



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

# The Service of Transferring the Ownership of an Instant Building Permit

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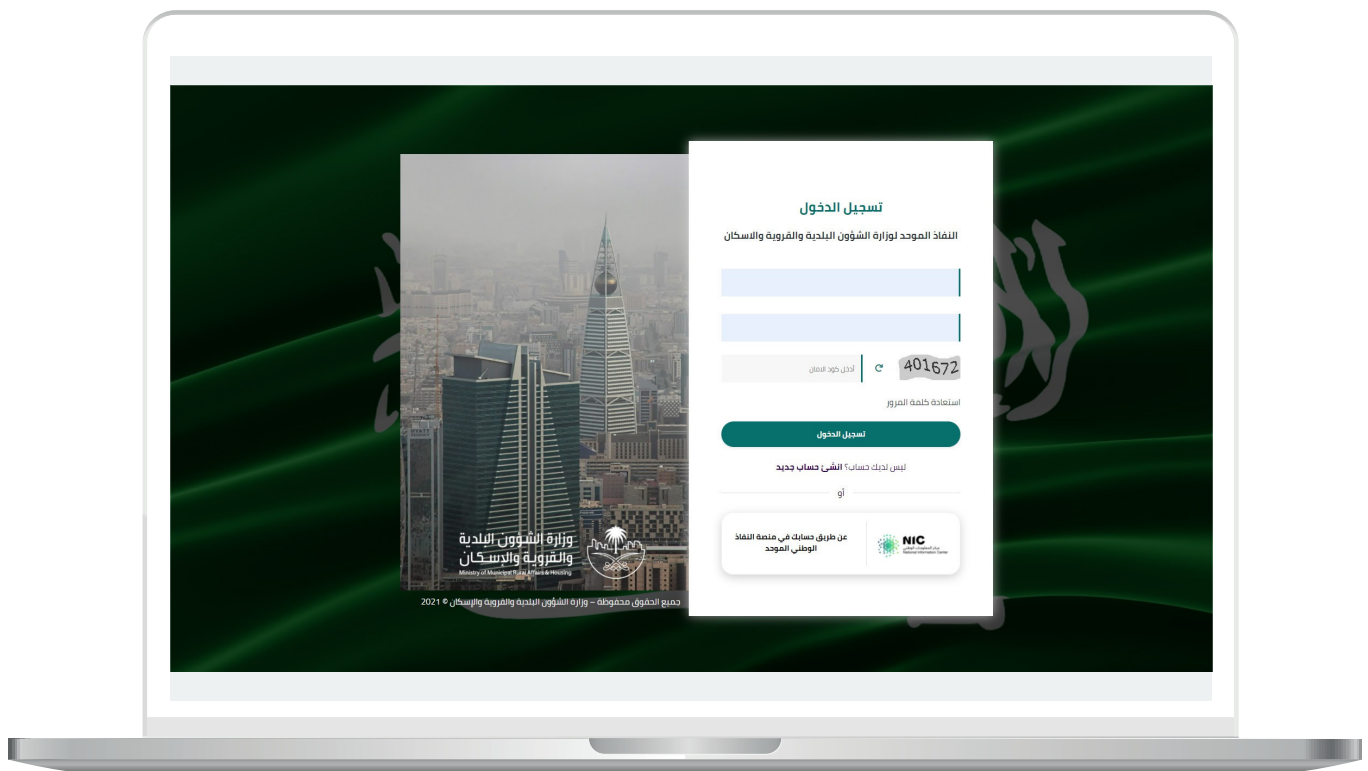
Beneficiary's  
Copy

