on the parcel. To check these projects dick Here         Process Group*       Permissions For Road Services And Temporary Works         Application Type *       Temporary permit to Occupy parcel Working Procedure         Application Description*       Temporary permit to Occupy parcel Working Procedure         Permit Issued By*       Permit Susued By*         Permit Susued By*       Others Please fill the space with your project/contract/Ejari Number         Permit No*       Options         Occupy Parcel Purpose*       Select occupation purpose         O You have Owner Approval?       Yes ® No         Contr. Name       Inductate to abide by all regulations and regultements related to the building type and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Studieg Card, Step 2: Services, Step 3: Attachments:	View Exceptions			
NOC History   Project Applications   * Non-governmental project • Nerre are more than one open project on the parcel. To check these projects click Here   Process Group*   Permissions For Road Services And Temporary Works*   Application Type *   Permissions Tor Road Services And Temporary Works*   Application Description*   Imp. Rential Car Parking   Submission Type *   New   Permit Issued By*   Others*   Please fill the space with your project/contract/Ejari Number   Permit No*   012019000000   Occupy Parcel Purpose*   Select occupation purpose   0 Yes * No   Contr. Name   Fill the information in the following order : step 1: Building Card, Step 2: Services, Step 3: Attachments:	View FIC			
Project Applications   * Non-governmental project • There are more than one open project on the parcel. To check these projects click Here   Process Group*   Permissions For Road Services And Temporary Work   Application Type *   Permit to Occupy parcel   Working Procedure   Application Description*   Temp. Rental Car Parking   Submission Type *   New   Permit Issued By*   Permit Na*   Others   Places Fill the space with your project/contract/Ejari Number   Permit Na*   Otype areal   Select occupation purpose   In undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.   Regulations   FII the information in the following order : Step 1: Building Card , Step 2: Services , Step 3: Attachments:	NOC History			
* Non-governmental project             • There are more than one open project on the parcel. To check these projects click Here            Process Group*             Paplication Type *             Application Type *             Application Description*             Submission Type *             Permit Issued By*             Others Please fill the space with your project/contract/Ejari Number             Permit No*             Others Please fill the space with your project/contract/Ejari Number             Permit No*             Otype Parcel Purpose*             Select occupation purpose             Otype and usage as per the following regulations.             Regulations    Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Project Applications			
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Process Group*       Permissions For Road Services And Temporary Work v         Application Type *       Temporary permit to Occupy parcel v         Application Description*       Temp. Rental Car Parking         Submission Type *       New v         Permit Issued By*       Others v         Permit No*       112019000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes © No         Contr. Name	There are more than one open project	t on the parcel. To check these projects click Here		
Application Type *       Temporary permit to Occupy parcel Working Procedure         Application Description*       Temp. Rental Car Parking         Submission Type *       New         Permit Issued By*       Others Please fill the space with your project/contract/Ejari Number         Permit No*       012019000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes ® No         Contr. Name       I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Building Card, Step 2 : Services, Step 3 : Attachments:	Process Group*	Permissions For Road Services And Temporary W	lorks 🗸	
Application Description*       Temp. Rental Car Parking         Submission Type *       New         Permit Issued By*       Others Please fill the space with your project/contract/Ejai Number         Permit No*       0120130000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes ® No         Contr. Name       Others with your project and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Building Card, Step 2 : Services, Step 3 : Attachments:	Application Type *	Temporary permit to Occupy parcel V Workin	ng Procedure	
Submission Type *       New         Permit Issued By*       Others Please fill the space with your project/contract/Ejari Number         Permit No*       012019000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes ® No         Contr. Name       I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Application Description*	Temp. Rental Car Parking		
Permit Issued By*       Other Please fill the space with your project/contract/Ejari Number         Permit No*       012019000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes ® No         Contr. Name	Submission Type *	New		
Permit No*       012019000000         Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes  No         Contr. Name       I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Permit Issued By*	Others V Please fill the space with your pr	oject/contract/Ejari Number	
Occupy Parcel Purpose*       Select occupation purpose         Do You have Owner Approval?       Yes No         Contr. Name       I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.         Regulations       Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Permit No*	012019000000		
Do You have Owner Approval? O Yes No Contr. Name I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations. Regulations Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Occupy Parcel Purpose*	Select occupation purpose		
Contr. Name  I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations. Regulations Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Do You have Owner Approval?	⊖ Yes ● No		
I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations. Regulations Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments: Submit Application	Contr. Name			
Regulations Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments: Submit Application	I undertake to abide by all regulations	s and requirements related to the building type and usage	as per the following regulations.	
Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	Regulations			
Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:				
	Fill the information in the following orde	r. Stop 1. Building Card. Stop 2. Samiros. Stop 2. Attach	amonto	
Submit Application Save Applica	The the information in the following order	1. Step 1. building card, Step 2. Services, Step 5. Attach	interits.	
Submit Application Save Applica				Submit Application Save Application

Select occupation purpose from (Occupy Parcel Purpose) drop down list, and in case of unclassified occupation purpose, select (other) and enter the occupation purpose manually.

اختیارات کی ایک فہرست (زمین کو استعمال کرنے کی وجہ) سے زمین کے استحصال کا مقصد چنیں اور اگر استحصال کا مقصد اختیارات میں شامل نہیں ہے تو ، پھر (دوسرا) منتخب کریں اور پھر زمین کو دستی طور پر استعمال کرنے کی وجہ درج کریں۔

Non-governmental project	a To check these prejects click Here	
Process Group*	Permissions For Road Services And Temporary Works	
Application Type *	Temporary permit to Occupy parcel V Working Procedure	
Application Description*	Temp. Rental Car Parking	
Submission Type *	New	
Permit Issued By*	Others V Please fill the space with your project/contract/Ejari Number	
Permit No*	Select occupation purpose	
Occupy Parcel Purpose*	Occupy Parcel for ( others if any)	
Other Occupy Parcel Reason*	Temporary car parking Temporary Tents (Hotel's Tents)	
Project Owner*	Select Project Owner	
Expected Project Completion Date*		
Do You have Owner Approval?	○ Yes <sup>●</sup> No	
Contr. Name		





Fill remaining required data like (Application Description, expected project completion date .. etc.) and you have to agree the terms, then save the entered data by clicking (Save Application) button.

