

# دليل المستخدم إصدار تصريح إشغال مؤقت

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## User Manual

Apply for a Temporary Occupation Permit

بلدية دبي  
إدارة التخطيط التنفيذي

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## ■ تعريف :

تتيح الخدمة للمقاولين وشركات تأجير السيارات وممثلي الفنادق الحصول على تصريح استغلال ارض بشكل مؤقت للاستخدامات والأغراض التالية :

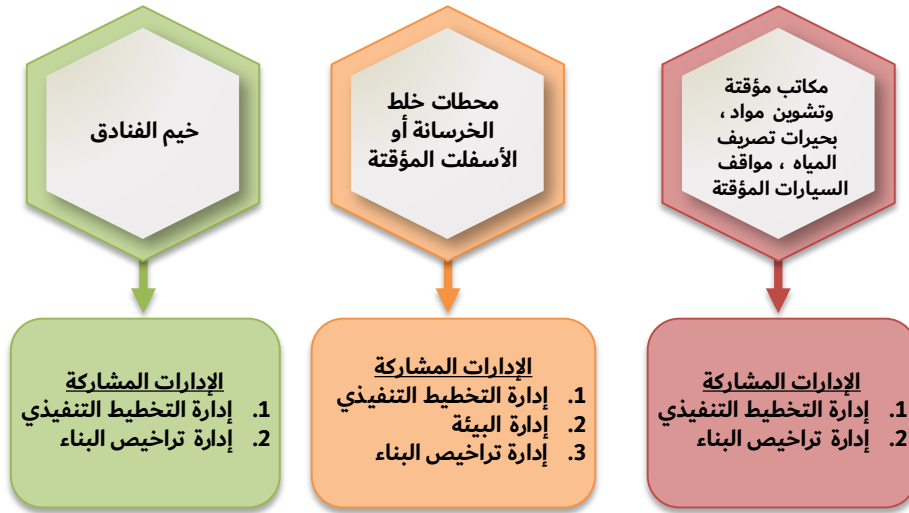
- مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء والمرخصة من البلدية.
- مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية.
- محطات خلط الخرسانة الموقعية المؤقتة.
- محطات خلط الأسفلت الموقعية المؤقتة.
- بحيرات تصريف المياه الجوفية المؤقتة.
- مواقف السيارات المؤقتة.
- الخيم المؤقتة وخيم الفنادق.
- اية استخدامات مؤقتة اخرى غير مصنفة على الأراضي الفضاء (مكتب مبيعات مؤقت .. الخ )

## ■ Definition:

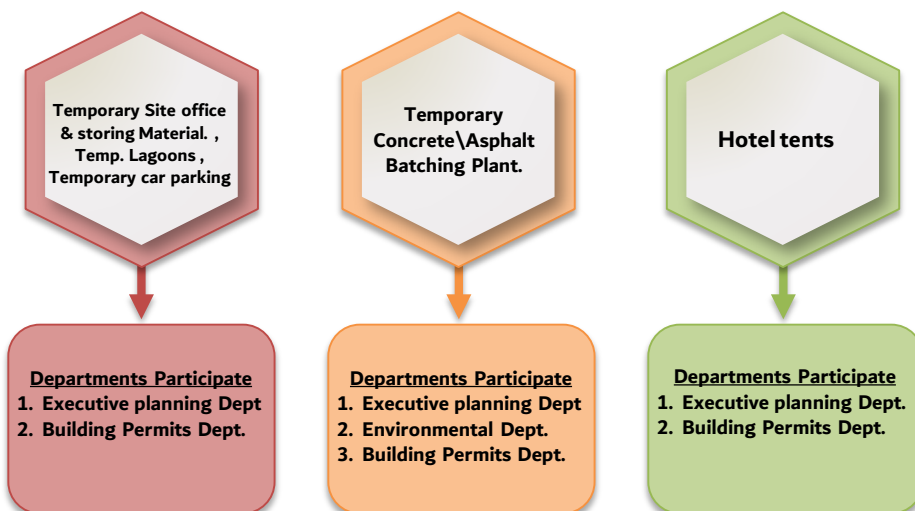
The Service Allow Contractor, Car Rental Companies and Hotel Representatives to get a temporary permit to occupy parcel for following usage:

- 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 Hotel Tent.
- Unclassified temporary usage in vacant lands; (Sales Office.. 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

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)	لغرض من الاستغلال المستندات المطلوبة
		✓						رسالة عدم ممانعة من مالك الأرض المستغلة (إلزامية في حالات الأراض الخاصة)
		✓						عقد إيجاري للأرض
✓			✓	✓		✓		خطاب يثبت مالِك المشروع يفيد بأن الشركة هي المكلّفة بالمشروع ومدة المشروع والاستعمال المطلوب.
								مخطط يوضح أبعاد وإحداثيات الجزء المطلوب للاستغلال
	✓							مخطط الخيمة الفندقية توضح أبعاد وموقع الخيمة في حدود الأرض
			✓	✓				صورة من الرخصة التجارية سارية المفعول
			✓	✓				مخططات انشائية في حال وجود مبنى أو منشأ مؤقت
			✓	✓				قيمة رأسمال الشركة المسجل في السجل التجاري أو عقد تأسيس الشركة
				✓				شهادة الضمان البنكي بقيمة 300,000 درهم إماراتي
		✓						موافقة مبدئية من هيئة الطرق والمواصلات لتحديد (المداخل والمخارج)
						✓		موافقة أولية من إدارة الصرف الصحي
			✓	✓				عدد وحدات الخلط وإجمالي سعة المحطة
				✓				تقرير فحص التربة والمياه الجوفية
			✓	✓				نموذج تقييم الأثر البيئي



## المستندات المطلوبة لتجديد التصريح

الغرض من الاستغلال	المستندات المطلوبة	مكاتب مؤقتة وتشوين مواد (المشاريع المرخصة من البلدية)	مكاتب مؤقتة وتشوين مواد (مشاريع البنية التحتية)	بحيرات تصريف المياه الجوفية	محطات خلط الخرسانة المؤقتة	محطات خلط الأسفلت المؤقتة	تأجير مواقف السيارات	خيم الفعاليات في الفنادق	استخدامات أخرى مؤقتة خاصة بالمشاريع
رسالة عدم ممانعة من مالك الأرض المستغلة (الزامية في حال كانت الأرض خاصة)	رسالة عدم ممانعة من مالك الأرض المستغلة (الزامية في حال كانت الأرض خاصة)								
عقد إيجاري للأرض	عقد إيجاري للأرض						✓		
خطابحد يثمن مالك المشروع يفيد بأن الشركة هي المكلفة بالمشروع و مدة المشروع والاستعمال المطلوب.	خطابحد يثمن مالك المشروع يفيد بأن الشركة هي المكلفة بالمشروع و مدة المشروع والاستعمال المطلوب.	✓			✓	✓			✓
صورة من الرخصة التجارية سارية المفعول	صورة من الرخصة التجارية سارية المفعول				✓	✓			
نموذج تقييم الأثر البيئي	نموذج تقييم الأثر البيئي				✓	✓			