## Contents

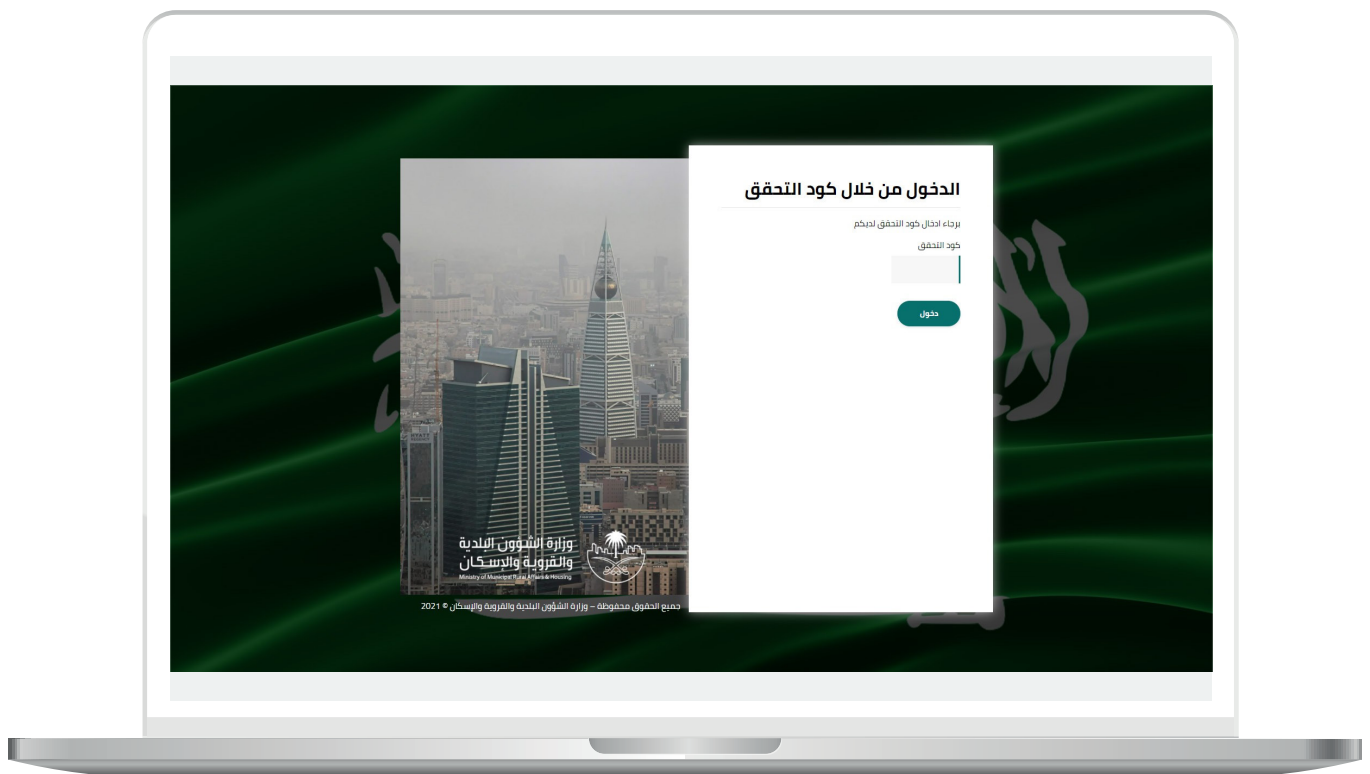
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## Log in to the System

