



بلدية دبي إدارة رقابة البناء

User Manual

Temporary Permit To Occupy Parcel

يناير 2020 January, 2020





| | Contents | الصفحة Page | المحتويات |
|-------------------------|--|----------------|---|
| | Service Definition | 3 | تعريف بالخدمة |
| l a | Departments Participating in each service, according to the plot occupation purpose. | 4 | الإدارات المشاركة في كل خدمة حسب الغرض من الإشغال |
| I | Required Documents | 5,6,7,8 | المستندات المطلوبة |
| 9 | 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) | 10 | تقديم (طلب جديد) لتصريح إشغال مؤقت للأراضي لغرض: (مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء المرخصة من البلدية - مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية - محطات خلط الخرسانة الموقعية المؤقتة - محطات خلط الأسفلت الموقعية المؤقتة - بحيرات تصريف المياه الجوفية المؤقتة) |
| | Submitting (New application) for Temporary Permit to Occupy Parcel for: (Temporary Car Parking —Temporary Hotels event's Tents- Unclassified usages related to under construction projects like; (Temporary Sales Office, Temporary Mosque, etc.) | 18 | تقديم (طلب جديد) لتصريح إشغال مؤقت للأراضي لغرض: (مواقف السيارات المؤقتة – خيم الفعاليات المؤقتة في الفنادق - أية استخدامات اخرى غير مصنفة متعلقة بالمشاريع قيد الإنشاء (مكتب مبيعات مؤقت ، مسجد مؤقت ، الخ) |
| s f | Submitting (Renew/Modification) application for Temporary Permit to Occupy Parcel for | 25 | تقديم طلب (تجديد/تعديل) لتصريح إشغال مؤقت للأراضي |
| (| Creating a (New Version) from a (Returned Application) | 32 | إنشاء (نسخة جديدة) من معاملة (معادة) |
| | Replying application comments and closing CFR | 36 | الرد على ملاحظات المعاملة في حالة وضع المعاملة (الاستشاري لمراجعة البلدية) |
| l | Paying the application fees and deposit after approval | 38 | دفع الرسوم بعد اعتماد المعاملة |
| [| Downloading the permit after paying charges | 40 | تحميل التصريح من النظام بعد دفع الرسوم |
| | Sample of Temporary Permit to Occupy Parcel | 41 | نموذج تصريح إشغال مؤقت |
| (| Getting More information about the service. | 42 | الحصول على معلومات اضافية بخصوص الخدمة |





ا تعريف:

تتيح الخدمة للمقاولين وشركات تأجير السيارات وممثلي الفنادق الحصول على تصريح إشغال مؤقت للأراضي للاستخدامات والأغراض التالية :

- مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء والمرخصة من البلدية.
 - مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية.
 - محطات خلط الخرسانة الموقعية المؤقتة.
 - محطات خلط الأسفلت الموقعية المؤقتة.
 - بحيرات تصريف المياه الجوفية المؤقتة.
 - مواقف السيارات المؤقتة.
 - خيم الفعاليات المؤقتة في الفنادق.

- أية استخدامات أخرى غير مصنفة متعلقة بالمشاريع قيد الإنشاء (مكتب مبيعات مؤقت ، مسجد مؤقت .. الخ)

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.)





إدارات البلدية المشاركة في كل خدمة على حسب الغرض من استغلال الأرض



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







المستندات المطلوبة لإصدار التصريح الجديد

| استخدامات أخرى مؤقتة متعلقة بالمشاريع | خيم الفعاليات في الفنادق | تأجير مواقف السيارات | محطات خلط الأسفلت المؤقتة | محطات خلط الخرسانة المؤقتة | بحيرات تصريف المياه الجوفية | مكاتب مؤقتة وتشوين مواد (مشاريع البنية التحتية) | مكاتب مؤقتة وتشوين مواد (المشاريع المرخصة من البلدية) | الغرض من الاستغلال قائمة المستندات |
|--|--------------------------------|----------------------------|------------------------------------|-------------------------------------|--------------------------------------|--|---|--|
| \checkmark | | | \checkmark | \checkmark | \checkmark | \checkmark | \checkmark | رسالة عدم ممانعة من مالك الأرض المستغلة |
| | | \checkmark | | | | | | عقد إيجاري للأرض |
| ✓ | ✓ | | ✓ | ✓ | | \checkmark | | رسالة من المطور أو مالك المشروع لتوضيح النشاط أو الغرض من الاستغلال |
| ✓ | \checkmark | (اختياري) | \checkmark | ✓ | (اختياري) | \checkmark | (اختياري) | مخطط يوضح أبعاد وإحداثيات الجزء المطلوب للاستغلال |
| √ | √ | \checkmark | \checkmark | √ | | ✓ | | صورة من الرخصة التجارية سارية المفعول |
| (اختياري) | (اختياري) | | \checkmark | ✓ | | (اختياري) | | مخططات انشائية في حال وجود مبنى أو منشأ مؤقت |
| | | | ✓ | ✓ | | | | نسخة من السجل التجاري أو عقد تأسيس الشركة موضح قيمة رأس مال الشركة |
| | | | | ✓ | | | | شهادة الضمان البنكي بقيمة 300,000 درهم إماراتي |
| | | ✓ | | | | | | موافقة مبدئية من هيئة الطرق والمواصلات لتحديد (المداخل والمخارج) للمعاملات الجديدة فقط |
| | | | | | ✓ | | | موافقة أولية من إدارة الصرف الصحي |
| | | | | \checkmark | | | | تقرير فحص التربة والمياه الجوفية |
| | | | √ | √ | | | | نموذج طلب شهادة عدم ممانعة بيئية |

<mark>* ملحوظة:</mark> لمحطات خلط الخرسانة الموقعية المؤقتة فقط ، يجب الحصول على موافقة مبدئية من إدارة رقابة البناء قبل تقديم الطلب علي نظام. <u>دبي</u> لتراخيص البناء.





المستندات المطلوبة لتجديد التصريح

| استخدامات أخرى مؤقتة خاصة بالمشاريع | خيم الفعاليات في الفنادق | تأجير مواقف السيارات | محطات خلط الأسفلت المؤقتة | محطات خلط الخرسانة المؤقتة | بحيرات تصريف المياه الجوفية | مكاتب مؤقتة وتشوين مواد (مشاريع البنية التحتية) | مكاتب مؤقتة وتشوين مواد (المشاريع المرخصة من البلدية) | الغرض من الاستغلال قائمة المستندات |
|--|--------------------------------|-------------------------|------------------------------------|-------------------------------------|--------------------------------------|--|---|--|
| \checkmark | | | \checkmark | \checkmark | \checkmark | \checkmark | \checkmark | رسالة عدم ممانعة من مالك الأرض المستغلة |
| | | \checkmark | | | | | | عقد إيجاري للأرض |
| ~ | ✓ | | ✓ | ✓ | | ✓ | | رسالة من المطور أو مالك المشروع لتوضيح النشاط أو الغرض من الاستغلال |
| \checkmark | √ | \checkmark | \checkmark | √ | | \checkmark | | صورة من الرخصة التجارية سارية المفعول |
| | | | \checkmark | ✓ | | | | نموذج طلب شهادة عدم ممانعة بيئية |





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









خطوات تقديم طلب <mark>جديد</mark> لتصريح إشغال مؤقت للأراضي لغرض:

- مكاتب مؤقتة وت<mark>شوين مواد للمشاريع قيد الإنشاء</mark> المرخصة من البلدية.
 - مكاتب مؤق<mark>تة وتشوين مواد لمشاريع البنية التحتية.</mark>
 - محطات خلط الخرسانة الموقعية المؤقتة.
 - محطات خلط الأسفلت الموقعية المؤقتة.
 - بحيرات تصريف المياه الجوفية المؤقتة.