باقی مطلوبہ ڈیٹا جیسے (درخواست کی تفصیل ، متوقع پروجیکٹ کی تکمیل کی تاریخ .. وغیرہ) کو پُر کریں اور آپ کو شرائط سے اتفاق کرنا پڑے گا ، پھر داخل کردہ ڈیٹا کو (ایپلی کیشن محفوظ کریں) بٹن پر کلک کرکے محفوظ کریں۔

* Non-governmental project	
O There are more than one open project on the parcel. To	r check these projects click Here
Process Group*	Permissions For Road Services And Temporary Works 🗸
Application Type *	Temporary permit to Occupy parcel V Working Procedure
Application Description*	Occupy parcel for Temp. Sales Office
Submission Type *	New 🗸
Permit Issued By*	Others V Please fill the space with your project/contract/Ejari Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for ( others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Project Owner*	Other 🗸
Project Owner Others*	###Real State
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	● Yes ○ No
Contr. Name	
I undertake to abide by all regulations and requirement	s related to the building type and usage as per the following regulations.
Regulations	
Fill the information in the following order : Step 1: Building	ς Card , Step 2 : Services , Step 3 : Attachments:
	Submit Application
	Summer Application

After saving data using (Save Application) link, the (Attachments) button will appear, click on it to add the required documents which is depend on the application type.

لنک کا استعمال کرتے ہوئے ڈیٹا کو محفوظ (ایپلیکیشن محفوظ کریں)کرنے کے بعد ، (منسلکات) بٹن نمودار ہوگا ، اس میں کلک کرکے مطلوبہ دستاویزات شامل کریں جو درخواست کی قسم پر منحصر ہے۔

Submission Type *	New	
Permit Issued By*	Others V Please fill the space with your project/contract/Ejari Number	
Permit No*	121000210	
Occupy Parcel Purpose*	Occupy Parcel for ( others if any)	
Other Occupy Parcel Reason*	Temp. Sales Office	
Co ordinates*	Click here to enter coordinates	
Project Owner*	Other	
Project Owner Others*	###Real State	
Expected Project Completion Date*	01/05/2020	
Do You have Owner Approval?	● Yes ○ No	
Contr. Name		
I undertake to abide by all regulations and red	uirements related to the building type and usage as per the following regulations.	
Regulations		
		Secondary & Sub Contractors
		Click Here To View Application Summary
	Check if you have any modifications in the following items:	
II the information in the following order : Step :	:: Building Card , Step 2 : Services , Step 3 : Attachments:	
		Save
	Attachments	
		Submit Application Save Application Delete
Marca All Marca A. Constitutions		
View All Notes & Conditions		





Add the required attachments and go back to application page using (Permit Application) button which is located at the bottom of page. مطلوبہ اٹیچمنٹ کو شامل کریں اور <mark>(اجازت نامہ</mark>) بٹن کا استعمال کرکے ایپلیکیشن پیج پر واپس جائیں جو صفحے کے نچلے حصے میں واقع ہے۔

	Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documents				
	1. Permit Documents												
	Affection Plan which shows the Occupancy Location*			Check	Select Type 🗸			Attachment					
	Copy of Commercial/Industrial License*			Check	Select Type 🗸			Attachment					
	Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type 🗸			Attachment					
<b>E</b> 1	No Objection Letter from the Parcel Owner*			Check	Select Type 🗸			Attachment					
	2. Drawings												
			C	ocuments Sca	le Size Select Type 🗸								
<b>E</b> 1	Architectural			Check	Select Type 🗸	Select Type 🗸		Attachment					
	Structural			Check	Select Type 🗸	Select Type 🗸		Attachment					
	Survey/Mapping			Check	Select Type 🗸	Select Type 🗸		Attachment					
🗌 l ag	ree that the selected paper scalesize is correc	t and the drawings a	re uploaded as p	er the selected	paper scalesize .								
	Save												

## Review the all entered data to make sure it's correct and then click on (Submit application) to submit the request to DM.

یہ یقینی بنانے کے لئے آخری بار ڈیٹا کو چیک کریں کہ وہ درست ہے ، اور پھر بلدیہ کو درخواست جمع کروانے کے لئے (<mark>درخواست جمع کروانیں)</mark> کے بٹن کو دہانیں۔

Permit Issued By*	Other All Direct fill the energy with some provide the forest of (First Number)
	otners  Please hill the space with your project/contract/Ejan Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for (others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Co ordinates*	Click here to enter coordinates
Project Owner*	Other 🗸
Project Owner Others*	# # # # # Real State X
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	● Yes ○ No
Contr. Name	
$\checkmark$ I undertake to abide by all regulations and require	ements related to the building type and usage as per the following regulations.
Regulations	
	Secondary & Sub Contractors
	Click Here To View Application Summary
Fill the information in the following order : Step 1: Bi	uilding Card , Step 2 : Services , Step 3 : Attachments:
	Save
	Attachments
	Save Application Delete







عارضی طور پر زمین کو استعمال کرنے کے لئے اجازت نامہ کی تجدید / ترمیم کے لئے درخواست جمع کروانے ک<mark>ے اقدامات:</mark> - عارضی سائٹ آفس او<mark>ر ذخیرہ کرنے کا سامان (دبئی میو</mark>نسیلٹی سے اجازت یافتہ پروجیکٹ کے لئے) - عارضی سائٹ آ<mark>فس اور اسٹوریج میٹریل(انفراسٹرک</mark>چر پروجیکٹس) کیلئے - عارضی کنکری<mark>ٹ بیچنگ پلانٹ۔</mark> - عارضي <mark>سائٹ اسفالٹ مکسنگ پلانٹس۔</mark> - عارضي زميني نكاسي آب كي جهيليں-- عارضي ياركنگ۔

- عارضی ہوٹل کے پروگرام کے خیمے۔
- غیر مرتب شدہ استعمال جیسے؛ (سیلز آفس ، عارضی مسجد ، عارضی لیبر کیمپ .. وغیرہ)



# Steps for submitting **Renew / Modification** application for Temporary Permit to Occupy Parcel for:

- Temporary site office & storing material for (Permitted project from DM)
- Temporary Site office & storing Material for (Infrastructure Projects)
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.
- Temporary Car Parking.
- Temporary Hotels event's Tents.
- Unclassified usage like; (Sales Office, Temporary Mosque, Temporary Labor Camp .. etc.)