Required Documents	Temp. Offices and Storing Materials for permitted Under construction Projects from DM	Temporary Offices and Storing Materials for (Infrastructure Projects)	Temporary Lagoons	Temporary Concrete Batch Plant	Temp. Asphalt Plant	Temp. Car Parking	Temp. Tents (Hotel's Tents)	Occupy Parcel for ( others if any)
No Objection Letter from the Parcel Owner (Required if Parcel is private owned)								
Tenancy Contract from EJARI						✓		
New letter from the project owner stating that the company works in the project with mentioning the project term , period of project ,and Usage required	✓			✓	✓			✓
A plan with coordinates in DLTM format showing the required site and the area in square meters								
Tent Drawing Plan to show the Dimensions and the Tent Location on the parcel							✓	
Copy of commercial / Industrial license				✓	✓			
Structural Drawings				✓	✓			
Value of the Registered Capital for the Company(Commercial register/MOA)				✓	✓			
Bank Certificate (for Environmental Guarantee Fund ) Tool tip: Amount should be AED 300,000				✓				
Preliminary Approval from RTA to Specify the (Entrances & Exits) for new applications only						✓		
Preliminary Approval from Drainage Projects Department			✓					
Number of Units and Total Plant Capacity				✓	✓			
Soil & groundwater Analysis Report				✓				
Environmental Impact Assessment Form				✓	✓			

## 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 (Infrastructure Projects)	Temporary Lagoons	Temporary Concrete Batch Plant	Temp. Asphalt Plant	Temp. Car Parking	Temp. Tents (Hotel's Tents)	Occupy Parcel for ( others if any)
No Objection Letter from the Parcel Owner (Required if Parcel is private owned)								
Tenancy Contract from EJARI						✓		
New letter from the project owner stating that the company works in the project with mentioning the project term , period of project ,and Usage required	✓			✓	✓			✓
Copy of commercial / Industrial license				✓	✓			
Environmental Impact Assessment Form				✓	✓			



## رسوم الخدمة Service fees

### Executive Planning Department Fees

### رسوم إدارة التخطيط والتنفيذ

(Applicable on all type of permits)

( ينطبق على جميع أنواع التصاريح )

Usage	الرسوم (للمتر المربع أسبوعياً) Fee (Per Sq.m. Per week)		الاستعمال
	أرض خاصة Private Parcel	أرض حكومية Government Parcel	
Site Offices and material storage	فلس 22 Fils	فلس 44 Fils	مكاتب مؤقتة و تشوين مواد
Car Parking	فلس 22 Fils	فلس 44 Fils	مواقف السيارات
Concrete / Asphalt Batching plants	فلس 54 Fils	فلس 108 Fils	محطة إسفلت أو خرسانة
Labor camp	فلس 54 Fils	فلس 108 Fils	سكن عمال
Hotel Tents	درهم 2.5 AED	درهم 5 AED	خيم الفنادق
Other	فلس 22 Fils	فلس 44 Fils	أية استعمالات أخرى

\*تستوفى الرسوم أعلاه بناءً على قرار المجلس التنفيذي رقم (18) لسنة 2013 2013 Executive Council Decision No. (18) of 2013

### Environment Department Fees

### رسوم إدارة البيئة

(Applicable only on Concrete / Asphalt Batching plants)

( في حالة محطات خلط الخرسانة/الأسفلت المؤقتة فقط )

0.1 % من قيمة رأس المال المسجل بعقد تأسيس الشركة وبحد أقصى 5,000 درهم  
0.1% of the capital registered in the company's memorandum of association with a maximum of AED 5,000

### Permits Security Deposit

### تأمينات التصاريح

(Applicable on New permits only)

( ينطبق على التصاريح الجديدة فقط )

درهم 2,000 AED

## □ أولاً

خطوات تقديم طلب جديد لتصريح استغلال ارض بشكل مؤقت 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.

## □ First

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 )

## طلب استغلال ارض بشكل مؤقت نوع التقييم (جديد)

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:

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

**Contractor** has to Log in to Dubai BPS using user name and password on following link:  
[Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae)

يقوم **المقاول** بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط :  
[Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae)

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

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

### Building Permit Home Page

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.

## Project Information

Project Description *		<input type="text"/>	
Hotel or Owner Representative Contact Details			
Representative Contact Name *	<input type="text"/>	Phone No. *	<input type="text"/>
Email Id *	<input type="text"/>	Fax No. *	<input type="text"/>
Mobile No *	Select <input type="text"/>	License No *	1000
Contractor Contact Details			
Contractor Name	<input type="text"/>	Select	
Owner Contact Details			
Owner Password	<input type="text"/>		
Owner Mobile *	Select <input type="text"/>	Owner Email *	<input type="text"/>
Owner Phone No *	<input type="text"/>		
Owner Dubai Id	<input type="text"/>	Owner Emirates Id	<input type="text"/>
Preferred SMS Language	<input checked="" type="radio"/> English <input type="radio"/> Arabic		
Parcel Information			
Parcel ID *	<input type="text"/> <div> <p>← <b>رقم الأرض المستغلة - Occupied Parcel</b></p> <p>for "Temporary permit to occupy parcel" purpose, enter the <a href="#">Show Info</a> Parcel Dtls</p> <p>Occupied parcel id <a href="#">Show Map</a></p> </div>		
Community Name	<input type="text"/>		
Parcel Status	<input type="text"/>		

Project Related to *	<input type="radio"/> Dubai Development Authority - DDA
	<input type="radio"/> Emmar Properties
	<input type="radio"/> Dubai Investment Park
	<input type="radio"/> Dubai Industrial City
	<input type="radio"/> Dubai Land
	<input type="radio"/> Cultural village - Al Jaddaf (DPG)
	<input type="radio"/> Mizin
	<input type="radio"/> Dubai Multi Commodities Centre – DMCC
	<input type="radio"/> Dubai Maritime City - DMC
	<input type="radio"/> Dubai Sport City
	<input type="radio"/> Dubai Properties Group
	<input type="radio"/> Meras
	<input type="radio"/> Meras/Jumeira Bay
	<input type="radio"/> Dubai Police
	<input type="radio"/> Business Bay- DPG

- ☐ I undertake that I 'am appointed by the Parcel Owner to apply for the project and make all necessary modification, and I take the legal responsibilities for all.
- ☐ All non-complying works with planning & building rules and regulations, will be subjected to exceptions system, charges will be calculated as per the regulations.