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>

طلب تصريح إشغال مؤقت للأراضي نوع التقديم (جديد)

لتقديم طلب تصريح إشغال مؤقت للأراضي لغرض (مكاتب مؤقتة وتشوين مواد ، محطات خلط الخرسانة والأسفلت المؤقتة وبحيرات تصريف المياه الجوفية المؤقتة) تقديم جديد لأول مرة يجب اتباع الخطوات ادناه:

يقوم <mark>المقاول</mark> بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط : <u>Dubaibps.dm.gov.ae</u>



Create a new project on system using (New Project) link on the next page. قم بإنشاء مشروع جديد على النظام بالضغط علي رابط (<mark>مشروع جديد</mark>) في الصفحة التالية .







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.

في الصفحة التالية قم بتعبئة جميع الخانات الإجبارية مع إدخال رقم (الأرض المستغلة) في خانة (رقم الأرض) والموافقة على الشروط والتعهدات في اسفل الصفحة ومن ثم قم بحفظ البيانات بالضغط على زر (حفظ)

Reset

Save

11

| | 11 | |
|--|--|--------------------|
| Project Description * | | |
| lotel or Owner Representative Con | act Details | |
| Representative Contact Name* | Phone No.* |] |
| Email Id* | Fax No.* | |
| Mobile No* | Select V License No* 1000 | |
| Contractor Contact Details | | |
| Contractor Name | Select | |
| Owner Contact Details | | |
| Owner Password | | |
| Owner Mobile* | Select V Owner Email* | |
| Owner Phone No* | | |
| Owner Dubai Id | Owner Emirates Id | |
| Preferred SMS Language | ●English ○Arabic | |
| arcel Information | | |
| Parcel ID * | for "Temporary permit to occupy parcel" purpose, enter the Show Info Parcel Dtls Occupied parcel id Show Map | |
| Community Name | | |
| | | |
| Parcel Status | | |
| Parcel Status Project Related to* | Dubai Development Authority - DDA Emmar Properties Dubai Investment Park Dubai Industrial City Dubai Land Cultural village - Al Jaddaf (DPG) Mizin Dubai Multi Commodities Centre - DMCC Dubai Maritime City - DMC Dubai Sport City Dubai Properities Group Meras Meras/Jumeira Bay Dubai Police Business Bay- DPG DHA Meydan | |
| Parcel Status Project Related to* I undertake that I 'am appointed b | Dubai Development Authority - DDA Emmar Properties Dubai Investment Park Dubai Industrial City Dubai Land Cultural village - Al Jaddaf (DPG) Mizin Dubai Multi Commodities Centre - DMCC Dubai Multi Commodities Centre - DMCC Dubai Maritime City - DMC Dubai Sport City Dubai Properities Group Meras Meras/Jumeira Bay Dubai Police Business Bay- DPG DHA Meydan | ibilities for all. |





Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list.

قم باختيار (رخص أعمال الطرق والأعمال المؤقتة) من خيارات (مجموعة الخدمات).

| NOC History | | |
|---|---|--|
| Project Applications | Select Process Group | |
| * Non-governmental project There are more than one open project or | 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.

قم باختيار (تصريح إشغال مؤقت للأراضي) من خيارات نوع المعاملة.

| 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 V Please fill the space with your project/contract/Ejari Number |
| Permit No* | |
| Occupy Parcel Purpose* | Select occupation purpose |
| Do You have Owner Approval? | ○ Yes ● No |





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. إذا كان الغرض من الإشغال المؤقت للأرض لصالح مشروع قيد الإنشاء مرخص من البلدية قم باختيار (DM) من قائمة خيارات (تم اصدار الرخصة من قبل) ومن ثم قم بإدخال رقم الترخيص وأضغط على رابط (تحقق) ، للتحقق من رقم الترخيص وإدخال رقم ارض المشروع تلقائيا.

| 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 Verny |
| Occupy Parcel Purpose* | Select occupation purpose |
| Do You have Owner Approval? | |

| Submission Type * | New |
|-----------------------------------|---|
| Permit Issued By* | DMill the space with your project/contract/Ejari Number |
| DM Permit No* | 123456-1-1 Verify |
| 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 |

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.

في حالة مشاريع البنية التحتية يجب اختيار مالك المشروع من ضمن خيارات (تم إصدار الرخصة من قبل) أو اختيار (اخرى) لإدخال اسم مالك المشروع يدويا

| 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* | DEWA |
| Occupy Parcel Purpose* | Select occupation purpose |
| Do You have Owner Approval? | ⊖ Yes ⊙ No |

| 刘 👼 http://dcbpcx02885/89/SWeb/gen/pemitApp.jpp?appid=null&caseid=432829&oprmode=addnew&&AppType=34&AppDesc=&extensionReson=&p/ 🖋 🖒 i 🍘 Dubai Municipatity Portal x 🚺 | | | | | | | | | |
|---|---|--|---|--|--|-------------------------------|---------------------------------|--|--|
| BPCS 1 🧃 | BPCS 2 🗿 Erad 🌛 Amakin 🕁 BCS 1 🕁 Br Other applications | CS2 > BPSHome > DM_Home Page App. Follow Up | دخول - موظف بلدية 🗿 euggest ، موظف بلدية e 🗿 working Area | ک مستخدم خارجی 🗿 دخول - مقاول 🖲 Charges | کې Knowledge Hub 🚸 Knowlege Gete 🗿 FileNet 🕞 GRF More Information | 9 🗿 Twasul 🧢 ARIS 🗃 CCQP 🧃 CR | M 📵 DM anywhere 🔝 Enaya 👂 Sanad | | |
| | New Project Descript | tion* | | | | | | | |
| Current Project Description | | ription | CR 4030 - Temporary Concrete Batch Plant | | | | | | |
| | Submission Type * | | Select | ~ | | | | | |
| | Permit Issued By* | | Others Please fill t | he space with your pr | oject/contract/Ejari Number | | | | |
| | Permit No* | | DM RTA | | | | | | |
| | Occupy Parcel Purpo | se* | DEWA pation purpo | se 🗸 | | | | | |
| | Do You have Owner | Approval? | ○ Yes | | | | | | |





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

قم باختيار الغرض من إشغال الأرض من قائمة خيارات (سبب إشغال الأرض) .

| 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 an | Temporary Asphalt/Wet-Mix Plant | ollowing regulations. | |
| Regulations | Temporary Lagoon | | |
| Fill the information in the following order : S | tep 1: Building Card , Step 2 : Services , Step 3 : Attachments: | | |
| | | Submit Applic | ation Save Application |
| There is an opened (Occupy Parcel Permit) a | pplication in this project, you can't submit a new one of the same | e 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.

قم بتعبئة بقية البيانات المطلوبة (وصف المعاملة ، التاريخ المتوقع لإنجاز المشروع .. الخ) ثم قم بالموافقة على الشروط والتعهدات المطلوبة وحفظ البيانات بالضغط علي زر (حفظ المعاملة) اسفل الصفحة .

| O There are more than one open project on the parcel. To | check these projects click Here | | | | |
|--|--|--|--|--|--|
| Process Group* | Process Group* Permissions For Road Services And Temporary Works 🗸 | | | | |
| Application Type * | | | | | |
| Application Description* |] | | | | |
| 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 | | | | | |
| \checkmark I undertake to abide by all regulations and requirement | s related to the building type and usage as per the following regulations. | | | | |
| Regulations | | | | | |
| | | Secondary & Sub Contractors | | | |
| | Charle Street have any an Planting to the following instance | Click Here To View Application Summary | | | |
| Fill the information in the following order - Step 1- Building | Check in you have any modifications in the following items: | | | | |
| , in the monitorian in the following of the Foctop 2. Dananie | | | | | |
| | | Save | | | |
| | Attachments | | | | |
| | | Submit A Save Application Delete | | | |
| | | | | | |





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.