#### Temporary Permit To Occupy Parcel (Renewal / Modification)

To (renew) or (modified) a temporary permit to occupy parcel for (Temporary site office & storing material, temporary concrete & asphalt batching plant, temporary lagoons, temporary car parking, temporary tents .. etc.) follow below steps:

Applicant of the previous application has to Log in to Dubai BPS using username and password on following link: <u>Dubaibps.dm.gov.ae</u>

#### زمین پر قبضہ کرنے کے لئے عارضی اجازت نامہ (تجدید / ترمیم)

(عارضی سائٹ آفس اور اسٹوریج میٹریل ، عارضی کنکریٹ اور اسفالٹ بیچنگ پلانٹ ، عارضی زمینی نکاسی آب کی جھیلیں، عارضی کار پارکنگ ، عارضی خیمے .. وغیرہ) کے لئے زمین پر قبضہ کرنے کے لئے (تجدید) یا (ترمیم شدہ) عارضی اجازت کے لئے مندرجہ ذیل مراحل پر عمل کریں:

درخواست دہندہ کو درج ذیل لنک پر صارف نام اور پاس ورڈ کا استعمال کرتے ہوئے دبئی بلڈنگ پرمٹ سسٹم میں لاگ ان کرنا ہوگا: Dubaibps.dm.gov.ae



Enter to the link (My Project) on the next page.

اگلے صفحے پر لنک (<mark>میرا پروجیکٹ</mark>) پر داخل کریں۔







Find the permit to renew or modified using search criteria or go to the page bottom and find the project within the list of all previously submitted application. تلاش کے معیارات کا استعمال کرتے ہوئے تجدید یا ترمیم کرنے کا اجازت نامہ ڈھونڈیں یا صفحہ کے نیچے جائیں اور پروجیکٹ کو پہلے جمع کروائی گئی تمام درخواستوں کی فہرست میں تلاش کریں۔

Land Department - Parcel Pricing Reports & Enquiries Advanced Search Project Closing Statistical Reports	Com Con Gen Inqu App	pletion Certificate Stamping rractor Bank Guarantee eral Appointment iry jintments (1)			ite Visit <b>(0)</b> ision Follow Up	
earch Criteria						New Project
Project No.			App. No			]
Parcel ID			Project Description			
Owner Name			Consultant			(License No)
From Project Date			To Project Date			
From Submission Date			To Submission Date			
From Acceptance Date			To Acceptance Date			
Draft Project	Draft Project		View Projects	Oper	n Projects 🔹	
Contractor	(License No)					
Application Type	Select Application Type	•				
Application Status	Select Application Status	•				
Contractor Selection	Select Contractor Status 🔹					
Attachments Available	Attachments Available					
Projects	BPCS Projects •					
Service Entity (Use CTRL to select multiple)	RTA(Metro)	Clear Selection				

Attachments Av	vailable	Attachments Available							
Projects		BPCS Projects •							
Service Entity (I multiple)	Jse CTRL to select	RTA(Metro) Water Preliminany NOC	÷.(	Clear Selection					
									Search
									Delete Project
Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320750	Hotel tent	1	2630768	10/12/2019	View	No	View App.	
Open	320749	Hotel tent	1	6220137	10/12/2019	View	No	View App.	
Open	d 432838	Hotel tent	1	6220133	10/12/2019	View	No	View App.	
Open	d 432835	test	1	3450897	28/11/2019	View	No	View App.	
Open	320745	Test_6	1	2840474	28/11/2019	View	No	View App.	
			12	2 3 4 5 6 7 8 9 10 Total( 1108 )	Next				
Us Careers FAQ	Useful Links Sitemap	Website Policies							
© Dubai Municipality 20 s maintained by Dubai M fersion nc: v 1.0   Last Me	18, All Rights Reserved unicipality odification: 28 January 2018		R24 80	0900	C24 Supp	ort	کی Suggesti	ion	Complain





#### کلک کریں(<mark>دیکھیں اپلی کیشن</mark>) اگلے صفحے پر

Click on (View App) on the next page

multiple)		Water Preliminary NOC	-	Clear Selection					
									Search
									Delete Projec
Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320744	تجديد التصريح الخاص بمكتب المبيعات لمشروع العمر	2	3120226	28/11/2019	View	No	View App.	
Open	320740	تعديل مساحة المواقف واضافة مدخل ومخرج	3	3550410	25/11/2019	View	No	View App.	
Open	320737	CR 4030 - Occupy Parcel for others if any	3	3473939	20/11/2019	View	No	View App.	
Open	320741	مواقف سيارات	1	3120891	18/11/2019	View	No	View App.	
Open	320734	Temp Occupy_Temp.Tent_TEST_3	2	4210530	10/11/2019	View	No	View App.	
			Back	1 2 3 4 5 6 7 8 9 1 Total( 1108 )	l0 11 Next				

## Create a new application on the same open project using (New Application) button

#### اوپن پروجیکٹ پر (<mark>نئی ایپلیکیشن</mark>) بٹن کا استعمال کرکے ایک نئی ایپلی کیشن بنائیں

Home	About D	ubai BPS				2	Company Name: M	ohanad User:	Hotel or Owner Repre	sentative	🗘 Logout	ç
		Other applications	App. Follow Up	Working A	rea Charges	More	Information					
	Permit	Applications	5									
	Search For	Application No.			Go	New Applica						
	Project No.	. 3	320737		Project De	esc.	C	R 4030 - Occup	y Parcel for others if any			
	Parcel No.	3	3473939		Consultar	t.						
	Applicati	on. No.	Work Desc.		Application Ty	rpe	Old System?	?	Current Status	Versio	ns	
	1	(	Occupy Parcel for others if a	any	Temporary permit to O	cupy parcel	No		Permit Delivered	3		
					1							

Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list. (عمل گروپ) ڈراپ ڈاؤن فہرست میں سے (روڈ <mark>سروسز</mark> اور عارضی ورکس کے لئے اجازت نامے) کے اختیار کو منتخب کریں۔

NOC History		
Project Applications	Select Process Group	
* Non-governmental project ) There are more than one open project o	Adjustment/Additional/Demolition Permit Apps Miscellaneous Services Regarding Permit Applications Applications For Owners And Decor Companies	
Process Group*	Permissions For Road Services And Temporary Works	
Application Type *	Special Services & Exceptions	edure
Application Description*		
New Project Description*		
Current Project Description	CR 4030 - Temporary Concrete Batch Plant	
Submission Type *	New	
Permit Issued By*	Select V Please fill the space with your project/c	ontract/Ejari Number





#### Select (Temporary Permit To Occupy Parcel) option from (Application Type) drop down list.

#### (درخواست کی قسم) ڈراپ ڈاؤن فہرست میں سے (زمین پر قبضہ کرنے کے لئے عارضی اجازت نامہ) کا انتخاب کریں۔

Process Group*	Select Application Type
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Pavement/Landscape Permit Temporary Tents Permit
New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Select 🔽 Please fill the space with your project/contract/Ejari Number
Permit No*	