Rule No. 10 for the year 2006

Reset

Save

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

\* Non-governmental project

There are more than one open project on the project

Process Group\*

Application Type \*

Application Description\*

New Project Description\*

Current Project Description

Submission Type \*

Permit Issued By\*

Permit No\*

Select Process Group

Adjustment/Additional/Demolition Permit Apps

Miscellaneous Services Regarding Permit Applications

Applications For Owners And Decor Companies

Permissions For Road Services And Temporary Works

Special Services & Exceptions

CR 4030 - Temporary Concrete Batch Plant

New

Select 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 (تصريح استغلال أرض بشكل مؤقت) من خيارات نوع المعاملة.

\* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group\*

Application Type \*

Application Description\*

New Project Description\*

Current Project Description

Submission Type \*

Permit Issued By\*

Permit No\*

Occupy Parcel Purpose\*

Do You have Owner Approval?

Select Application Type

Temporary permit to Occupy parcel

Pavement/Landscape Permit

Temporary Tents Permit

CR 4030 - Temporary Concrete Batch Plant

New

Select Please fill the space with your project/contract/Ejari Number

Select occupation purpose

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.

في حالة إقامة مشروع قيد الإنشاء مرخص من البلدية قم باختيار **(DM)** من قائمة خيارات **(تم إصدار الرخصة من قبل)** ومن ثم قم بإدخال رقم الترخيص وأضغط على رابط **(تحقق)**، للتحقق من رقم الترخيص وإدخال رقم **رض المشروع** تلقائياً.

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 Verify
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Type *	New
Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
DM Permit No*	123456-1-1
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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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 **(أخرى)** لإدخال اسم مالك المشروع يدوياً

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 Verify
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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
Permit No*	RTA DEWA
Occupy Parcel Purpose*	ation purpose
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No



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

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

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Others <span>Please fill the space with your project/contract/Ejari Number</span>
Permit No*	
Occupy Parcel Purpose*	<div> Select occupation purpose <ul style="list-style-type: none"> <li>Temporary Offices and Storing Materials for (Infrastructure Projects)</li> <li>Temporary Concrete Batch Plant</li> <li>Temporary Offices and Storing Materials for (DM Permitted Projects)</li> <li>Temporary Asphalt/Wet-Mix Plant</li> <li>Temporary Lagoon</li> </ul> </div>
Do You have Owner Approval?	
Contr. Name	
<input type="checkbox"/> I undertake to abide by all regulations and Regulations	

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application Save Application

There is an opened (Occupy Parcel Permit) application in this project, you can't submit a new one of the same type unless the first application 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.

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*	Occupy Adjacent plot
Submission Type *	New
Permit Issued By*	RTA <span>Please fill the space with your project/contract/Ejari Number</span>
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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contr. Name	
<input checked="" type="checkbox"/> 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:

Attachments

Save

Submit Application 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 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*	Occupy Adjacent plot
Submission Type *	New
Permit Issued By*	RTA Please fill the space with your project/contract/Ejari Number
Permit No*	RTA/0001
Occupy Parcel Purpose*	Temporary Offices and Storing Materials for
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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

  ☐ Attachments

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 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 Documents
1. Permit Documents								
Affection Plan which shows the Occupancy Location*			Check	Select Type		<input type="checkbox"/>	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		<input type="checkbox"/>	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		<input type="checkbox"/>	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		<input type="checkbox"/>	Attachment	
2. Drawings								
Documents Scale Size:				Select Type				
Architectural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
Structural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
Survey/Mapping			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	

☐ I agree that the selected paper scale size is correct and the drawings are uploaded as per the selected paper scale size .

Save

  Permit Application



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

GOVERNMENT OF DUBAI

نظام دبي لتراخيص البناء  
**Dubai BPS**

[Home](#)
[About Dubai BPS](#)

Company Name:

Logout عربي

[Other applications](#)
[App. Follow Up](#)
[Working Area](#)
[Charges](#)
[More Information](#)

drawings part of the drawings submitted for building permits

### Permit Application

Project >> Application >> Versions >> Permit Application

Application No.	d 432819 - d 1 - d1	Project Desc.	
Cons. Name		Application creation date	2019-12-09
Parcel ID	3473939	Acceptance Date	
Applicant	Contractor		
Status	NEW		

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\* 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 Please fill the space with your project/contract/Ejari Number

Permit No\* RTA/0001

Occupy Parcel Purpose\* Temporary Offices and Storing Materials for

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:

☐ Attachments

Save

Submit Application Save Application Delete

[View All Notes & Conditions](#)

Follow-up Dubai BPS



## ثانياً: □

خطوات تقديم طلب جديد لتصريح استغلال ارض بشكل مؤقت لغرض:

- مواقف السيارات المؤقتة.
- الخيم المؤقتة وخيم الفنادق.
- اية استخدامات مؤقتة اخرى غير مصنفة على الأراضي الفضاء ( مكتب مبيعات مؤقت، سكن عمال مؤقت.. الخ )

## □ Second:

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

- Temporary Car Parking.
- Temporary Hotel Tent.
- Unclassified temporary usage in vacant lands; (Sales Office, 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:

لتقديم طلب تصريح استغلال ارض بشكل مؤقت (مواقف سيارات مؤقتة ، خيمة مؤقتة أو أية استخدامات أخرى غير مصنفة متعلقة بالمشاريع) تقديم جديد لأول مرة يجب اتباع الخطوات ادناه:

Applicant has to Log in to Dubai BPS using username and password on following link:  
[Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae)

يقوم مقدم الطلب بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط:  
[Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae)


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

قم بإنشاء مشروع جديد على النظام بالضغط على 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 الأرض ) والموافقة على الشروط والتعهدات في اسفل الصفحة ومن ثم قم بحفظ البيانات بالضغط على زر (حفظ).



GOVERNMENT OF DUBAI

نظام دبي لتراخيص البناء  
**Dubai BPS**

Home About Dubai BPS
Company Name: Mohanad User: Hotel or Owner Representative Logout عربي

Other applications App. Follow Up Working Area Charges More Information

al drawings "part of the drawings" submitted for building permits

### Project Information

**Project Description \***

**Hotel or Owner Representative Contact Details**

**Representative Contact Name\***

**Email Id\***

**Mobile No\***

Select

**Contractor Contact Details**

**Contractor Name**

Select

**Owner Contact Details**

**Owner Password**

**Owner Mobile\***

Select

**Owner Phone No\***

**Owner Dubai Id**

**Preferred SMS Language**

☒ English
 ☐ Arabic

**Phone No.\***

**Fax No.\***

**License No\***

1000

**Owner Email\***

**Owner Emirates Id**

**Parcel Information**

**Parcel ID \***

\*Temporary permit to occupy parcel - purpose, enter the Occupied parcel

**رقم الأرض المستغلة - Occupied Parcel**

Show info

id Show Map

☒

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 Properties Group

☐ Meras

☐ Meras/Jumeira Bay

☐ Dubai Police

☐ Business Bay- DPG

☐ DHA

☐ Meydan

**Project Related to \***

☐

id Show Map

☐

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 Properties Group

☐ Meras

☐ Meras/Jumeira Bay

☐ Dubai Police

☐ Business Bay- DPG

☐ DHA

☐ Meydan

☐ I undertake that I 'am appointed by the Parcel Owner to apply for the project and make all necessary modification, and I take the legal responsibilities for all.