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



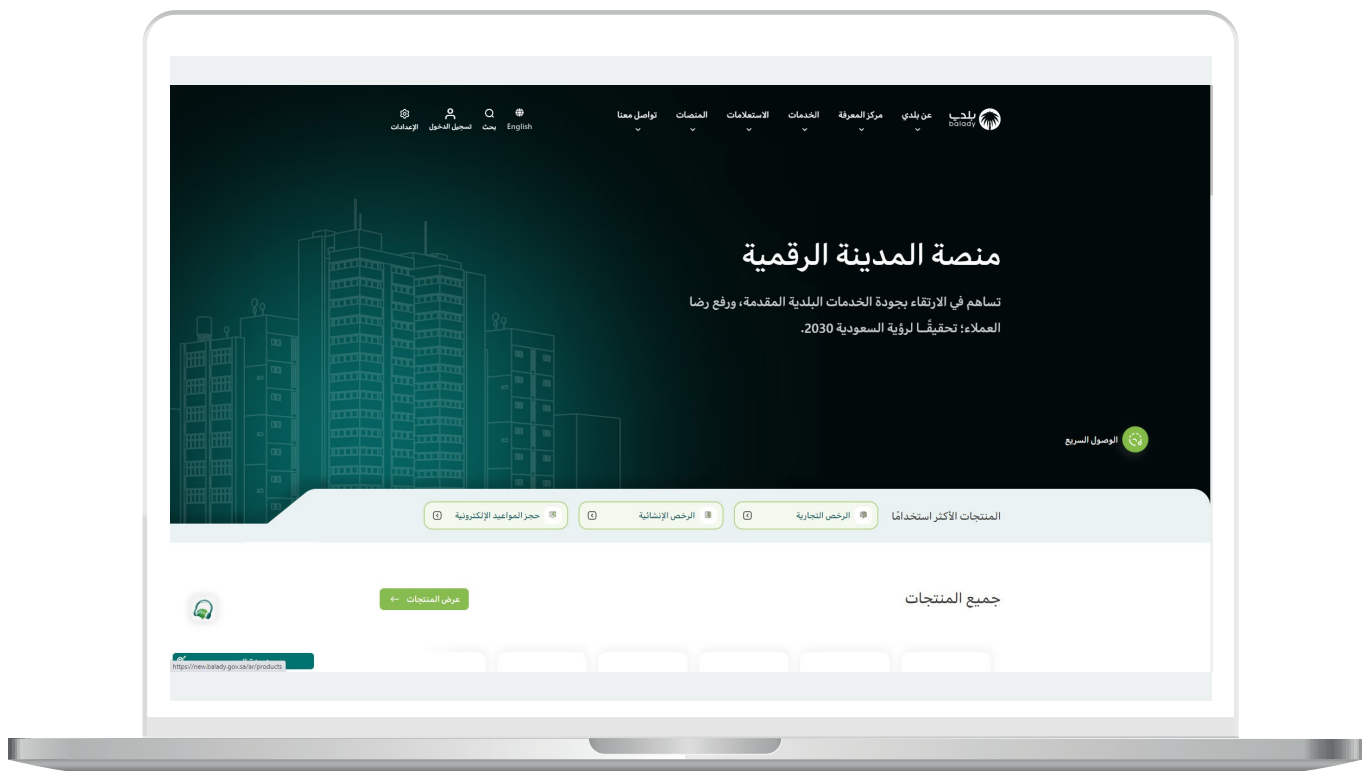
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