### Select the (Renew) or (Modification) from the (Submission type) drop down list.

#### (جمع کروانے کی قسم) ڈراپ ڈاؤن فہرست میں سے (تجدید) یا (ترمیمی) منتخب کریں۔

Process Group*	Permissions For Road Services And Temporary Works •
Application Type *	Temporary permit to Occupy parcel  Working Procedure
Application Description*	
New Project Description*	
Current Project Description	تعديل مساحة المواقف واضافة مدخل ومخرج
Submission Type *	Select submission type •
Permit Issued By*	Select submission type space with your project/contract/Ejari Number
Permit No*	Modification
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	○ Yes <sup>®</sup> No
Contr. Name	
I undertake to abide by all regulations and red	uirements related to the building type and usage as per the following regulations.
Regulations	
Fill the information in the following order : Step	1: Building Card. Step 2: Services. Step 3: Attachments:
Server and the server	
	Submit Application Save Application

### Select the last delivered permit from (Permit to Renew) drop down list.

#### آخری ڈیلیورڈ پرمٹ (<mark>اجازت نامہ تجدید</mark>) ڈراپ ڈاؤن لسٹ سے منتخب کریں۔







After select the permit to renew, some data which related to previous application will filled automatically like; (Occupy Parcel Purpose, Project Owner, Permit No.. etc.), then agree terms and save the data using (Save) button. تجدید کے لئے اجازت نامہ منتخب کرنے کے بعد ، کچھ اعداد و شمار جو سابقہ درخواست سے متعلق ہیں خود بخود اس طرح سے پُر ہوں گے۔ (زمین کا مقصد ، پروجیکٹ کے مالک ، اجازت نامہ .. وغیرہ پر قبضہ کریں) ، پھر شرائط سے اتفاق کریں اور (محفوظ کریں) بٹن کا استعمال کرکے ڈیٹا کو محفوظ کریں۔

Process Group*	Permissions For Road Services And Temporary Works •
Application Type *	Temporary permit to Occupy parcel • Working Procedure
Application Description*	Renewal TEST
New Project Description*	Renewal TEST
Current Project Description	تعديل مساحة المواقف واضافة مدخل ومخرج
Submission Type *	Renewal
Permit to Renew*	320740-3-1 •
Permit Issued By*	Others • Please fill the space with your project/contract/Ejari Number
Permit No*	
Occupy Parcel Purpose*	Temporary car parking
Project Owner*	Dubai Municipality •
Expected Project Completion Date*	30/12/2020
Do You have Owner Approval?	● Yes <sup>©</sup> No
Contr. Name	
I undertake to abide by all regulations and req	uirements related to the building type and usage as per the following regulations.
Regulations	
ll the information in the following order : Step 1	L: Building Card , Step 2 : Services , Step 3 : Attachments:

After saving data using (Save Application) link, the (Attachments) button will appear, click on it to add the required documents which is depend on the application type.

لنک کا استعمال کرتے ہوئے ڈیٹا کو (ایپلیکیشن محفوظ کریں)محفوظ کرنے کےبعد ، (منسلکات) بٹن نمودار ہوگا ، اس میں کلک کرکے مطلوبہ دستاویزات شامل کریں جو درخواست کی قسم پر منحصر ہے۔

Permit No*	RTA/0001
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo
Co ordinates*	Click here to enter coordinates
Project Owner*	Roads and Transport authority (RTA)
Expected Project Completion Date*	01/02/2020
Do You have Owner Approval?	● Yes ○ No
Contr. Name	
🗹 I undertake to abide by all regulations and requirements	related to the building type and usage as per the following regulations.
Regulations	
	Secondary & Sub Contractors
	Click Here To View Application Summary
	Check if you have any modifications in the following items:
Fill the information in the following order : Step 1: Building	Card , Step 2 : Services , Step 3 : Attachments:
	Save Save
	Submit Application         Save Application         Delete





Add the required attachments and go back to application page using (Permit Application) button which is located at the bottom of page. مطلوبہ اٹیچمنٹ کو شامل کریں اور (اجازت نامہ) بٹن کا استعمال کرکے ایپلیکیشن پیج پر واپس جائیں جو صفحے کے نچلے حصے میں واقع ہے۔

	Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documents		
				1. Permit	Documents						
	Affection Plan which shows the Occupancy Location*			Check	Select Type 🗸			Attachment			
	Copy of Commercial/Industrial License*			Check	Select Type 🗸			Attachment			
	Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type 🗸			Attachment			
	No Objection Letter from the Parcel Owner*			Check	Select Type 🗸			Attachment			
2. Drawings											
			C	Ocuments Scale	e Size Select Type 🗸						
	Architectural			Check	Select Type 🗸	Select Type 🗸		Attachment			
	Structural			Check	Select Type 🗸	Select Type 🗸		Attachment			
	Survey/Mapping			Check	Select Type 🗸	Select Type 🗸		Attachment			
l agre	e that the selected paper scalesize is correc	t and the drawings ar	e uploaded as p	er the selected p	oaper scalesize .						
				Save							
			ç								
				Permit Applic	ation						

Review the all entered data to make sure it's correct and then click on (Submit application) to submit the request to DM.

یہ یقینی بنانے کے لئے درج کردہ تمام اعداد و شمار کا جائزہ لیں کہ یہ درست ہے اور پھر دبئی میونسپلٹی میں درخواست جمع کروانے کے لئے (<mark>درخواست جمع کروائیں</mark>) پر کلک کریں

Submission Type *	Renewal
Permit to Renew*	320740-3-1 •
Permit Issued By*	Others   Please fill the space with your project/contract/Ejari Number
Permit No*	1000000123
Occupy Parcel Purpose*	Temporary car parking 🔹
Co ordinates*	Click here to enter coordinates
Project Owner*	Dubai Municipality •
Expected Project Completion Date*	01/12/2020
Number Of Renews	
Do You have Owner Approval?	● Yes ● No
Contr. Name	
I undertake to abide by all regulations and requi	rements related to the building type and usage as per the following regulations.
Regulations	
	Secondary & Sub Contractors
	Check if you have any modifications in the following items:
ill the information in the following order : Step 1: F	Building Card , Step 2 : Services , Step 3 : Attachments:
	Save
	Attachments
	Submit Application Save Application Delete





Review the all entered data to make sure it's correct and then click on (Submit application) to submit the request to DM.