بعد حفظ البيانات باستخدام رابط (حفظ المعاملة) ، سيظهر زر (المرفقات) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة وذلك حسب نوع المعاملة .

| There are more than one open project on the | rrcel. 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 undertake to abide by all regulations and req | rements related to the building type and usage as per the following regulations. |
| Regulations | Secondary & Sub Contractors |
| | Click Here To View Application Sum |
| | Check if you have any modifications in the following items: |
| ill the information in the following order : Step 1 | Building Card , Step 2 : Services , Step 3 : Attachments: |
| | |
| | Save |
| | Submit Application Save Application Dele |

Add the required attachments and go back to application page using (Permit Application) button which is located at the bottom of page. قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى صفحة المعاملة الرئيسية بالضغط على زر (معاملة الترخيص) اسفل الصفحة.

| | Document Name | Files Count | Revisions | Required | Submit Type | Paper scale size | Is Submitted? | Upload/Download | View Doo |
|------------|---|----------------------|--------------------|-------------------|----------------------|------------------|---------------|-----------------|----------|
| | | | | 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. Dr | awings | | | | |
| | | | D | ocuments Scale | e Size Select Type 🗸 | | | | |
| | Architectural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| - | Structural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| <u>_</u> | Survey/Mapping | | | Check | Select Type 🗸 | Select Type | | Attachment | |
| Lagre | e that the selected paper scalesize is correct | t and the drawings a | are uploaded as pe | er the selected p | aper scalesize . | | | | |
| 8.0 | | | | Sava | | | | | |
| | | | | Save | | | | | |
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Review the all entered data to make sure it's correct and then click on (Submit application) to submit the request to DM.

قم بمراجعة البيانات المدخلة مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية

| e About Dubai BPS | | | | | | | Dubai |
|--|------------------------------|-------------------------------|-------------------|------------------------------|-------|-------------------------------------|------------|
| | | | | 🐣 Company | Name: | | 🕞 Logou |
| Other applications | App. Follow Up | Working Area | Charges | More Informatio | n | | |
| part of the drawings submitte | a for building permits | , | | | | | |
| | | | | | | | |
| Dermit Application | | | | | | | |
| Permit Application | | | | | | | |
| Project >> Application >> Versions >> | > Permit Application | | | | | | |
| Application. No. | d 432819 - d 1 - d1 | | | Project Desc. | | | |
| Cons. Name | 2472020 | | | Application constant data | | 2010 12 00 | |
| Applicant | Contractor | | | Application creation date | | 2013-15-03 | |
| Status | NEW | | | Acceptance Date | | | |
| Juno | | | | receptance Date | | | |
| NOC History | | | | | | | |
| Project Applications | | | | | | | |
| * Non-governmental project | | | | | | | |
| There are more than one open pr | oject on the parcel. To che | ck these projects click Her | е | | | | |
| Process Group* | Pe | rmissions For Road Services / | And Temporary W | orks 🗸 | | | |
| Application Type * | Te | mporary permit to Occupy | parcel Workin | g Procedure | | | |
| | 00 | cupy Adjacent plot | | 0 | | 7 | |
| Application Description* | | | | | | | |
| Submission Type * | N | ew 🗸 | | | | - | |
| Permit Issued By* | R | TA V Please fill the spa | ace with your pro | oject/contract/Ejari Numb | er | | |
| Permit No* | R | TA/0001 | | | | | |
| Occupy Parcel Purpose* | | mporany Officer and Storing | Matarials fo | | | | |
| Co. and a contract of the cont | [" | -h h to | inateriais io | | | | |
| Co ordinates. | | ck here to enter coordinat | es | | | | |
| Project Owner* | Я | oads and Transport authority | (RTA) | ~ | | | |
| Expected Project Completion Date | 0: | 1/02/2020 | | | | | |
| Do You have Owner Approval? | ۲ | Yes 🔾 No | | | | | |
| Contr. Name | | | | | | | |
| I undertake to abide by all regulations | tions and requirements rel | ated to the building type a | and usage as per | the following regulations. | | | |
| Regulations | | | | | | Secondary & Sub Contract | ors |
| | | | | | | Click Here To View Applicat | on Summary |
| | | Check if you ha | ave any modificat | ions in the following items: | | | |
| Fill the information in the following of | order : Step 1: Building Car | d , Step 2 : Services , Step | 3 : Attachments | 2 | | | |
| | | | | | | | |
| | | | Ø | | | Farm | |
| | | | | | | Save | |
| | | LA | ttachments | | | | |
| | | | | | | Submit Application Save Application | Delete |
| | | | | | | | |
| View All Notes & Conditions | | | | | | | |







خطوات تقديم طلب <mark>جديد</mark> لتصريح إشغال مؤقت للأراضي لغرض:

- مواقف السيارات <mark>المؤقتة.</mark>
- الخيم المؤقتة و<mark>خيم الفعاليات في الفنادق.</mark>
- اية استخ<mark>دامات اخرى غير مصنفة (مكتب مبيعات م</mark>ؤقت ، مسجد مؤقت ، سكن عمال مؤقت .. الخ)



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> لتقديم طلب تصريح إشغال مؤقت للأراضي لغرض (مواقف سيارات مؤقتة ، خيم الفعاليات المؤقتة في الفنادق أو اية استخدامات أخرى غير مصنفة متعلقة بالمشاريع) تقديم جديد لأول مرة يجب اتباع الخطوات ادناه:

يقوم مقدم الطلب بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط : <u>Dubaibps.dm.gov.ae</u>



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

قم بإنشاء مشروع جديد على النظام بالضغط علي رابط (مشروع جديد) في الصفحة التالية .







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. في الصفحة التالية قم بتعبئة جميع الخانات الإجبارية مع إدخال رقم (الأرض المستغلة) في خانة (رقم <mark>الأرض)</mark> ,والموافقة على الشروط والتعهدات في اسف الصفحة ومن ثم قم بحفظ البيانات بالضغط على زر (<mark>حفظ</mark>).