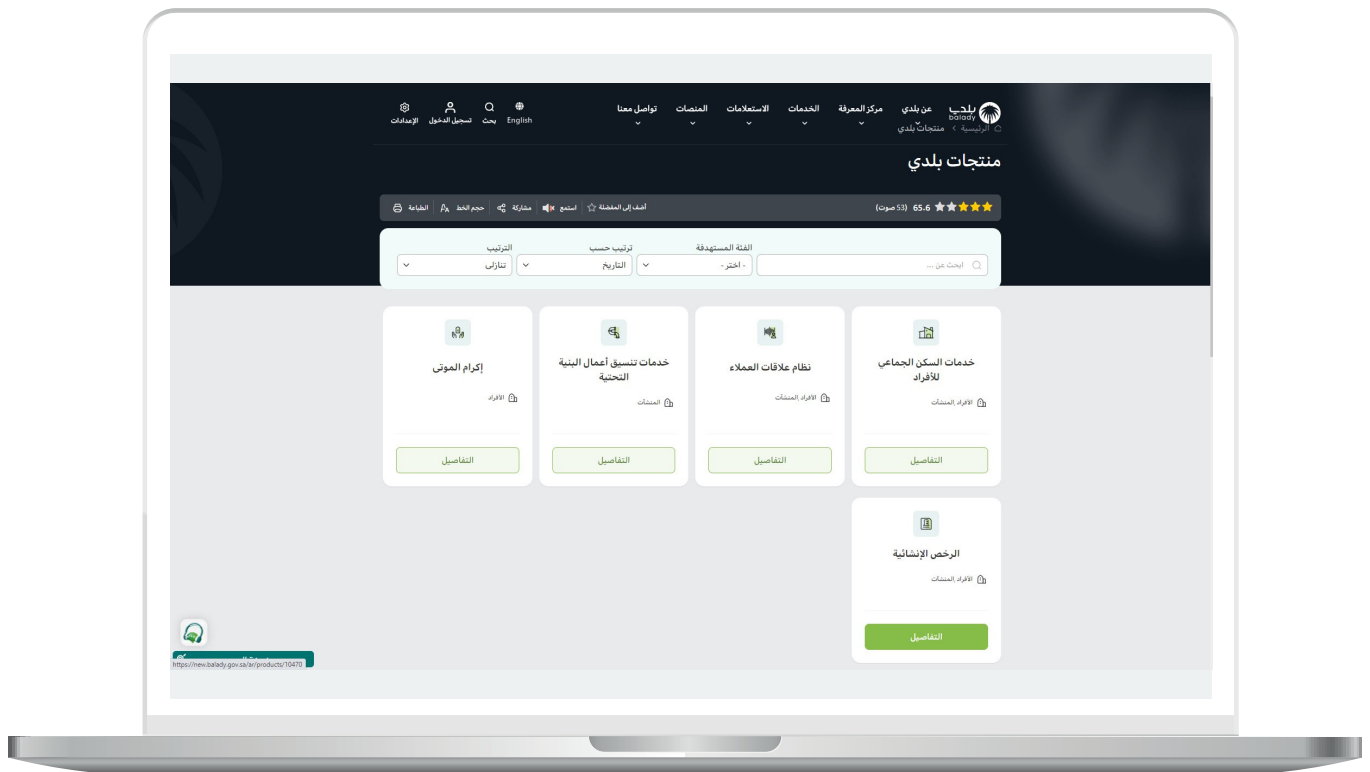
## Steps to Request the Service

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

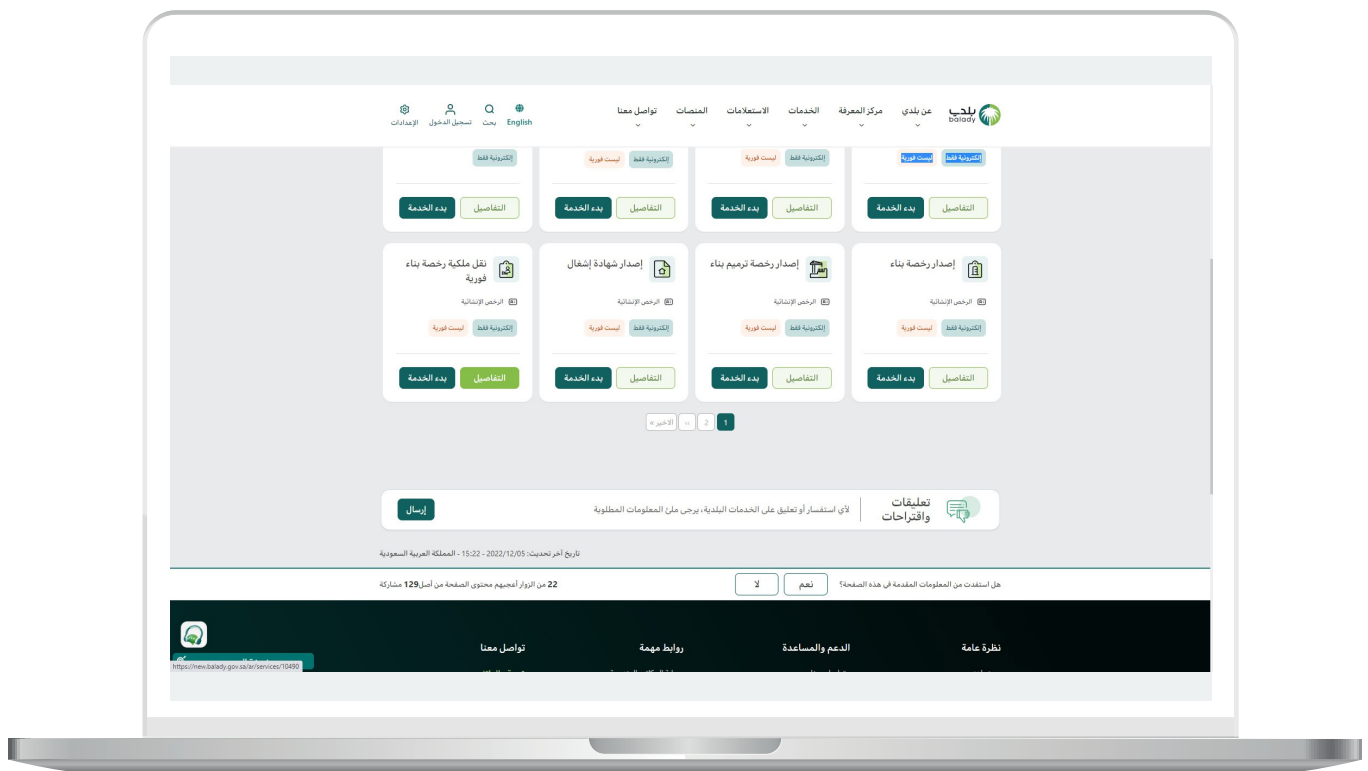
The user then clicks the **(View Products)** button.