یہ یقینی بنانے کے لئے درج کردہ تمام اعداد و شمار کا جائزہ لیں کہ یہ درست ہے اور پھر دبئی میونسپلٹی میں درخواست جمع کروانے کے لئے (درخواست جمع کروائیں) پر کلک کریں

Submission Type *	New 🗸
Permit Issued By*	Others V Please fill the space with your project/contract/Ejari Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for ( others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Co ordinates*	Click here to enter coordinates
Project Owner*	Other 🗸
Project Owner Others*	# # # # # Real State X
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	● Yes ○ No
Contr. Name	
☑ I undertake to abide by all regulations and requir	rements related to the building type and usage as per the following regulations.
Regulations	
	Secondary & Sub Contractors
	Click Here To View Application Summary
	Check if you have any modifications in the following items:
Fill the information in the following order : Step 1: B	uilding Card , Step 2 : Services , Step 3 : Attachments:
	Save
	Submit Application Save Application Delete





## Creating a (New Version) from a (Returned Application)

Login to the system and locate the (returned) application using search criteria or in list of all submitted project.

(لوٹائی گئی درخواست) سے (نیا ورژن) بنانا

سسٹم میں لاگ ان کریں اور <mark>تلاش کے معیارات</mark> کا استعمال کرتے ہوئے یا تمام پیش کردہ پروجیکٹ کی فہرست میں (<mark>واپس</mark>) درخواست کا پتہ لگائیں۔

Land Department - Parcel Pricing Reports & Enquiries Advanced Search Project Closing Statistical Reports		Completion Certif Contractor Bank ( General Appointn Inquiry Appointments	ficate Stamping Guarantee nent ( 1)		Follow up Service D	Site Visit <b>(0)</b> ecision Follow Up	
earch Criteria 🗸							New Project
Project No.				App. No			]
Parcel ID		N		Project Description			Ĵ
Owner Name				Consultant			(License No)
From Project Date		D		To Project Date			
From Submission Date		D		To Submission Date			
From Acceptance Date		D		To Acceptance Date			
Draft Project	Draft Project			View Projects	0	pen Projects 🔻	
Contractor	(Lic	ense No)					
Application Type	Select Application Type		•				
Application Status	Select Application Status	•					
Contractor Selection	Select Contractor Status 🔻						
Attachments Available	Attachments Available						
Projects	BPCS Projects 🔻						
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water Preliminary NOC	Çle	ar Selection				

									Search
Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display	Old Sys		Delete Projec
Open	320766	طلب ترخيص ملحق على الأرض رقم 2260726	1	2260726	16/12/2019	View	No	View App.	
Open	320739	test	3	8884511	21/11/2019	View	No	View App.	
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	View	No	View App.	
Open	320743	Temporary Offices	2	1130114	18/11/2019	View	No	View App.	
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	View	No	View App.	
		0 _	123	4 5 6 7 8 9 10 Total( 787 )	Next				





Click on (View App) link then version and then click on (New Version) button at the top of the page.

#### پھر ورژن دیکھیں (دی<mark>کھیں ایپ</mark>) لنک پر اور پھر صفحے کے اوپری حصے میں (ن<mark>یا ورژن</mark>) کے بٹن پر کلک کریں۔

									Search
									Delete Proje
roject Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320766	طلب ترخيص ملحق على الأرض رقم 2260726	1	2260726	16/12/2019	View	No	View App.	
Open	320739	test	3	8884511	21/11/2019	View	No	View App.	
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	View	No	View App.	
Open	320743	Temporary Offices	2	1130114	18/11/2019	View	No	View App.	
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	View	No	View App.	



Applicatio	on Versions						
Project >> Applicat	tion >> Version						
Project No.	320718	Project Desc.		Temporary	Asphalt Plant_TEST_2		
Parcel No.	2640985	Application. N	lo.	1			
						New Version	
Version No.	Application Type		Stat	us	Review Date	App. Details	Delete
2	Temporary permit to Occupy p	arcel	RETUR	NED	03/11/2019	View	
1	Temporary permit to Occupy p	arcel	RETUR	NED	31/10/2019	View	





In the next page agree the comments on the returned application and then click on (Go to new version application).

اگلے صفحے میں واپس شدہ درخواست پر تبصرے سے اتفاق کریں اور پھر (نئ<mark>ے ورژن کی درخواست پر جائیں</mark>) پر کلک کریں۔

Agree							
Working Instructi By clicking ( I Agr By clicking (Cance	ons ee ) all notes mentione el) the action will be ca	d will be considered as nceled, you can still go	Accepted - charges will back to permit applicati	be generated- & there w on to create a new appoi	ill be No option to creat ntment.	e a new appoi	ntment.
Project >> Application : There are unconfirm List of Application Note	>> Versions >>Agree red notes available. Do s	you agree to pay for th	ose notes?				
Process Group / Employee Name	Sub Note Desc	Engineer Note	Reply Type	Reply Message	Notes Decision	Penalty	Penalty Reason
Supervision Inspector		مرفوضة من البيئة					
			I Agree Cance	4			
🕈 Home About Dub	ai BPS		占 Company Na	me: AL BASTI & MUKTH	IA (L.L.C) User: Contra	ictor 🕞 Lo	gout , a

A typical version of returned application will created even attachments. Edit the data or attachments as required and then click on (Save Application) to apply the modifications and then submit the application لوٹائی گئی ایپلیکیشن کا ایک عام ورژن یہاں تک کہ منسلکات بھی پیدا کردے گا۔ ضرورت کے مطابق ڈیٹا یا منسلکات میں ترمیم کریں اور پھر ترمیمات کا اطلاق کرنے کے لئے (درخواست محفوظ کریں) پر کلک کریں اور پھر درخواست جمع کروائیں

Do You have Owner Approval?	● Yes ○ No	
Contr. Name		
☑ I undertake to abide by all regulations and requi	irements related to the building type and usage as per the following regulations.	
Regulations		
		Secondary & Sub Contractors
		Click Here To View Application Summary
	Check if you have any modifications in the following items:	
Fill the information in the following order : Step 1:	Building Card , Step 2 : Services , Step 3 : Attachments:	Save
		Submit Application Save Application





#### **Review and approval**

After submitting application successfully, the application will study and review by the relevant departments according to the occupation purpose; (Building Control Department, Building Permits Department, Executive Planning Department, Environment Department) and if all application requirements are met, then the application will approved and the applicant will be notified by SMS and notification page on the system.