| OF DUBAI | | | | | | | | | ميص البيناء Duba |
|---------------|------------------------------------|----------------------------|----------------------------|--------------------|---------------------------|-----------------------|--------------------|---------------------|---------------------|
| e Abo | out Dubai BPS | | | | 🐣 Compa | ny Name: Mohana | d User: Hotel or C | wner Representative | 🕩 Log |
| | Other applications | App. Follow Up | Working Area | Charges | More Informa | tion | | | |
| s "part c | of the drawings" submitted t | for building permits | | | | | | | |
| • | U U | 01 | | | | | | | |
| Proi | iect Information | | | | | | | | |
| | | | | | | | | | |
| Proje | ct Description * | | | | | | | | |
| Hotel o | r Owner Representative Contact | Details | | | | | | | |
| Repre | esentative Contact Name* | | | | Pho | one No.* | | | |
| Email | l Id* | | | | Fax | «No.* | | | |
| Mobi | le No* | S | elect 🗸 | | Lic | ense No* | 1000 | | |
| Contra | ctor Contact Details | | | | | | | | |
| Contr | ractor Name | | | Sel | ect | | | | |
| Owner | Contact Details | | | | | | | | |
| Owne | er Password | | | | | | | | |
| Owne | er Mobile* | - | ielect 🗸 | | Ow | vner Email* | | | |
| Owne | er Phone No* | ĺ | | | | | | | |
| Owne | er Dubai Id | | | | Ow | ner Emirates Id | | | |
| Prefe | rred SMS Language | | English OArabic | | | | | | |
| Parcel I | Information | | Д | | | | | | |
| | | | | 4 | | | | | |
| Parce | el ID * | " | emporary permit to occ | upy parcer purpo | se, enter the Occupie | ed parcer Snow i | no Parcerous | | |
| | | id | Show Map | | | | - | | |
| | | 0 | Dubai Invoctment Park | | | | | | |
| | | 0 | Dubai Investment Park | | | | | | |
| | | 0 | Dubai Land | | | | | | |
| | | C | Cultural village - Al Jad | daf (DPG) | | | | | |
| | | C | Mizin | | | | | | |
| Proje | ct Related to* | C | Dubai Multi Commoditi | ies Centre – DMCO | C | | | | |
| | | C | Dubai Maritime City - [| OMC | | | | | |
| | | C | Dubai Sport City | | | | | | |
| | | C | Dubai Properities Grou | р | | | | | |
| | | C | Meras | | | | | | |
| | | C | Meras/Jumeira Bay | | | | | | |
| | | C | Dubai Police | | | | | | |
| | | C | Business Bay- DPG | | | | | | |
| | | C | DHA | | | | | | |
| — . | | | Meydan | | 100 at 11 1 | | / _ | - | |
| L∐ un □ ∧⊔ | Idertake that I am appointed by th | ie Parcel Owner to apply | for the project and make | e all necessary mo | uncation, and I take | the legal responsibil | ties for all. | | |
| | non comprying works with plannin | g or ounuing rules allu re | sulacions, will be subject | eu to exceptions s | iyəteni, tildi ges Will D | e calculateu as per t | | | |
| | | | | | | | | Rule No. 10 for the | e year 2006 |
| | | | | | | | | | |
| | | | | | | | | | |





Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list.

قم باختيار (رخص أعمال الطرق والأعمال المؤقتة) من خيارات (مجموعة الخدمات).

| 🗲 🕀 🥭 http:/ | / tdclbpcs02 :8885/BPCSWeb/gen/permitApp.jsp?caseid=43283 | 35 | | ۇ - م | Dubai Municipality Portal × 📑 | | × 四 - ● 第 ☆ 命 |
|----------------|---|--|---------------------------------|----------------|--------------------------------|---|---------------------------|
| File Edit View | Favorites Tools Help BPCS 2 🕘 Erad 🌛 Amakin 🚟 BCS 1 🚟 BCS 2 🌛 BPSH | lome 🌛 DM_Home Page 🧃 eSuggest 🍦 | نول - مقاول 🙆 دخول - موظف بلدية | هدم خارجی 🧃 دخ | into 😡 Knowledge Hub 🚸 Knowleg | age Gate 🧃 FileNet 😞 GRP all Twasul 📲 ARIS all CCOP all CRM 📵 DM an | ywhere 🔚 Enaya ≽ Sanad »» |
| | Other applications | App. Follow Up | Working Area | Charges | More Informat | tion | |
| | Аррисаціон. но. | 0432033-01-01 | | | Project Dest. | test | |
| | Cons. Name | | | | | | |
| | Parcel ID | 3450897 | | | Application creation dat | 9/12/2019 | |
| | Applicant | Hotel or Owner Representa | ative | | | | |
| | Status | NEW | | | Acceptance Date | | |
| | View Exceptions | | | | | | |
| | NOC History | | | | | | |
| | Project Applications | | | | | | |
| | * Non-governmental project | | | | | | |
| | There are more than one onen project | ct on the narcel. To check the | se projects click Here | | | | |
| | Process Groupt | Colort Decement Comm | se projects click here | | | | |
| | Process Group" | Select Process Group Permissions For Road Services Ar | nd Temporary Works | | | | |
| | Application Type * | | ia remporary mone | | | | |
| | Application Description* | | | | |] | |
| | Contr. Name | | | | | | |
| | I undertake to abide by all regulation Regulations | ns and requirements related t | to the building type and i | usage as pei | r the following regulations | IS. | |
| | Fill the information in the following ord | er : Step 1: Building Card , St | ep 2 : Services , Step 3 : / | Attachment | S: | | |
| | | | | | | Submit Application | Save Application |
| | | | | | | | |

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

قم باختيار (تصريح إشغال مؤقت للأراضي) من خيارات نوع المعاملة.

| 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 | | | |
| * Non-governmental project | | | |
| There are more than one open | project on the parcel. To check these projects click Here | | |
| Process Group* | | porary Works 🗸 | |
| Application Type * | Select Application Type Temporary permit to Occupy parcel | Working Procedure | |
| Application Description* | | | |
| | New | | |
| Submission Type * | | | |
| Submission Type * Permit Issued By* | Select V Please fill the space with | your project/contract/Ejari Number | |
| Submission Type * Permit Issued By* Permit No* | Select V Please fill the space with | your project/contract/Ejari Number | |
| Submission Type * Permit Issued By* Permit No* Occupy Parcel Purpose* | Select V Please fill the space with | your project/contract/Ejari Number | |





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). في حال كان سبب إشغال الأرض متعلق بمشروع يتبع لجهة غير البلدية أو بناءا على عقد إيجاري ، فقم باختيار المالك من قائمة (تم إصدار الرخصة من قبل) إذا كان من ضمن الخيارات ، أو اختار (Other) لإدخال اسم المالك يدويا ومن ثم أدخل رقم المشروع أو العقد أو رقم إيجاري في خانة (رقم الرخصة).

| Applicant | Hotel or Owner Representative | | |
|---------------------------------------|---|--|-------------------------------------|
| Status | NEW | Acceptance Date | |
| View Exceptions | | | |
| View FIC | | | |
| NOC History | | | |
| Project Applications | | | |
| * Non-governmental project | | | |
| There are more than one open pr | roject on the parcel. To check these projects click | k Here | |
| Process Group* | Permissions For Road Services A | Ind Temporary Works 🗸 | |
| Application Type * | Temporary permit to Occupy par | rcel V Working Procedure | |
| Application Description* | Temp. Rental Car Parking | | |
| Submission Type * | New | | |
| Permit Issued By* | Others V Please fill the space | ce with your project/contract/Ejari Number | |
| Permit No* | 0120190000000 | | |
| Occupy Parcel Purpose* | Select occupation purpose | × | |
| Do You have Owner Approval? | ○ Yes ● No | | |
| Contr. Name | | | |
| I undertake to abide by all regula | ations and requirements related to the building t | 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: | |
| 0 | | • | |
| | | | 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.

قم باختيار الغرض من إشغال الأرض من قائمة خيارات (سبب إشغال الأرض المؤقت) وفي حالة كان الغرض من الإشغال ليس من ضمن الخيارات ، فقم باختيار (Other) ومن ثم قم بإدخال سبب إشغال الأرض المؤقت يدويا

| Non-governmental project | |
|--|---|
| There are more than one open project on the part | cel. To 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* | 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 [●] No |
| Contr. Name | |
| I undertake to abide by all regulations and requir | ements related to the building type and usage as per the following regulations. |





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.

قم بتعبئة بقية البيانات المطلوبة مثل (وصف المعاملة ، التاريخ المتوقع لإنجاز المشروع .. الخ) ثم قم بالموافقة على التعهدات المطلوبة وحفظ البيانات بالضغط علي زر (حفظ المعاملة) اسفل الصفحة .

| * 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 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 | Card , Step 2 : Services , Step 3 : Attachments: |
| | Submit Application Save 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.