☐ All non-complying works with planning & building rules and regulations, will be subjected to exceptions system, charges will be calculated as per the regulations.

Rule No. 10 for the year 2006

Reset

Save

20



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)**.

Application No. d 432835 - d 1 - d1

Cons. Name

Parcel ID 3450897

Applicant Hotel or Owner Representative

Status NEW

Project Desc. test

Application creation date 9/12/2019

Acceptance Date

View Exceptions

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\* Select Process Group

Application Type\* Permissions For Road Services And Temporary Works

Application Description\*

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.

Submit Application Save Application

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

قم باختيار **(تصريح استغلال أرض بشكل مؤقت)** من **خيارات نوع المعاملة**.

Project >> Application >> Permit Application

Application No. d 432835 - d 1 - d1

Cons. Name

Parcel ID 3450897

Applicant Hotel or Owner Representative

Status NEW

Project Desc. test

Application creation date 9/12/2019

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\* Select Process Group

Application Type\* Temporary permit to Occupy parcel Working Procedure

Application Description\*

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

Do You have Owner Approval? ☐ Yes ☒ No



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

Applicant	Hotel or Owner Representative	
Status	NEW	Acceptance Date
<a href="#">View Exceptions</a> <a href="#">View FIC</a> <a href="#">NOC History</a> <a href="#">Project Applications</a> <a href="#">* Non-governmental project</a>		
<p>There are more than one open project on the parcel. To check these projects click Here</p>		
Process Group*	Permissions For Road Services And Temporary Works	
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*	0120190000000	
Occupy Parcel Purpose*	Select occupation purpose	
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Contr. Name		
<input type="checkbox"/> I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.		
<a href="#">Regulations</a>		
<p>Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:</p>		
<input type="button" value="Submit Application"/>		<input type="button" value="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 استغلال الأرض من قائمة خيارات **(سبب استغلال الأرض)** وفي حال كان الغرض من الاستغلال ليس من ضمن الخيارات ، فقم باختيار **(Other)** ومن ثم قم بإدخال سبب استغلال الأرض يدوياً

<a href="#">* Non-governmental project</a>		
<p>There are more than one open project on the parcel. To check these projects click Here</p>		
Process Group*	Permissions For Road Services And Temporary Works	
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*		
Occupy Parcel Purpose*	<div> <div>Select occupation purpose</div> <div>Occupy Parcel for ( others if any)</div> <div>Temporary car parking</div> <div>Temporary Tents (Hotel's Tents)</div> <div>Select Project Owner</div> </div>	
Other Occupy Parcel Reason*		
Project Owner*		
Expected Project Completion Date*		
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Contr. Name		
<input type="checkbox"/> I undertake to abide by all regulations and requirements 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 وادفع البيانات بالضغط على زر (**حفظ المعاملة**) أسفل 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 Working Procedure
Application Description*	Occupy parcel for Temp. Sales Office
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
Project Owner*	Other
Project Owner Others*	## Real State
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

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 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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

☐ Attachments

Save

Submit Application Save Application Delete

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.

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 Documents
1. Permit Documents								
Affection Plan which shows the Occupancy Location*			Check	Select Type		<input type="checkbox"/>	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		<input type="checkbox"/>	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		<input type="checkbox"/>	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		<input type="checkbox"/>	Attachment	
2. Drawings								
Documents Scale Size:				Select Type				
Architectural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	

Structural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
Survey/Mapping			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	

☐ I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize .

Save

➔ Permit Application

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 <small>Please fill the space with your project/contract/Ejari Number</small>
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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

Attachments

Save

➔ Submit Application Save Application Delete



### ثالثاً: □

خطوات تقديم طلب تجديد / تعديل لتصريح استغلال ارض بشكل مؤقت 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.
- مواقف السيارات المؤقتة.
- الخيم المؤقتة وخيم الفنادق.
- اية استخدامات مؤقتة اخرى غير مصنفة على الأراضي الفضاء ( مكتب مبيعات مؤقت ، سكن عمال مؤقت .. الخ )

### □ Third

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 Hotel Tent.
- Unclassified temporary usage in vacant lands; ( Sales Office, Temporary Labor Camp .. etc.)



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

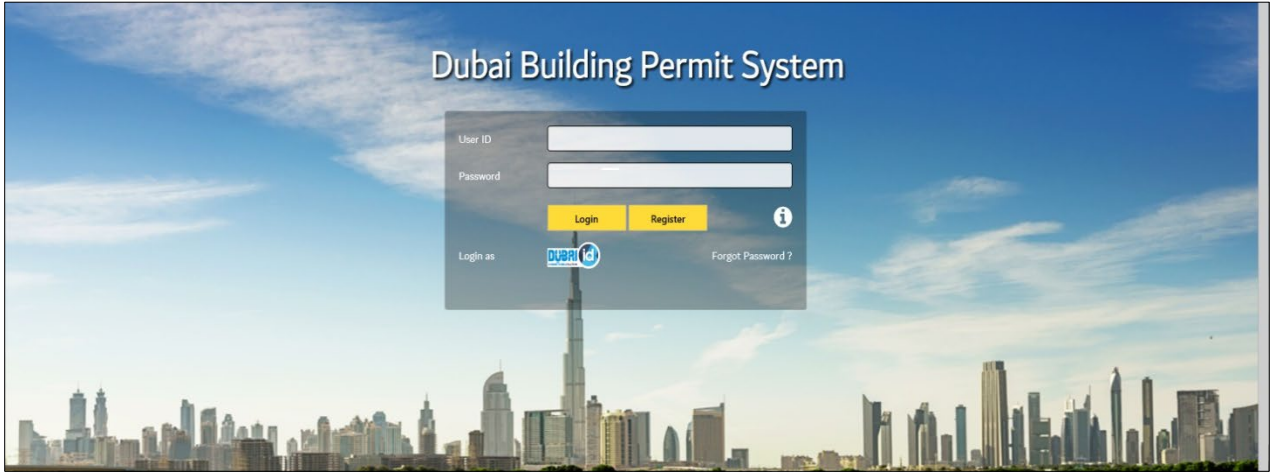
## طلب استغلال ارض بشكل مؤقت نوع التقديم ( تجديد / تعديل )

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:

لتقديم طلب **(تجديد)** أو **(تعديل)** التصريح السابق لاستغلال ارض بشكل مؤقت لغرض (مكاتب مؤقتة وتشوين مواد ، محطات خلط الخرسانة والأسفلت المؤقتة وبحيرات تصريف المياه الجوفية ، مواقف سيارات مؤقتة ،خيم مؤقتة .. الخ) يجب اتباع الخطوات ادناه:

Applicant of the previous application has to Log in to Dubai BPS using username and password on following link: [DubaiBps.dm.gov.ae](http://DubaiBps.dm.gov.ae)

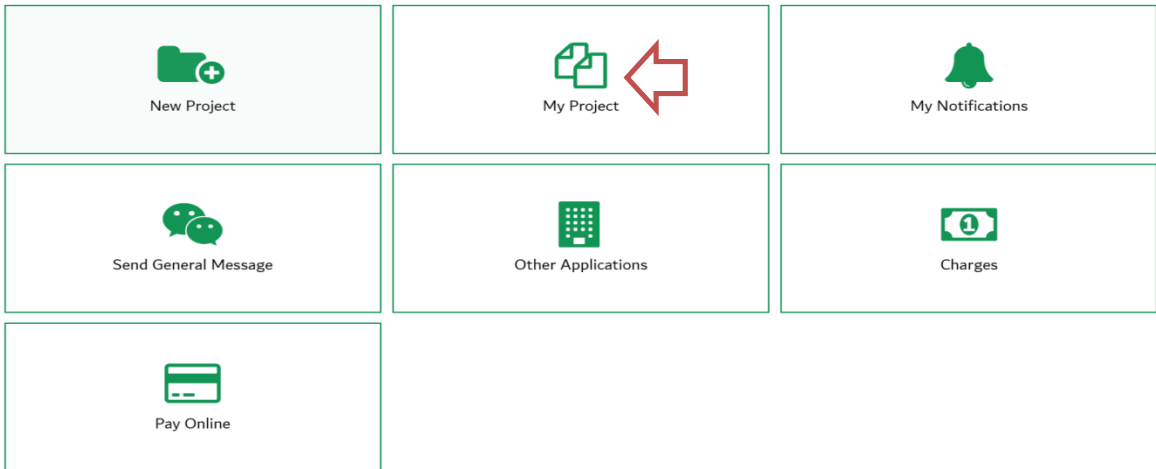
يقوم مقدم الطلب السابق بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط: [DubaiBps.dm.gov.ae](http://DubaiBps.dm.gov.ae)



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

قم بالدخول علي رابط **( مشاريعي )** من الصفحة التالية

## Building Permit Home 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** مستخدماً محددات البحث المتاحة ، او بالنزول الى اسفل الصفحة والبحث عن المعاملة ضمن جميع قائمة جميع مشاريع المقاول أو مندوب المالك او الفندق .

## Working Area

Land Department - Parcel Pricing  
Reports & Enquiries  
Advanced Search  
Project Closing  
Statistical Reports

Completion Certificate Stamping  
Contractor Bank Guarantee  
General Appointment  
Inquiry  
Appointments (1)

Follow up Site Visit (0)  
Service Decision Follow Up

## Search Criteria

New Project

Project No.	<input type="text"/>	App. No	<input type="text"/>
Parcel ID	<input type="text"/>	Project Description	<input type="text"/>
Owner Name	<input type="text"/>	Consultant	<input type="text"/> (License No)
From Project Date	<input type="text"/>	To Project Date	<input type="text"/>
From Submission Date	<input type="text"/>	To Submission Date	<input type="text"/>
From Acceptance Date	<input type="text"/>	To Acceptance Date	<input type="text"/>
Draft Project	<input type="checkbox"/> Draft Project	View Projects	Open Projects ▾
Contractor	<input type="text"/> (License No)		
Application Type	Select Application Type ▾		
Application Status	Select Application Status ▾		
Contractor Selection	Select Contractor Status ▾		
Attachments Available	<input type="checkbox"/> Attachments Available		
Projects	BPCS Projects ▾		
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water Preliminary N/QC		Clear Selection

Contractor Selection	Select Contractor Status ▾
Attachments Available	<input type="checkbox"/> Attachments Available
Projects	BPCS Projects ▾
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water Preliminary N/QC

Search

Delete Project

Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys	View App.	Delete
Open	320750	Hotel tent	1	2630768	10/12/2019	View	No	View App.	<input type="checkbox"/>
Open	320749	Hotel tent	1	6220137	10/12/2019	View	No	View App.	<input type="checkbox"/>
Open	d 432838	Hotel tent	1	6220133	10/12/2019	View	No	View App.	<input type="checkbox"/>
Open	d 432835	test	1	3450897	28/11/2019	View	No	View App.	<input type="checkbox"/>
Open	320745	Test_6	1	2840474	28/11/2019	View	No	View App.	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 Next  
Total( 1108 )

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Website Version ncv v 1.0 | Last Modifications 28 January 2018

24 800900

24 Support

Suggestion

Complain

Click on **(View App)** on the next page

قم بالضغط على رابط (عرض المعاملات) في الصفحة التالية

Service Entry (Use CTRL to select multiple)

RTA(Metro)

Uttarakhand Preliminary 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	320744	تجديد التصريح الخاص بمكتب المبيعات لمشروع العمر	2	3120226	28/11/2019	View	No	View App.	<input type="checkbox"/>
Open	320740	تعديل مساحة المواقف وإضافة مدخل ومخرج	3	3550410	25/11/2019	View	No	View App.	<input type="checkbox"/>
Open	320737	CR 4030 - Occupy Parcel for others if any	3	3473939	20/11/2019	View	No	View App.	<input type="checkbox"/>
Open	320741	مواقف سيارات	1	3120891	18/11/2019	View	No	View App.	<input type="checkbox"/>
Open	320734	Temp Occupy_Temp.Tent_TEST_3	2	4210530	10/11/2019	View	No	View App.	<input type="checkbox"/>

Back

1 2 3 4 5 6 7 8 9 10 11

Next

Total( 1108 )

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

قم بإنشاء معاملة جديدة على نفس المشروع باستخدام زر (معاملة جديدة)

Home About Dubai BPS Company Name: Mohanad User: Hotel or Owner Representative Logout عربي

Other applications App. Follow Up Working Area Charges More Information

### Permit Applications

Projects >> Applications

Search For Application No.  Go **New Application**

Project No. 320737 Project Desc. CR 4030 - Occupy Parcel for others if any

Parcel No. 3473939 Consultant.

Application No.	Work Desc.	Application Type	Old System?	Current Status	Versions
1	Occupy Parcel for others if any	Temporary permit to Occupy 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

\* Non-governmental project

There are more than one open project on this project

Process Group\* **Permissions For Road Services And Temporary Works**

Application Type\*

Application Description\*

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



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

قم باختيار (تصريح استغلال أرض بشكل مؤقت) من خيارات نوع المعاملة.

\* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Temporary Works
Application Type *	Select Application Type Temporary permit to Occupy parcel Pavement/Landscape Permit Temporary Tents Permit
Application Description*	Working Procedure
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
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> 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 وإضافة مدخل ومخرج
Submission Type *	Select submission type
Permit Issued By*	Select submission type
Permit No*	Renewal Modification
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> 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:

Submit Application Save Application

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

قم باختيار اخر رخصة مسلمة من ضمن قائمة المعاملات في لسته خيارات (الرخصة للتجديد).

Current Project Description	تعديل مساحة المواقف وإضافة مدخل ومخرج
Submission Type *	Modification
Permit to Renew*	Select
Permit Issued By*	Select
Permit No*	320740-3-1 320740-1-1 320740-2-1
Occupy Parcel Purpose*	on purpose
Do You have Owner Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> 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



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 تلقائياً مثل (سبب استغلال الأرض ، مالك المشروع ، رقم الرخصة .. الخ) ، قم بعدها بالموافقة على الشروط وحفظ البيانات بالضغط علي زر (**حفظ**)

\* 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*	Renewal TEST
New Project Description*	Renewal TEST
Current Project Description	تعديل مساحة المواقف وإضافة 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*	10000000123
Occupy Parcel Purpose*	Temporary car parking
Project Owner*	Dubai Municipality
Expected Project Completion Date*	30/12/2020
Do You have Owner Approval?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

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 وذلك على حسب نوع المعاملة.

Permit issued by

Permit No\* RTA/0001

Occupy Parcel Purpose\* Temporary Offices and Storing Materials for

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:

Attachments

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 (معاملة الترخيص) اسفل الصفحة.

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		<input type="checkbox"/>	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		<input type="checkbox"/>	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		<input type="checkbox"/>	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		<input type="checkbox"/>	Attachment	
2. Drawings								
Documents Scale Size				Select Type				
Architectural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
Structural			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
Survey/Mapping			Check	Select Type	Select Type	<input type="checkbox"/>	Attachment	
<input type="checkbox"/> I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize .								
<div>Save</div> <div> </div>								

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
Permit Issued By*	Others <small>Please fill the space with your project/contract/Ejari Number</small>
Permit No*	10000000123
Occupy Parcel Purpose*	Temporary car parking
Co ordinates*	<a href="#">Click here to enter coordinates</a>
Project Owner*	Dubai Municipality
Expected Project Completion Date*	01/12/2020
Number Of Renewals	
Do You have Owner Approval?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contr. Name	
<input checked="" type="checkbox"/> I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.	
<div>Regulations</div> <div>Secondary &amp; Sub Contractors</div>	
<div>Check if you have any modifications in the following items:</div> <div> <a href="#">Click Here To View Application Summary</a> </div>	
Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	
<div> </div> <div> <div>Save</div> <div> <div>Submit Application</div> <div>Save Application</div> <div>Delete</div> </div> </div>	

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 <small>Please fill the space with your project/contract/Ejari Number</small>
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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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:

☐ Attachments

Save

Submit Application Save Application Delete



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

## إنشاء (نسخة جديدة) من معاملة (معادة)

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

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

### Working Area

Land Department - Parcel Pricing  
Reports & Enquiries  
Advanced Search  
Project Closing  
Statistical Reports

Completion Certificate Stamping  
Contractor Bank Guarantee  
General Appointment  
Inquiry  
Appointments (1)

Follow up Site Visit (0)  
Service Decision Follow Up

### Search Criteria

New Project

Project No.	<input type="text"/>	App. No	<input type="text"/>
Parcel ID	<input type="text"/>	Project Description	<input type="text"/>
Owner Name	<input type="text"/>	Consultant	<input type="text"/> (License No)
From Project Date	<input type="text"/>	To Project Date	<input type="text"/>
From Submission Date	<input type="text"/>	To Submission Date	<input type="text"/>
From Acceptance Date	<input type="text"/>	To Acceptance Date	<input type="text"/>
Draft Project	<input type="checkbox"/> Draft Project	View Projects	Open Projects ▾
Contractor	<input type="text"/> (License No)		
Application Type	Select Application Type ▾		
Application Status	Select Application Status ▾		
Contractor Selection	Select Contractor Status ▾		
Attachments Available	<input type="checkbox"/> Attachments Available		
Projects	BPCS Projects ▾		
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water Drainage and N/QC		Clear Selection

Search

Delete Project

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	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320739	test	3	8884511	21/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320743	Temporary Offices	2	1130114	18/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 Next  
Total( 787 )

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

قم بالضغط على رابط (**عرض المعاملة**) ثم رابط عدد النسخ ثم الضغط على زر (**نسخة جديدة**) أعلى الصفحة.

Search									
Delete Project									
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	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320739	test	3	8884511	21/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320743	Temporary Offices	2	1130114	18/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	<a href="#">View</a>	No	<a href="#">View App.</a>	<input type="checkbox"/>
1 2 3 4 5 6 7 8 9 10 Next									
Total( 787 )									

## Permit Applications

Projects >> Applications

Search For Application No.  [Go](#) [New Application](#)

Project No. 320718 Project Desc. Temporary Asphalt Plant\_TEST\_2  
Parcel No. 2640985 Consultant.

Application. No.	Work Desc.	Application Type	Old System?	Current Status	Versions
1	محطة اسفلت مؤقتة	Temporary permit to Occupy parcel	No	RETURNED	2

1

## Application Versions

Project >> Application >> Version

Project No. 320718 Project Desc. Temporary Asphalt Plant\_TEST\_2  
Parcel No. 2640985 Application. No. 1

[New Version](#)

Version No.	Application Type	Status	Review Date	App. Details	Delete
2	Temporary permit to Occupy parcel	RETURNED	03/11/2019	<a href="#">View</a>	
1	Temporary permit to Occupy parcel	RETURNED	31/10/2019	<a href="#">View</a>	

1



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 الملاحظات التي بسببها تم رفض المعاملة، ثم قم باختيار رابط **(الذهاب إلى نسخة المعاملة الجديدة)**

## Agree

### Working Instructions

- By clicking ( I Agree ) all notes mentioned will be considered as Accepted - charges will be generated- & there will be No option to create a new appointment.
- By clicking (Cancel) the action will be canceled, you can still go back to permit application to create a new appointment.

Project >> Application >> Versions >> Agree

☒ There are unconfirmed notes available. Do you agree to pay for those notes?

### List of Application Notes

Process Group / Employee Name	Sub Note Desc	Engineer Note	Reply Type	Reply Message	Notes Decision	Penalty	Penalty Reason
Supervision Inspector		مرفوعة من البيئة					



I Agree

Cancel

Home About Dubai BPS

Company 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 Created Successfully

Back To Versions Page Go To New 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 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:



☐ Attachments

Save

Submit Application

Save Application



## Review and approval

## دراسة واعتماد المعاملة

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.