#### جائزه اور منظوری

کامیابی کے ساتھ درخواست جمع کرانے کے بعد ، درخواست متعلقہ محکموں کے قبضے کے مقصد کے مطابق مطالعہ اور جائزہ لے گی۔ (بلڈنگ کنٹرول ڈپارٹمنٹ ، بلڈنگ پرمٹ ڈپارٹمنٹ ، ایگزیکٹو پلاننگ ڈیپارٹمنٹ ، محکمہ ماحولیات) اور اگر تمام درخواست کی ضروریات پوری ہوجائیں تو درخواست منظور ہوجائے گی اور درخواست دہندہ کو سسٹم پر SMSاور نوٹیفکیشن پیج کے ذریعہ مطلع کیا جائے گا۔

ther applications	App. Fo	ollow Up 🧲	orking Area	Charges	More Information			
Tasks &	Message	es						
Search Criteria	I	Select Search Cri	iteria 🔻					
Selected Mess	ages	Last Received Me	essage for Every Applicatio	n 🔻 Search				
Message Date	Sender		Message		Арр. Туре	App Status	Parcel No.	App. No
10/12/2019 08:28	Building Permit and Systems section	Ap	plication is approved, pleas Charges Select Contractor	se review.	Temporary permit to Occupy parcel	Permit Delivered	2840474	320745-1-1
10/12/2019 08:24	Building Permit and Systems section	Ap	plication is approved, pleas Charges Select Contractor	se review.	Temporary permit to Occupy parcel	Approved	$\Diamond$	320707-2-1
10/12/2019 08:22	Building Permit and Systems section	Ap	plication is approved, pleas Charges Select Contractor	se review.	Temporary permit to Occupy parcel	Permit Delivered	3120226	320744-2-1







## Follow up application and replying to comments and missing documents

In case of missing data or attachment in the application, the applicant will be notified by SMS and notification screen on the system. To review comments, the applicant must enter to the main page of the application then he will be able to review and respond to the comments and complete the "CFR" to return back the application to the Municipality.

#### درخواست کی پیروی کریں اور تبصرے اور گمشدہ دستاویزات کا جواب دیں

درخواست میں ڈیٹا یا منسلکہ گم ہونے کی صورت میں ، درخواست دہندہ کو سسٹم پر SMS اور نوٹیفیکیشن اسکرین کے ذریعہ مطلع کیا جائے گا۔ تبصروں کا جائزہ لینے کے لئے ، درخواست دہندہ کو درخواست کے مرکزی صفحے پر داخل ہونا چاہئے تب وہ تبصرے کا جائزہ لے کر اس کا جواب دے سکے گا اور بلدیات کو درخواست واپس کرنے کے لئے " "CFRمکمل کرے گا۔

Otł	ner applications	App. Fo	ollow Up 🔶 Working Are	ea Charges	Ν	Iore Information			
	Tasks &	Message	es						
	Search Criteria	I	Select Search Criteria 🔻						
	Selected Mess	ages	Last Received Message for Every A	Application <b>v</b> Se	earch				
	Message Date	Sender	Mess	age		Арр. Туре	App Status	Parcel No.	App. No
	16/12/2019 08:29	Building Permit and Systems section	Your submission completed on follow our internal procedure co FOLLOW U	16-12-2019 08:29:44 \ ncerning your applicati JP screen.	You can on thru	Temporary permit to Occupy parcel	CFR	473939	320764-1-1
	16/12/2019 08:19	Building Permit and Systems section	Your submission completed on follow our internal procedure co FOLLOW U	16-12-2019 08:19:02 \ ncerning your application JP screen.	You can on thru	Temporary permit to Occupy parcel	IN Progress	2640748	320731-3-1
	16/12/2019 08:12	Building Permit and Systems section	Your submission completed on : follow our internal procedure co FOLLOW U	16-12-2019 08:12:38 \ ncerning your applicati JP screen.	You can on thru	Temporary permit to Occupy parcel	IN Progress	8884511	320739-3-1







			CFR Com	Update Application
ollow up Dubai BPS Engineers		Version Notes   Appointments Conditions	View All Notes & Con	ditions   Permit
Creation Date 🖉	Process Group 👿	Employee Name	Remarks	Status 👿
2019-11-04 12:28	Environmental License and Evaluation Engineer	Neelagandan Ulaga Nathan	test 🗘	
2019-11-04 12:28	Executive Planning Department Engineer			APPROVED
2019-11-04 12:28	Supervision Inspector	Neelagandan Ulaga Nathan	test	CFR
2019-11-04 13:48	IT Administrator	CFR Consultant for	r review.	
			- Charges	
				Update Application
<sup>-</sup> ollow up Dubai BPS Engineers		Version Notes   Appointment Conditions	ts   View All Notes & Co	Update Application ompleted Resubmit ( onditions   Permit
-ollow up Dubai BPS Engineers Creation Date	Process Group	Version Notes   Appointment Conditions Employee Name	ts   View All Notes & Co Remarks	Update Application completed Resubmit o conditions   Permit Status
Follow up Dubai BPS Engineers Creation Date Z019-11-04 12:28	Process Group Z Environmental License and Evaluation Engineer	Version Notes   Appointment Conditions Employee Name Neelagandan Ulaga Nathan	ts   View All Notes & Co Remarks test	Update Application completed Resubmit conditions   Permit Status  CFR
Follow up Dubai BPS Engineers Creation Date 2019-11-04 12:28 2019-11-04 12:28	Process Group M Environmental License and Evaluation Engineer Executive Planning Department Engineer	Version Notes   Appointment Conditions Employee Name Neelagandan Ulaga Nathan	ts   View All Notes & Co Remarks test	Update Application completed Resubmit  onditions Permit  Status CFR  APPROVED
Creation Date         2019-11-04         2228           2019-11-04         12:28         2019-11-04         12:28	Process Group Z Environmental License and Evaluation Engineer Executive Planning Department Engineer Supervision Inspector	Version Notes   Appointment Conditions Employee Name Neelagandan Ulaga Nathan Neelagandan Ulaga Nathan	ts   View All Notes & Co Remarks test	Update Application completed Resubmit onditions Permit Status CFR APPROVED CFR CFR

Permit Applicati	on						
Project >> Application >> Version	<mark>ns</mark> >> Permit Applicat	ion					
Application. No.	320738 - 1 - 1		Project Desc.	CR 4030 - Temporary Concrete Batch Plant			
Cons. Name							
Parcel ID	3450897		Application creation date	2019-11-20			
Applicant	Contractor		Review Date(2 Working days)	2019-11-24			
Status	CFR Completed		Acceptance Date	2019-11-20			
View Exceptions							
View FIC							
NOC History							
Project Applications							
Maximum building height 37.0 meters							
* Non-governmental project							
Ihere are more than one open project on the parcel. To check these projects click Here							
Process Group*		Permissions For Road Services And Temporary Works					
Application Type *	Application Type *		Temporary permit to Occupy parcel Working Procedure				
Application Description*		Temporary Concrete Batch Plant					





#### Paying deposit and fees after Approval

Applicant can paid the charges either online or cash as his wish.