بعد حفظ البيانات باستخدام رابط (حفظ المعاملة) سيظهر زر (المرفقات) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة حسب نوع المعاملة .

| 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 req | 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: | |
| ill the information in the following order : Step 1 | Building Card , Step 2 : Services , Step 3 : Attachments: | |
| | | |
| | | |
| | | Save |
| | Attachments | |
| | | Submit Application Save Application Delete |
| | | |
| | | |
| View All Notes V. Conditions | | |





Add the required attachments and go back to application page using (Permit Application) button which is located at the bottom of page. قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى صفحة المعاملة الرئيسية بالضغط على زر (<mark>معاملة الترخيص</mark>) اسفل الصفحة.

| | Document Name | Files Count | Revisions | Required | Submit Type | Paper scale size | Is Submitted? | Upload/Download | View Documents |
|------------|---|----------------------|------------------|-------------------|----------------------|------------------|---------------|-----------------|----------------|
| | | | | 1. Permit | Documents | | | | |
| E | 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 | |
| 5 | No Objection Letter from the Parcel Owner* | | | Check | Select Type 🗸 | | | Attachment | |
| | 2. Drawings | | | | | | | | |
| | | | C | Documents Scal | e Size Select Type 🗸 | | | | |
| E 1 | Architectural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| | | | | | | | | | |
| E 1 | Structural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| | Survey/Mapping | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| 🗌 l agre | e that the selected paper scalesize is correct | t and the drawings a | re uploaded as p | er the selected p | oaper 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.

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية .

| Submission Type * | New |
|---|--|
| | |
| Permit Issued By* | Others 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 | |
| ${f Z}$ I undertake to abide by all regulations and req | uirements related to the building type and usage as per the following regulations. |
| Regulations | |
| | Secondary & Sub Contractors |
| | Click Here To View Application Summa |
| ill the information in the following order. Step 1 | Check if you have any modifications in the following items: |
| in the information in the following order . Step 1 | . Dunung Caru, Step 2. Services, Step 5. Attaunnents. |
| | |
| | Same Land |
| | Jave |
| | |
| | Submit Application Save Application Delete |
| | |







خطوات تقديم طلب **تجديد / تعديل** لتصريح إشغال مؤقت للأراضي لغرض:

- مكاتب مؤقتة <mark>وتشوين مواد للمشاريع قيد الإنشاء</mark> المرخصة من البلدية.
 - مكاتب مؤقتة <mark>وتشوين مواد لمشاريع البنية التحتي</mark>ة.
 - محطات خلط الخرسانة الموقعية المؤقتة.
 - محطات خلط الأسفلت الموقعية المؤقتة.
 - بحيرات تصريف المياه الجوفية المؤقتة.
 - مواقف السيارات المؤقتة.
 - خيم الفعاليات المؤقتة في الفنادق .
- اي<mark>ة استخدامات اخرى غير مصنفة (مكتب مبيعات مؤقت ، مسجد مؤقت ، س</mark>كن عمال مؤقت .. الخ)



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>

طلب تصريح إشغال مؤقت للأراضي نوع التقديم (تجديد / تعديل)

لتقديم طلب (تجديد) أو (تعديل) التصريح السابق للإشغال المؤقت للأراضي لغرض (مكاتب مؤقتة وتشوين مواد ، محطات خلط الخرسانة والأسفلت المؤقتة وبحيرات تصريف المياه الجوفية ، مواقف سيارات مؤقتة ، خيم الفعاليات المؤقتة في الفنادق ..الخ) يجب اتباع الخطوات ادناه :

يقوم مقدم الطلب السابق بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط : <u>Dubaibps.dm.gov.ae</u>

قم بالدخول على رابط (<mark>مشاريعي</mark>) من الصفحة التالي<mark>ة</mark>



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







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. قم بالبحث عن المعاملة للتجديد او التعديل مستخدما محددات البحث المتاحة ، او بالنزول الى اسفل الصفحة والبحث عن المعاملة ضمن جميع قائمة جميع مشاريع المقاول أو مندوب المالك او الفندق .

| Land Department - Parcel Pricing Reports & Enquiries Advanced Search Project Closing Statistical Reports | | Completion Certificate Stamping Contractor Bank Guarantee General Appointment Inquiry Appointments (1) | | | |
|--|-------------------------------------|--|---------------------|-----------------|--------------|
| Search Criteria | | | | | New Project |
| Project No. | | | App. No | |] |
| Parcel ID | | | Project Description | | j |
| 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 | Open Projects 🔹 | |
| Contractor | (Licen | se No) | | | |
| Application Type | Select Application Type | ۲ | | | |
| 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 | Clear Selection | | | |

| Attachme | nts Available | Attachments Available | | | | | | | |
|---|--|-------------------------------------|------------|-------------------------------------|--------------|-------------------|----------|-----------|----------------|
| Projects | | BPCS Projects 🔻 | | | | | | | |
| Service Er multiple) | itity (Use CTRL to select | RTA(Metro) Water Preliminany NOC | | Clear Selection | | | | | |
| | | | | | | | | | Search |
| | | | | | | | | | Delete Project |
| Project St | atus 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. | |
| | | | 13 | 2 3 4 5 6 7 8 9 10 Total(1108) | Next | | | | |
| Js Careers | FAQ Useful Links Sitema | p Website Policies | | | | | | | |
| © Dubai Munici maintained by ersion no: v 1.0 | pality 2018, All Rights Reserved Dubai Municipality Last Modification: 28 January 20 | 18 | R24 80 | 0900 | C24 Supp | ort | Suggesti | ion ? | Complain |





قم بالضغط على رابط (عرض المعاملات) في الصفحة التالية

Click on (View App) on the next page

| multiple) | | Water Preliminary NOC | - 0 | 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

قم بإنشاء معاملة جديدة على نفس المشروع باستخدام زر (<mark>معاملة جديدة</mark>)

| ome | About Du | ıbai BPS | | | | <u></u> | Company Name: | Mohanad U | Jser: Hotel or Owner Repres | entative (| 🗘 Logou |
|-----|---------------|--------------------|--------------------------------|--------------|-----------------------|----------------|---------------|-------------|---------------------------------|------------|---------|
| | | Other applications | App. Follow Up | Working Area | Charges | More In | formation | | | | |
| | | | | | | | | | | | |
| | Permit | Applications | | | | | | | | | |
| | Projects >> A | pplications | | | | | | | | | |
| | Search For A | Application No. | | | Go N | lew Applicatio | | | | | |
| | Project No. | 32 | 0737 | | Project Desc. | | | CR 4030 - 0 | Occupy Parcel for others if any | | |
| | Parcel No. | 34 | 73939 | | Consultant. | | | | | | |
| | Applicatio | n. No. | Work Desc. | | Application Type | | Old Syste | m? | Current Status | Versions | : |
| | 1 | 0 | ccupy Parcel for others if any | Tempo | orary permit to Occup | y parcel | No | | Permit Delivered | 3 | |
| | | | | | 1 | | | | | | |

Select (Permissions For Road Services and Temporary Works) option from (Process Group) drop down list.