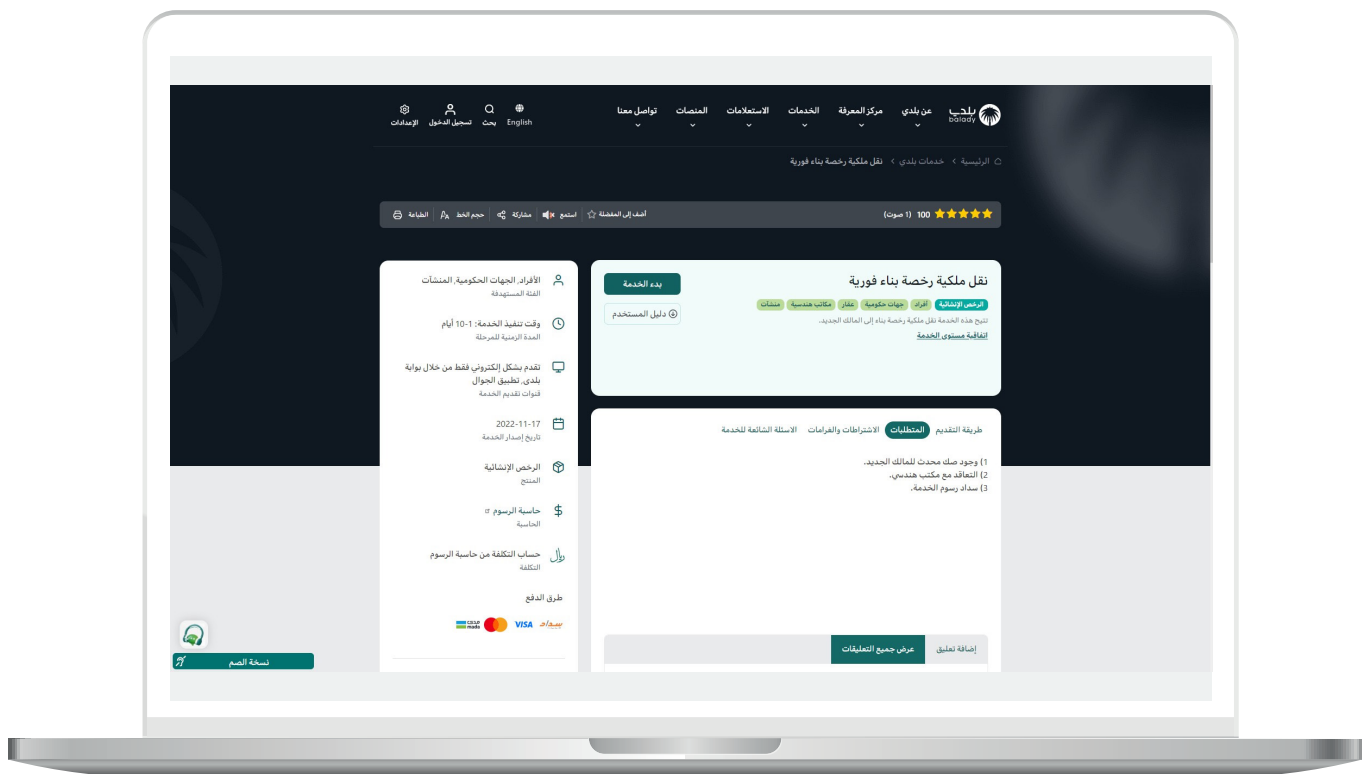
2) Then, the user selects **(Construction Licenses)**.