For paying the application charges online after approval, login to the link <u>Dubaibps.dm.gov.ae</u> and then click on (Pay Online) and find the voucher which is related to your application and then complete the payments procedure by entering the required data like : ( Card type, Card No, Pin code ..etc) منظوری کے بعد إنشورنس اور فیس ادا کریں

درخواست گزار اپنی خواہش کے مطابق فیس الیکٹرانک یا نقد ادا کی جاسکتی ہے

منظوری کے بعد آن لائن درخواست کے معاوضوں کی ادائیگی <u>Dubaibps.dm.gov.ae</u> لنک پر لاگ ان کریں اور پھر (پے آن لائن) پر کلیک کریں اور آپ کے اطلاق سے متعلق واؤچر ڈھونڈیں اور پھر مطلوبہ ڈیٹا کو داخل کرکے ادائیگی کا طریقہ کار مکمل کریں۔ : (کارڈ کی قسم ، کارڈ نمبر ، پن کوڈ .. وغیرہ)









Out	tstanding Paym	ients			
<b>Pleas</b> receip List c	e note that Deposits PVs of of Outstanding Payme	<b>type cannot paid alon</b> nts	g with other PVs types, a	nd each deposit PV	should be paid in single
	ay Selected				
#	E Reference number []	Voucher Number 11	Source Voucher No	Voucher Date	Payment Voucher Type
	WIFUF014520	RSBSPS201300327580	WIFUF014520	03/04/2013	Revenues - Services
	128065-	RFESSA201900519923	WIFCT128065	18/07/2019	Revenues - Fines
	128064-	RFESSA201900519880	WIFCT128064	18/07/2019	Revenues - Fines

For paying the application charges Cash, you can do the payment at (Al Ansari Exchange), also you can paid using Credit card or E-dirham at Collection Offices in the Service Centers of DM like (Al-Tawar Center, Al-Manarah Center .. etc.) and you have to provide them voucher No. of the application which you can find it in the application main page. درخواست چارجز کی ادائیگی آپ کیش (الانصاری ایکسچینج) پر بھی کرسکتے ہیں ، اور آپ کریڈٹ کارڈ یا ای درہم کے ذریعہ دبئی مونیسیپلیٹی کے سروس سینٹرز کے جمع کردہ دفاتر پر بھی ادائیگی کرسکتے ہیں جیسے (التواور سنٹر ، المنار سنٹر) .. وغیرہ اور آپ کو انہیں درخواست کا واؤچر نمبر فراہم کرنا ہوگا جو آپ اسے أپلیکیشن کے مرکزی صفحہ میں تلاش کرسکتے ہیں۔

Process Group*	Permissions F	or Road Services And Tempora	ry Works		
Application Type *	Temporary pe	rmit to Occupy parcel Workin	g Procedure		
Application Description*	نغلال ارض الجار	است			
Submission Type *	New				
Permit Issued By*	DM				
DM Permit No*	320383-1-3				
Permitted Parcel ID*	3230555				
Occupy Parcel Purpose*	Temporary Of	fices and Storing Materials for	(DM Permitted P	rojects)	
Nork type	New building				
/alidity Period	From	28/10/2019		То	27/04/2020
Do You have Owner Approval?	Yes				
Contr. Name					
ndertake to abide by all regulations a	nd requirements relat	ted to the building type and usa	ge as per the foll	owing regula	ations

I undertake to ablde by all regulations and requirements related to the building type and usage as per the following regulations. Regulations



#### Application Charges

Click here to vi	ew and pay online									
Parcel ID	3927016	5	Project No.	32	20710	Applica	ition. No		1	
Contractor mu Click here to se	st pay the Deposit be ee Charges on this pro	fore starting th oject	ie work.							
Payment Status	Voucher Number	Voucher Date	Charges Type	Total Amount (AED)	Payment side	Payee Name	Project - Application - Version	Application Type/ Bldg Type	Receipt Voucher No.	Refun Statu:
unpaid	BPC1025884	9-10-28	CONTRCATOR DEPOSIT	2000.0	APPLICANT	AL BASTI & MUKTHA (L.L.C)	320710-1-1	Temporary permit to Occupy parcel-		
unpaid	WIFBP1025883	9-10-28	PERMIT & LOCAL FEES	545.0	APPLICANT	AL BASTI & MUKTHA (L.L.C)	320710-1-1	Temporary permit to Occupy parcel-		
				1						





## Downloading The permit after Paying deposit and fees

After paid the deposit and fees, login to main page of the application and download a copy of electronic stamped permit using (download permit) button which is located at bottom of the application page. فیس اور انشورنس کی ادائیگی کے بعد اجازت نامہ ڈاؤن لوڈ کریں

فیس اور گارنٹیوں کی ادائیگی کے بعد ، درخواست کے مرکزی صفحے پر لاگ ان کریں اور (ڈاؤن لوڈ اجازت نامہ) بٹن استعمال کرکے الیکٹرانک اسٹیمیڈ پرمٹ کی ایک کاپی ڈاؤن لوڈ کریں جو درخواست کے صفحے کے نیچے واقع ہے۔