بعد تقديم الطلب بنجاح ، سيتم دراسة الطلب بواسطة الإدارات المعنية على > سبب الغرض من استغلال الأرض (إدارة التخطيط التنفيذي ، إدارة البيئة) وفي > الاستيفاء جميع متطلبات المعاملة من معلومات مدخلة ومرفقات ، فإنه يتم اعتماد المعاملة من طرف الموظفين المعنيين وسيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وصفحة التنبيهات على النظام.

Other applications

App. Follow Up

Working Area

Charges

More Information

Tasks & Messages

Search Criteria

Select Search Criteria ▾

Selected Messages

Last Received Message for Every Application ▾

Search

Message Date	Sender	Message	App. Type	App Status	Parcel No.	App. No
10/12/2019 08:28	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Permit Delivered	2840474	320745-1-1
10/12/2019 08:24	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Approved		320707-2-1
10/12/2019 08:22	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Permit Delivered	3120226	320744-2-1

## Permit Application

To Print permit :	
Kindly pay the fees to receive the permit	
Project >> Application >> Versions >> Permit Application	
Application. No.	320707 - 2 - 1
Cons. Name	
Parcel ID	1170906
Applicant	Hotel or Owner Representative
Approval Expiry Date	2020-09-10
Status	Approved
Project Desc.	Renewal permit
Application creation date	2019-11-28
Review Date(2 Working days)	2019-12-02
Approval Date	2019-12-10
Acceptance Date	2019-11-28

NOC History

Project Applications

Maximum building height 8.0 meters

\* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here



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

## متابعة الطلب ، والرد على الملاحظات واكمل النواقص في المعاملة

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.

في حالة وجود ملاحظات أو نواقص في المعاملة ، سيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وفي شاشة التنبيهات، ولاستعراض الملاحظات واستيفائها ، يجب على مقدم الطلب الدخول لصفحة المعاملة الرئيسية لاستعراض الملاحظات والرد عليها لإكمال النواقص في المعاملة مرة أخرى.

Other applications

App. Follow Up

Working Area

Charges

More Information

Tasks & Messages

Search Criteria

Select Search Criteria ▼

Selected Messages

Last Received Message for Every Application ▼

Search

Message Date	Sender	Message	App. Type	App Status	Parcel No.	App. No
16/12/2019 08:29	Building Permit and Systems section	Your submission completed on 16-12-2019 08:29:44 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	Temporary permit to Occupy parcel	CFR	473939	320764-1-1
16/12/2019 08:19	Building Permit and Systems section	Your submission completed on 16-12-2019 08:19:02 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	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 16-12-2019 08:12:38 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	Temporary permit to Occupy parcel	IN Progress	8884511	320739-3-1

## Permit Application

Project >> Application >> Versions >> Permit Application

Application. No.	320726 - 1 - 1
Cons. Name	
Parcel ID	3230555
Applicant	Contractor
Status	CFR

Project Desc.	Santha test for CR 4030
Application creation date	2019-11-04
Review Date(2 Working days)	2019-11-06
Acceptance Date	2019-11-04

[View FIC](#)

[NOC History](#)

[Project Applications](#)

Maximum building height 33.0 meters

\* 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*	
Submission Type *	New
Permit Issued By*	DM
DM Permit No*	320383-1-3

Update Application

☐ CFR Completed

Resubmit

Follow up Dubai BPS Engineers

| Version Notes | Appointments |  
Conditions

View All Notes & Conditions | Permit

Creation Date	Process Group	Employee Name	Remarks	Status
2019-11-04 12:28	Environmental License and Evaluation Engineer	Neelagandan Ulaga Nathan	test	CFR
2019-11-04 12:28	Executive Planning Department Engineer			APPROVED
2019-11-04 12:28	Supervision Inspector	Neelagandan Ulaga Nathan	test	CFR

1

Create Comment

General Application Comments

Comment Date	Position	Comments	Delete
2019-11-04 13:48	IT Administrator	CFR Consultant for review.	

Attachments

Charges

Update Application



☐ CFR Completed

Resubmit



Follow up Dubai BPS Engineers

| Version Notes | Appointments |  
Conditions

View All Notes & Conditions | Permit

Creation Date	Process Group	Employee Name	Remarks	Status
2019-11-04 12:28	Environmental License and Evaluation Engineer	Neelagandan Ulaga Nathan	test	CFR
2019-11-04 12:28	Executive Planning Department Engineer			APPROVED
2019-11-04 12:28	Supervision Inspector	Neelagandan Ulaga Nathan	test	CFR

1

## Permit Application

Project >> Application >> Versions >> Permit Application

Application. No.	320738 - 1 - 1
Cons. Name	
Parcel ID	3450897
Applicant	Contractor
Status	CFR Completed



Project Desc.	CR 4030 - Temporary Concrete Batch Plant
Application creation date	2019-11-20
Review Date(2 Working days)	2019-11-24
Acceptance Date	2019-11-20

View Exceptions

View FIC

NOC History

Project Applications

Maximum building height 37.0 meters

\* 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*	Temporary Concrete Batch Plant



## Paying deposit and fees after Approval

## دفع التأمينات والرسوم بعد اعتماد المعاملة

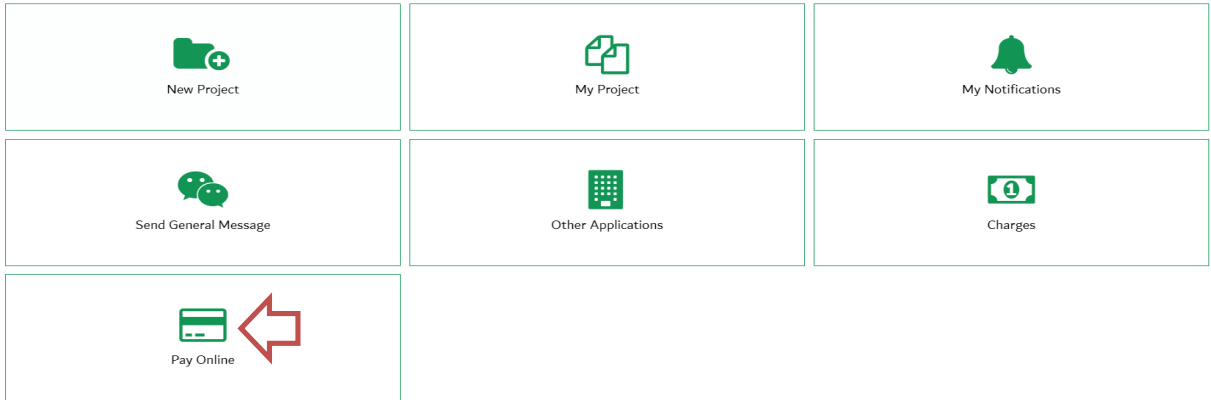
Applicant can paid the charges either **online** or **cash** as his wish.