قم باختيار (رخص أعمال الطرق والأعمال المؤقتة) من خيارات (مجموعة الخدمات).

| NOC History | |
|--|---|
| Project Applications | Select Process Group |
| * Non-governmental projectThere are more than one open project of | 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 |





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

قم باختيار (ت<mark>صريح إشغال مؤقت للأراضي</mark>) من خيارات نوع المعاملة.

| 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 V Please fill the space with your project/contract/Ejari Number |
| Permit No* | |
| | |

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

قم باختيار إما (تجديد) أو (تعديل) من قائمة خيارات (نوع التقديم).

| 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 ® No |
| Contr. Name | |
| I undertake to abide by all regulations and re | equirements 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 Save Application |
| | |

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



| Current Project Description | تعديل مساحة المواقف واضافة مدخل ومخرج |
|--|---|
| Submission Type * | Modification • |
| Permit to Renew* | Select • |
| Permit Issued By* | Select a fill the space with your project/contract/Ejari Number |
| Permit No* | 320740-1-1 |
| Occupy Parcel Purpose* | 320740-2-1 on purpose • |
| Do You have Owner Approval? | ◎ Yes ® No |
| Contr. Name | |
| I undertake to abide by all regulations and requirem | ents related to the building type and usage as per the following regulations. |
| Regulations | |





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. بعد اختيار المعاملة للتجديد ، سيقوم النظام بتعبئة بعض البيانات الخاصة بالمعاملة السابقة تلقائيا مثل (سبب الإشغال المؤقت للأرض، مالك المشروع ، رقم الرخصة .. الخ) ، قم بعدها بالموافقة على الشروط وحفظ البيانات بالضغط علي زر (حفظ)

| 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* | 1000000123 |
| Occupy Parcel Purpose* | Temporary car parking |
| Project Owner* | Dubai Municipality • |
| Expected Project Completion Date* | 30/12/2020 |
| Do You have Owner Approval? | ● Yes ● 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 | |
| | |
| II the information in the following order : Step 1 | : 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.

بعد حفظ البيانات باستخدام رابط (حفظ المعاملة) سيظهر زر (المرفقات) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة وذلك على حسب نوع المعاملة .

| r crime issued by | Inter · · · rease millione space men Joar project concracty cjart ramoer |
|--|---|
| 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 requirement Regulations | ts related to the building type and usage as per the following regulations. |
| | Secondary & Sub Contractors |
| | Click Here To View Application Summary |
| Fill the information in the following order - Step 1- Building | Check if you have any modifications in the following items: |
| The the mornation in the following order . Step 1. Building | g calu, step z . services, step z . Attaulinents. |
| | 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. قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى الصفحة الرئيسية للمعاملة بالضغط على زر (<mark>معاملة الترخيص</mark>) اسفل الصفحة.

| | Document Name | Files Count | Revisions | Required | Submit Type | Paper scale size | Is Submitted? | Upload/Download | View Documents |
|---------|---|----------------------|------------------|-------------------|----------------------|------------------|---------------|-----------------|----------------|
| | | | | 1. Permit | Documents | | | | |
| 5 | Affection Plan which shows the Occupancy Location* | | | Check | Select Type 🗸 | | | Attachment | |
| 5 | Copy of Commercial/Industrial License* | | | Check | Select Type 🗸 | | | Attachment | |
| 5 | 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. D | awings | | | | |
| | | | ſ | Documents Scale | e Size Select Type 🗸 | | | | |
| 5 | Architectural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| | | | | | | | | | |
| | Structural | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| | Survey/Mapping | | | Check | Select Type 🗸 | Select Type 🗸 | | Attachment | |
| 🗌 l agr | ee that the selected paper scalesize is correc | t and the drawings a | re uploaded as p | er the selected p | oaper 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.

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية .

| Submission Type * | Renewal |
|---|--|
| Permit to Renew* | 320740-3-1 v |
| Permit Issued By* | Others • Please fill the space with your project/contract/Ejari Number |
| Permit No* | 1000000123 |
| Occupy Parcel Purpose* | Temporary car parking v |
| 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 Volume No |
| Contr. Name | |
| I undertake to abide by all regulations and requ | uirements 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- | Check if you have any modifications in the following items: Building Card, Sten 2 · Services, Sten 3 · Attachments: |
| in the information in the following order . Step 1. | bunding card jotep 2 . Services Jotep 5 . Actadimients. |
| | |
| | |
| | Sava |
| | Save |
| | Attachments Save |
| | Attachments |





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

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية .

| 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 requireme | nts 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: Build | Creck in you have any modifications in the following items: |
| | ······································ |
| | |
| | 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.

إنشاء (نسخة جديدة) من معاملة (معادة)

قم بالدخول على النظام ، والبحث عن المعاملة <mark>(المعادة)</mark> بواسطة <mark>محددات البحث</mark> المتاحة او في قائمة جميع المشاريع المقدمة

| Land Department - Parcel Pricing Reports & Enquiries Advanced Search Project Closing Statistical Reports | | Completion Cert Contractor Bank General Appoint Inquiry Appointments | Completion Certificate Stamping Contractor Bank Guarantee General Appointment Inquiry Appointments (1) | | Follow up Site Visit (0) Service Decision Follow Up | | |
|--|-------------------------------------|--|--|---------------------|--|--------------|--|
| earch Criteria 🗸 | | | | | | New Projec | |
| Project No. | | | | App. No | | | |
| Parcel ID | | | | Project Description | | | |
| 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 | Open Projects 🔹 | | |
| Contractor | (Lice | ense No) | | | | | |
| Application Type | Select Application Type | | • | | | | |
| Application Status | Select Application Status | ۲ | | | | | |
| Contractor Selection | Select Contractor Status 🔻 | | | | | | |
| Attachments Available | Attachments Available | | | | | | |
| Projects | BPCS Projects 🔻 | | | | | | |
| Service Entity (Use CTRL to select multiple) | RTA(Metro) Water Preliminary NOC | ↓ v | ear Selection | | | | |

| | | | | | | | | | Search |
|----------------|-------------|---|------------|--------------------------------|--------------|----------------------|---------|-----------|---------------|
| | | | | | | | | | Delete Projec |
| Project 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. | |
| | | | 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. قم بالضغط علي رابط (عرض المعاملة) ثم رابط عدد النسخ ثم الضغط علي زر (نسخة جديدة) اعلى الصفحة.

| | | | | | | | | | Search | |
|----------------|--------------------------------|---|------------|------------|--------------|----------------------|---------|-----------|---------------|--|
| | | | | | | | | | Delete Projec | |
| Project 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. | | |
| | 12345678910 Next Total(787) | | | | | | | | | |



| Application | Versions | | | | | | | |
|-----------------------------------|-----------------------------------|----------------|------------------------------------|------|-------------|--------------|--------|--|
| Project >> Application >> Version | | | | | | | | |
| Project No. | 320718 | Project Desc. | sc. Temporary Asphalt Plant_TEST_2 | | | | | |
| Parcel No. | 2640985 | Application. N | 0. | 1 | | | | |
| | | | | | | New Version | | |
| Version No. | Application Type | | Stat | tus | Review Date | App. Details | Delete | |
| 2 | Temporary permit to Occupy p | arcel | RETUR | RNED | 03/11/2019 | View | | |
| 1 | Temporary permit to Occupy parcel | | RETUR | RNED | 31/10/2019 | View | | |
| | | | | | | | | |