Oder application       App Fullow       Verding Aver       Orage       Monthmatched Production         Province Applications       Province Applications       Province Applications       Province Applications         Province Applications       Province Applications       Province Applications       Province Applications         Applications       Province Applications       Province Applications       Province Applications         Applications       Applications creations data       2019-12-10       Province Applications         Approved Data (Province Applications)       Province Applications       Province Applications         Province Data       Applications Creations data       2019-12-10         Province Data       Applications Creations data       2019-12-10         Province Data       Applications Creations data       2019-12-10         Province Data       Applications Devery Data       Applications Devery Data       Applications Devery Data         Province Applications       Province Data       Applications Devery Data       Applications Devery Data       Applications Devery Data         Province Applications       Province Data       Applications Devery Data       Applications Devery Data       Applications Devery Data         Province Applications       Province Data       Applications Devery Data       Applications Devery Data	Abou	ıt Dubai BPS				Company Name:		C) L
Performance of the second of t		Other applications	App. Follow Up	Working Area	Charges	More Information		
Proceeding of the second secon								
Personal and a second s								
Performance of the second of t								
The set of th	Pern	nit Application						
Application Type Prove The prove Th	Project >	Application >> Versions >> P	ormit Application					
The serve of	Applica	ation. No.	320739 - 2 - 1			Project Desc.	test	
Argenation       Application creation data       0.019.1.26,         Application       Contractor       Approval Date       0.019.1.26,         Approval Date       0.020.92.10,       Approval Date       0.019.1.26,         Statistication       Approval Date       0.019.1.26,       Approval Date       0.019.1.26,         Statistication       Approval Date       0.019.1.26,       Output: Date       0.019.1.26,         Statistication       Approval Date       0.019.1.26,       Output: Date       0.019.1.26,         Vertication       Approval Date       0.019.1.26,       Output: Date       0.019.1.26,         Vertication       Approval Date       0.019.1.26,       Output: Date       0.019.1.26,         Vertication       Temporory permit Date       Output: Date       0.019.1.26,       Output: Date       Output: Date       0.019.1.26,       Output: Date       0.019.1.26,       Output: Date       Output:	Cons N	Jame	520155 2 1			rigee beau	COL	
Aplication Cutturetion Cutturetion Cutturetion   Approval Expiry Date 2020 00 10 Approval Expiry Date 2019 12 10   Permit Ruise Date 2019 12 10 Permit Ruinew Date 2019 12 10   Partine Date 2019 12 10 Permit Ruinew Date 2019 12 10   Partine Date 2019 12 10 Permit Ruinew Date 2019 12 10   Partine Date 2019 12 10 Permit Ruinew Date 2019 12 10   Partine Date Permit Ruinew Date 2019 12 10 2019 11 20   Value Description Permit Ruinew Date 2019 11 20 2019 11 20   Provide Date Permit Ruinew Date 2019 11 20 2019 11 20   Provide Date Temporary permit to Occupy parel Working Procedure Approval Expiry Provide	Parcel	ID	8884511			Application creation date	2019-11-28	
Approval Equipy Date 200 0 - 10   Approval Equipy Date 2019 12 - 10   Status Permit Bonew Date   Status Permit Bonew Date   Approval Equipy Date 019 - 11 - 20   Status Permit Bonew Date   Provent Score Status Permits Bonew Date   Approval Date Permits Bonew Date   Approval Date Permits Bonew Date   Provent Score Status Permits Bonew Date   Provent Score Status Permits Bonew Date   Provent Score Status Permits Bonew Date   Paperation Score Status Permits Bonew Date   Validay Period Form   Otal Score Status Date   Provent Score Status Permits Bonew Date   Status <td>Applica</td> <td>ant</td> <td>Contractor</td> <td></td> <td></td> <td>Review Date(2 Working days)</td> <td>2019-12-02</td> <td></td>	Applica	ant	Contractor			Review Date(2 Working days)	2019-12-02	
Permit law 019-12-10   Parmit Benew Date   Satus Permit Delword   Voc Expanse   Voc Expanse   Provint Service   <	Approv	al Expiry Date	2020-09-10			Approval Date	2019-12-10	
Satus Pennit Delivered Acoptance Date 209-11-28   Value Exceptions   Not Reserve   Not operamental project   Process Group Pennissions For Road Services And Temporary Working   Application Type *   Application Description*   Temporary pennit to Occupy pared   Were Project Description*   Temporary pennit to Occupy pared   Validry Period   Temporary pennit to Occupy pared   Validry Period   Temporary pennit to Occupy pared   Validry Period   To   2010   Validry Period   Or Outware Owner Approxal?   No   Contracte to able dy all regulations and requirements related to the building type and usage as per the following regulations.   Replace   Contracte to able dy all regulations and requirements related to the building type and usage as per the following regulations.   Replace   Contracte or soludd Submit Annual Emission Inventory Form to Environment department after 3 months of starting the operations of applicable   Devide the following order: Step 1: Building Cord, Step 2: Services, Step 3: Attachments:   Cost for the information in the following order: Step 1: Building Cord, Step 2: Services, Step 3: Attachments:   Displacement   Cost Cord Policy   Cost Cord Policy   Cost Cord Policy   Cost Cord Policy   Period   Cost Cord Policy	Permit	Issue Date	2019-12-10			Permit Renew Date		
Ver capacity of the second sec	Status		Permit Delivered			Acceptance Date	2019-11-28	
Nor Series Serie	View Exc	ceptions						
Project Applications   * for governmental project   Process Group*   Promissions For Road Services And Temporary Working   Application Type *   Application Type *   Prover Project Description*   test   New Project Description*   test   New Project Description*   test   Validity Period   Permitsido Cocupied Area   00 Square Meter   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   Number Of Renews   1   00 You have Owner Approval?   10 Understate to abide by all regulations and requirements related to the building type and usage as per the following regulations:   Renewal Emission Inventory Form to Environment department after 3 months of starting the operations if applicable   Downer Meter Observer Form   Catech of Selever Applicable Catech of Selever Approval? Catech of Selever Applicable Description* Catech of Selever Applicable Catech of Selever Applicable Catech of Selever Applicable Catec		top						
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ماڈل (زمین کو عارضی طور پر استعمال کرنے کی اجازت)

Sample of (Temporary Permit to Occupy Parcel)







#### Getting help and support

For more inquiries related to the service or the steps of submitting the application on the system, a (general message) can be sent to: (Engineering Supervision Services - Occupy parcel permit for under construction project). مدد اور حمایت حاصل کریں

سروس سے متعلق مزید استفسارات یا سسٹم پر درخواست جمع کروانے کے اقدامات کے لئے(عام پیغام) بھیجا جاسکتا ہے: (انجینئرنگ نگران خدمات - زیر تعمیر منصوبے کے لئے زمین اجازت نامہ حاصل کریں)-



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Message Type*	Please Select Message Type	' <	
Attachments	Attachment	•	
Mobile No*			
Message:*			



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General Messages >> Sen	d General Messages Back
Message Type*	Please Select Message Type
	Suggestions - YOUR OPINION MATTERS
Attachments	Allow more than one consultant on the same parcel
	BIM Studies
Mobile No*	Civil defense fees
	Complaints & Appeals
	Delayed Applications
	Drawings Stamping problems
	Dubai Lamp - inquiries
	Engineering Supervision Service (Occupy parcel permit for under construction projects)
Message:*	Engineering Supervision Service (Permit cancellation before start of work & renew permit for 6 months)
	Engineering Supervision Services (Periodical Inspection /Training on building control sys.)
	Engineering Supervision Services (Sand shifting)
	Engineering Supervision Services (Structural Inspection before casting the concrete/ Issuing of completion certificate/ NOC for temporary connection before completion
	Green Building Comments
	IT Related - System Issues
	Others
	Parcels without owners' names
	Permit Delivery
	Prequalification Section inquiries
t Us Careers FAQ Useful Lir	als Sit Researches and Studies section (Cladding/Green Building Saafat/New building system)