يمكن دفع الرسوم **إلكترونياً** أو **نقدًا** حسب رغبة مقدم الطلب

For paying the application charges **online** after approval, login to the link [Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae) 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)

لدفع الرسوم **إلكترونياً** بعد اعتماد المعاملة ، قم بالدخول الى النظام عبر الرابط [Dubaibps.dm.gov.ae](http://Dubaibps.dm.gov.ae) ومن ثم الضغط على (**الدفع الإلكتروني**) والبحث عن رقم اذن الدفع الخاص بالمعاملة ضمن القائمة ، ومن ثم اكمال خطوات الدفع الإلكتروني المعتادة ( اختيار نوع البطاقة ، اذخال رقم البطاقة والرقم السري .. الخ )

### Building Permit Home Page



## Online Payment

EPAYMENT HUB

- Payment Hub
- Reports

### Welcome to ePay

You have **4** new Outstanding Payment(s) in the Inbox Inbox

1

Outstanding Payments

2

Search Payments

3

Payment Channels

4

Receipt Vouchers

## Outstanding Payments

Please note that Deposits PVs type cannot be paid along with other PVs types, and each deposit PV should be paid in single receipt

List of Outstanding Payments

Pay Selected

< 1 > 1 - 4 of ( 4 )

#	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.

لدفء الرسوم نقدًا ، فيمكن الدفع لدى (الأنصاري للصرافة) ، أيضاً يمكن الدفع بواسطة بطاقات الائتمان أو بطاقة الدرهم الإلكتروني لدى مكاتب التحصيل في المراكز الخارجية التابعة لبلدية دبي ( مركز الطوار ،مركز المنارة .. الخ ) ، ويلزم مكافئها تزويدهم برقم إذن الدفع والذي يمكن استخراجه من النظام من على صفحة المعاملة الرئيسية.

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel <b>Working Procedure</b>
Application Description*	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 To 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

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:

☐ Attachments

☐ Charges

## Application Charges

Click here to view and pay online

Parcel ID 3927016 Project No. 320710 Application. No 1

Contractor must pay the Deposit before starting the work.

Click here to see Charges on this project

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-		





## Downloading The permit after Paying deposit and fees

## تنزيل التصريح بعد دفع الرسوم والتأمينات

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.

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

GOVERNMENT OF DUBAI

نظام دبي لتراخيص البناء  
**Dubai BPS**

[Home](#)
[About Dubai BPS](#)
[Company Name:](#)
[Logout](#)

[Other applications](#)
[App. Follow Up](#)
[Working Area](#)
[Charges](#)
[More Information](#)

### Permit Application

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 Temporary Works
Application Type *	Temporary permit to Occupy parcel <a href="#">Working Procedure</a>
Application Description*	test
New Project Description*	test
Current Project Description	CD 4020 - Unregistered parcel test
Renewal periods	1
Validity Period	From 05/12/2019 To 25/12/2019
Permitted Occupied Area	200 Square Meter
Number Of Renewals	1
Do You have Owner Approval?	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](#)

☒ Environmental Clearance conditions for Temporary Asphalt/Wet-Mix Plant

Contractor should Submit Annual Emission Inventory Form to Environment department after 3 months of starting the operations if applicable

[Download the Annual Emission Inventory Form](#)

[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:

☐ Attachments
 ☐ Charges

[Download Permit](#)



Sample of  
(Temporary Occupation Permit)

نموذج  
( تصريح إشغال مؤقت )

 <b>تصريح اشغال مؤقت</b>		<b>نظام دبي لتراخيص البناء</b> <b>Dubai BPS</b>
رقم التصريح :	تاريخ الإصدار :	تاريخ الطباعة :
اسم مقدم الطلب :	اسم المالك :	رقم الهاتف :
رقم ارض المشروع :	اسم المنطقة :	
رقم الأرض المستغلة :	اسم المنطقة :	
رقم رخصة البناء :		
وصف المشروع :		
الغرض من استغلال الأرض :	المساحة المصرح بها :	
مدة التصريح :	من تاريخ :	إلى تاريخ :
قيمة التأمين :	رقم الإيصال :	التاريخ :
الرسوم التخطيطية :	رقم الإيصال :	التاريخ :
رسوم البيئة :	رقم الإيصال :	التاريخ :
<p style="font-size: 100px; opacity: 0.1; transform: rotate(-30deg);">SAMPLE PERMIT</p>		
<b>اشتراطات الخاصة</b>		
<b>المنطقة المصرح بها</b>		
<b>إشتراطات عامة :</b> <ol style="list-style-type: none"> <li>الالتزام بالفترة المذكورة اعلاه ومراجعة قسم المساحة لأخذ العلام.</li> <li>على الجهة الحاصلة على التصريح إزالة جميع المخلفات وتنظيف الموقع عند انتهاء صلاحية التصريح أو متى طلبت البلدية ذلك.</li> <li>يعتبر هذا التصريح مؤقت ويحق للبلدية وقفه أو إلغاؤه دون المطالبة بالتعويض.</li> <li>يعتبر هذا التصريح لاغيا بانتهاء المشروع والحصول على شهادة الإنجاز.</li> <li>يجب إبلاغ قسم الطوارئ في حال حدوث أي إصابات أو أضرار في الأفراد أو الممتلكات أو الجوار.</li> <li>يجب إتباع الأوامر المحلية والقوانين والإشتراطات الخاصة بالبناء .</li> <li>الالتزام بتقديم طلب تجديد التصريح أو إبلاغ البلدية بعدم الرغبة في التجديد وذلك قبل إسبوعين من انتهاء التصريح.</li> <li>في حال استغلال الموقع بعد انتهاء المدة المحددة بالتصريح دون القيام بالتجديد سيتحمل مقدم الطلب دفع الرسوم والغرامات المستحق.</li> </ol>		
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">  <p><b>بلدية دبي</b> DUBAI MUNICIPALITY</p> <p>التاريخ .....</p> <p>رقم الأرض .....</p> <p>رقم المعاملة .....</p> <p><b>إدارة التخطيط التنفيذي</b></p> </div> <div> <p>للاستفسار عن الخدمة يرجى الاتصال على هاتف 042063743</p> </div> </div>		

### Inquiries

For more inquiries related to the service or the steps of submitting the application on the system, kindly Contact:

**042063743**

Email:

**Info@dm.gov.ae**

### الإستفسارات

لأي استفسارات إضافية متعلقة بالخدمة أو حول طريقة تقديم الطلب ع لي النظام، يرجى التواصل ع لي الهاتف:

**042063743**

أو بالبريد الإلكتروني:

**info@dm.gov.ae**



User Manual: Apply for a  
Temporary Occupation Permit

دليل المستخدم : إصدار  
تصريح إشغال مؤقت

Dubai Municipality

بلدية دبي

P.O. Box 67

ص. ب. 67

Dubai-United Arab of Emirates

الإمارات العربية المتحدة - دبي

Contact Center: 800 900 مر كزالاتصال

[www.dm.gov.ae](http://www.dm.gov.ae)