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

في الصفحة التالية ، قم بالموافقة على <mark>الملاحظات</mark> التي بسببها تم رفض المعاملة ، ثم قم باختيار رابط (ا<mark>لذهاب الى</mark> نسخة المعاملة الجديدة)

| Agree | | | | | | | | | |
|--|------------------------------|----------------------------------|----------------------------|---------------------------|---------------------------|---------------|---------|--|--|
| Working Instruct | ions | | | | | | | | |
| By clicking (I Agr | ee) all notes mentione | d will be considered as <i>i</i> | Accepted - charges will | be generated- & there w | ill be No option to creat | e a new appoi | ntment. | | |
| By clicking (Cancel | el) the action will be ca | nceled, you can still go b | back to permit application | on to create a new appoir | ntment. | | | | |
| There are unconfirm List of Application Note Process Group / | ned notes available. Do s | you agree to pay for the | ose notes? | | | | Penalty | | |
| Employee Name | Sub Note Desc | Engineer Note | Reply Type | Reply Message | Notes Decision | Penalty | Reason | | |
| Supervision Inspector | | مرفوضة من البيئة | | | | | | | |
| | I Agree Cancel | | | | | | | | |
| | | | | | | | | | |

| A Home About Dubai BPS | 5 | | 🖰 Compa | ny Name: AL BASTI & MUKTHA (L.L.C) User: Contractor | Logout | عربي | | | |
|---|--------------------------------|------------------|-----------------|---|--------|------|--|--|--|
| Other applications | App. Follow Up | Working Area | Charges | More Information | | | | | |
| Very soon electrical drawings "part of the drawings" submitted for building permits | | | | | | | | | |
| | | | | | | | | | |
| | Create Application New Version | | | | | | | | |
| | | *Application | New Version Cre | ated Successfully | | | | | |
| | | Back To Versions | Page Go To N | ew Version Application | | | | | |
| | | | | | | | | | |

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 سيقوم النظام بإنشاء نسخة طبق الأصل من المعاملة المعادة بكل بياناتها وحتى المرفقات ، قم بتعديل البيانات أو المرفقات حسب المطلوب ثم قم بالضغط على (حفظ المعاملة) لتطبيق التعديلات على المعاملة ومن ثم قم بتقديم المعاملة .

| Do You have Owner Approval? | ● Yes ○ No | | | | | | |
|---|--|--|--|--|--|--|--|
| Contr. Name | | | | | | | |
| ☑ I undertake to abide by all regulations and requirer | nents 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: Bui | lding 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.

دراسة واعتماد المعاملة

بعد تقديم الطلب بنجاح ، سيتم دراسة الطلب بواسطة الإدارات المعنية على حسب الغرض من الإشغال المؤقت للأرض (إدارة رقابة البناء ، إدارة تراخيص البناء ، إدارة التخطيط التنفيذي ، إدارة البيئة) وفي حال استيفاء جميع متطلبات المعاملة من معلومات مدخلة ومرفقات ، فأنه يتم اعتماد المعاملة من طرف الموظفين المعنيين وسيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وصفحة التنبيهات على النظام.

| ther applications | ıs App. Fo | ollow Up 🔶 orking Area | Charges | More Information | | | | |
|---------------------|---|--|-------------------------|--------------------------------------|---------------------|------------|------------|--|
| Tasks & Messages | | | | | | | | |
| Search Criteria | | Select Search Criteria 🔻 | | | | | | |
| Selected Mess | sages | Last Received Message for Every Appl | ication v Search | | | | | |
| Message Date | Sender | Message | | Арр. Туре | App Status | Parcel No. | App. No | |
| 10/12/2019 08:28 | Building Permit and Systems section | Application is approved, Charges Select Contra | please review. ctor | Temporary permit to Occupy parcel | Permit Delivered | 2840474 | 320745-1-1 | |
| 10/12/2019 08:24 | Building Permit and Systems section | Application is approved, Charges Select Contra | please review. ctor | Temporary permit to Occupy parcel | Approved | \Diamond | 320707-2-1 | |
| 10/12/2019 08:22 | Building Permit and Systems section | Application is approved, Charges Select Contra | please review. ctor | Temporary permit to Occupy parcel | Permit Delivered | 3120226 | 320744-2-1 | |







متابعة الطلب ، والرد على الملاحظات واكمال النواقص في المعاملة

في حالة وجود ملاحظات أو نواقص في المعاملة ، سيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وفي شاشة التنبيهات، ولاستعراض الملاحظات واستيفاءها ، يجب على مقدم الطلب الدخول لصفحة المعاملة الرئيسية لاستعراض الملاحظات والرد عليها لإعادة الطلب للبلدية مرة اخرى.

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.

| Otl | her applications | App. Fo | ollow Up 🔶 Working Area | Charges | More Information | | | | |
|-----|---------------------|---|---|---|--------------------------------------|-------------|------------|------------|---|
| | Tasks & | Message | 25 | | | | | | |
| | Search Criteria | 1 | Select Search Criteria 🔻 | | | | | | |
| | Selected Mess | ages | Last Received Message for Every Applic | ation v Search | | | | | |
| | Message Date | Sender | Message | | Арр. Туре | App Status | Parcel No. | Арр. No | |
| | 16/12/2019 08:29 | Building Permit and Systems section | Your submission completed on 16-12 follow our internal procedure concern FOLLOW UP scre | -2019 08:29:44 You can ing your application thru een. | Temporary permit to Occupy parcel | CFR 🤇 | 473939 | 320764-1-1 | נ |
| | 16/12/2019 08:19 | Building Permit and Systems section | Your submission completed on 16-12 follow our internal procedure concern FOLLOW UP scru | -2019 08:19:02 You can ing your application thru een. | 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 16-12 follow our internal procedure concern FOLLOW UP scru | -2019 08:12:38 You can ing your application thru een. | 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 |
| ⁻ 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 Application | | | | | | | | | |
|--|--|----------------------------------|--|--|--|--|--|--|--|
| Project >> Application >> Versio | Project >> Application >> Versions >> Permit Application | | | | | | | | |
| 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 Exceptions | | | | | | | | |
| View FIC | | | | | | | | | |
| NOC History | | | | | | | | | |
| Project Applications | | | | | | | | | |
| Maximum building height 37.0 r | neters | | | | | | | | |
| * Non-governmental project | | | | | | | | | |
| There are more than one operation of the second | en project on the parce | el. To check these projects clic | k Here | | | | | | |
| Process Group* | | Permissions For Road Servic | es And Temporary Works | | | | | | |
| Application Type * | | Temporary permit to Occupy | emporary permit to Occupy parcel Working Procedure | | | | | | |
| Application Description* | | Temporary Concrete Batch F | 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)

دفع التأمينات والرسوم بعد اعتماد المعاملة

يمكن دفع الرسوم <mark>الكترونيا</mark> أو ن<mark>قدا</mark> حسب رغبة مقدم الطلب

لدفع الرسوم الكترونيا بعد اعتماد المعاملة ، قم بالدخول الى النظام عبر الرابط <u>Dubaibps.dm.gov.ae</u> ومن ثم الضغط على (الدفع الإلكتروني) والبحث عن رقم اذن الدفع الخاص بالمعاملة ضمن القائمة ، ومن ثم اكمال خطوات الدفع الألكتروني المعتادة (اختيار نوع البطاقة ، ادخال رقم البطاقة والرقم السري .. الخ)









| Outs | Outstanding Payments | | | | | | | | | |
|----------------------------------|---|------------------------------------|---------------------------|--------------------|--------------------------|--|--|--|--|--|
| Please n receipt List of (| note that Deposits PVs t Outstanding Paymen | ype cannot paid along ts | ı with other PVs types, a | nd each deposit PV | should be paid in single | | | | | |
| e Pay | Selected | | | | | | | | | |
| " In | Reference number | Voucher Number | 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. لدفع الرسوم نقدا ، فيمكن الدفع لدي (الأنصاري للصرافة) ، أيضا يمكن الدفع بواسطة بطاقات الائتمان أو بطاقة الدرهم الإلكتروني لدي مكاتب التحصيل في المراكز الخارجية التابعة لبلدية دبي (مركز الطوار ، مركز المنارة .. الخ) ، ويلزمك حينها تزويدهم برقم إذن الدفع والذي يمكن استخراجه من النظام من على صفحة المعاملة الرئيسية.

| Process Group* | Permissions For Ro | oad Services And Temporary Works | | | | | |
|---|---|----------------------------------|----|------------|--|--|--|
| Application Type * | Femporary permit to Occupy parcel Working Procedure | | | | | | |
| Application Description* | استغلال ارض الجار | استغلال ارض الجار | | | | | |
| Submission Type * | New | | | | | | |
| Permit Issued By* | DM | | | | | | |
| DM Permit No* | 320383-1-3 | | | | | | |
| Permitted Parcel ID* | 3230555 | | | | | | |
| Occupy Parcel Purpose* | Temporary Offices and Storing Materials for (DM Permitted Projects) | | | | | | |
| Work type | New building | | | | | | |
| Validity Period | From | 28/10/2019 | То | 27/04/2020 | | | |
| Do You have Owner Approval? | Yes | | | | | | |
| Contr. Name | | | | | | | |
| 🗹 I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations. | | | | | | | |
| Regulations | | | | | | | |



Application Charges

| Click here to view and pay online | | | | | | | | | | |
|-----------------------------------|-------------------------------|------------------|------------------------|-----------------------|--------------|------------------------------|---------------------------------------|--|------------------------|-----------------|
| Parcel ID | Parcel ID 3927016 Project No. | | Project No. | 320710 | | Application. No | | | 1 | |
| Contractor mus | st pay the Deposit be | fore starting th | ne work. | | | | | | | |
| Click here to se | e Charges on this pro | oject | | | | | | | | |
| 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.

تنزيل التصريح بعد دفع الرسوم والتأمينات

بعد دفع الرسوم والتأمينات ، قم بالدخول لصفحة المعاملة الرئيسية ، وباستخدام زر (تنزيل الرخصة) اسفل الصفحة يمكن تنزيل نسخة من التصريح معتمدة ومختومة الكترونيا

| About Dubai BPS | | | | 🐣 Company Name: | | C) L |
|---------------------------------------|---------------------------------|----------------------------|-------------------|--|----------------------------|------------|
| Other application | ıs App. Follow Up | Working Area | Charges | More Information | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Permit Application | า | | | | | |
| Project >> Application >> Versions | >> Permit Application | | | | | |
| Application. No. | 320739 - 2 - 1 | | | Project Desc. | test | |
| Cons. Name | | | | | | |
| Parcel ID | 8884511 | | | Application creation date | 2019-11-28 | |
| Applicant | Contractor | | | Review Date(2 Working days) | 2019-12-02 | |
| Approval Expiry Date | 2020-09-10 | | | Approval Date | 2019-12-10 | |
| Permit Issue Date | 2019-12-10 | | | Permit Renew Date | | |
| Status | Permit Delivered | | | Acceptance Date | 2019-11-28 | |
| View Exceptions | | | | | | |
| NOC History | | | | | | |
| Project Applications | | | | | | |
| * Non-governmental project | | | | | | |
| Process Group* | | Permissions For Road | Services And 1 | Temporary Works | | |
| Application Type * | | Temporary permit to | Occupy parcel | Working Procedure | | |
| Application Description* | | test | | | | |
| New Project Description* | | test | | | | |
| Current Design Description | | CD 6020 Upwordistor | and nameal tast | | | |
| Renewal periods | | 1 | | | | |
| Validity Pariod | | Erom | 05/12/2010 | | To 25/12/2019 | |
| Permitted Occupied Area | | 200 Squara Motor | 05/12/2015 | | 23/12/2013 | |
| Number Of Renows | | 200 Square Meter | | | | |
| Number of Renews | | | | | | |
| Contr Name | | NO | | | | |
| Undertake to abide by all regul | ations and requirements related | d to the building type ar | nd usado as nor | the following regulations | | |
| Regulations | | a to the ballang type a | na asage as per | the following regulations. | | |
| Environmental Clearance condit | ions for Temporary Asphalt/W | et-Mix Plant | | | | |
| Contractor should Submit Ann | al Emission Inventory Form to | Environment departme | nt after 3 mont | hs of starting the operations if applica | ble | |
| Download the Annual Emission | Inventory Form | | | | | |
| | | | | | Secondary & Sub Contra | ctors |
| | | Cherkifung | vo any medificati | ions in the following items | Click Here To View Applica | ation Summ |
| Fill the information in the following | order : Step 1: Building Card . | Step 2 : Services , Step 3 | 3 : Attachments | s | | |
| · | | • | | | | |
| | Ø | | | | | |
| | Attachmen | ts | | | Charges | |
| | | | | | - | |
| | | | | | | |
| | | | | | | |
| | | | | | | |





نموذج (تصريح إشغال مؤقت للأراضي)

Sample of (Temporary Permit to Occupy Parcel)

| GOVERNMENT OF DUBAI | غال مۇقت | تصريح إش | س البناء Dut | نظام دبي لتراخيه Dai BPS |
|--|--|---|--|--|
| تاريخ الطباعة : 10/12/2019 | 2019/12/10 | خ الإصدار : (| تاريع 320739 - 2 - 1 : | رقم ال <mark>تصريح</mark> |
| رقم الهاتف : | | |): | ا <mark>سم مقدم الطلب</mark> |
| | | م / میرا اوسیپیں | : افتراضي لغاية التسجيل ال <mark>ي</mark> س | اسم المالك |
| | : | اسم المنطقة | : | رقم ارض المشروع |
| | Unregistered : | <mark>اسم المنطقة</mark> | 1 | رقم الأرض المستغلة |
| | | | RTA-001 : | رقم رخصة البناء |
| | | | test : | وصف المشروع |
| ساحة المصرح بها : 200.00 | الم | ى مۇقتة | الأرض : محطة خلط اسفلت | الغرض من <mark>استغلال</mark> |
| | 2019/12/25 : | إلى تاريخ | : من تاريخ : 2019/12/05 | مدة التصريح |
| التاريخ : | | الإيصال : | رقم 545 : | قيم <mark>ة الر</mark> سوم |
| التاريخ : | 0 | الإيصال : | : رقم | قيمة التأمين |
| | 3331200 3331778 335178 41 ERD 335178 335180 | 3331188 | 333074 | 3336259 |
| | المصرح بها | المنطقة | | |
| باحية دبعي DUBAI MUNICIPALITY 10/12/19 قدر الأرض 10/12/19 3207.39-2-1 إدارة تراخيص البناء | <u>اشتراطات خاصة:</u> | قع عند انتهاء بالتعويض. زر راد أو الممتلكات أو الجوا | العلاه ومراجعة قسم المساحة لأخذ العلائم. التصريح إزالة جميع المخلفات وتتظيف المو طلبت البلدية ذلك. ت ويحق للبلدية وقفه أو إلغاؤه دون المطالبة بانتهاء المشروع والحصول على شهادة الإنجا وي في حال حدوث أي إصابات أو أضرار في الأف ية والقوانين والإشتراطات الخاصة بالبناء . ا تف طوارئ البلدية : (8004999). | اشتراطات عامة : 1. الانترام بالفترة المذكورة 2.على الجهة الحاصلة على صلاحية التصريح أو متى م 3. يعتبر هذا التصريح مؤقد 4. يعتبر هذا التصريح لاغيا 5. يجب إبلاغ قسم الطوارة 6. يجب إتباع الأوامر المحل |





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).

الحصول على الدعم والمساعدة

لأي استفسارات إضافية متعلقة بالخدمة أو حول طريقة تقديم الطلب علي النظام ، يمكن ارسال (ر<mark>سالة عامة</mark>) الى (خدمات الإشراف الهندسي – إشغال مؤقت للأراضي)



| Send General | Messages d General Messages Back | | |
|---------------|-------------------------------------|--------------|-------|
| Message Type* | Please Select Message Type | · < | |
| Attachments | Attachment | N | |
| Mobile No* | | | |
| Message:* | | | |
| | | Send Message | Reset |



nt



| 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) |