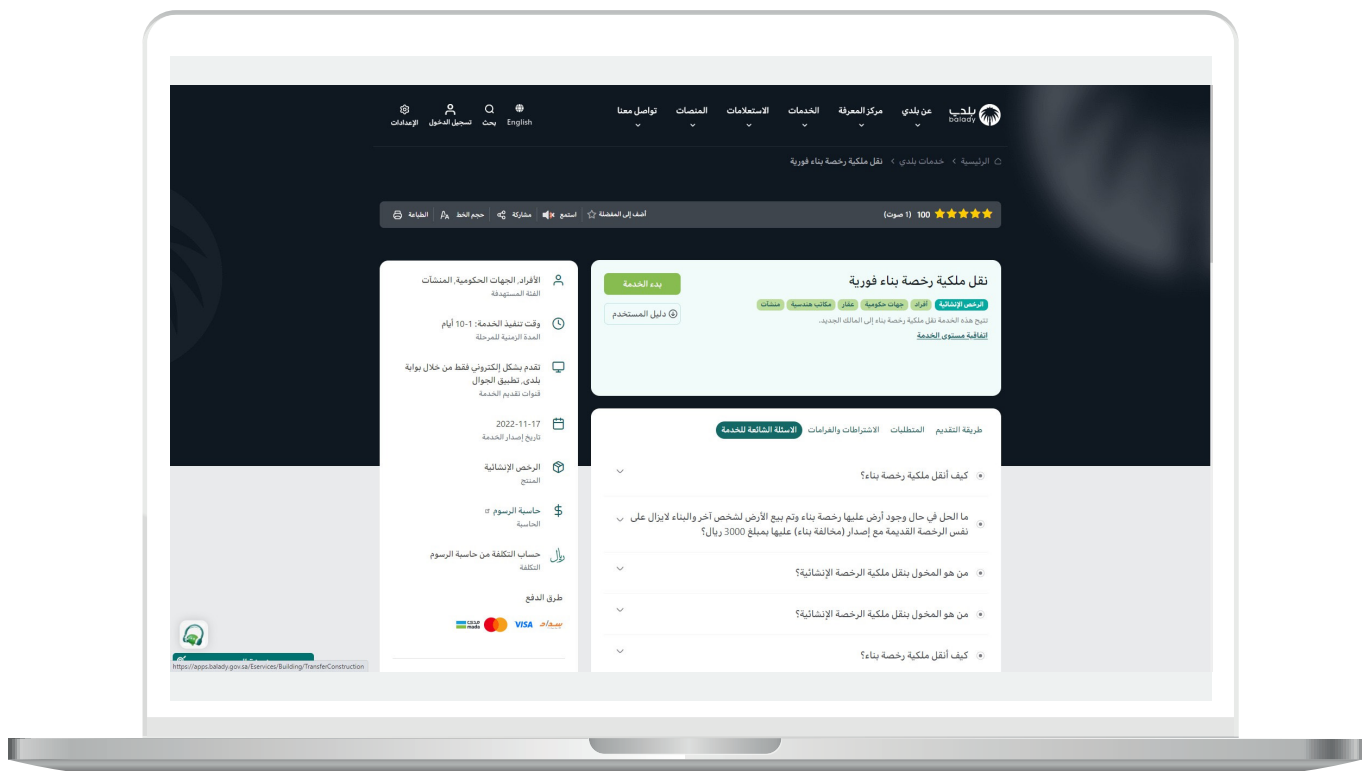
3) After that, the services appear, where the user selects (**Transferring the Ownership of an Instant Building Permit**) as shown in the following figure.



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



5) To start the application process, the user clicks **(Start Service)**.



6) Afterward, the screen below appears, representing the Applicant Information Screen, where the mobile number of the applicant must first be verified by entering the value in the (**Mobile Number**) field and then clicking the (**Verify**) button.

The screenshot displays a web application interface on a laptop screen. The interface is in Arabic and features a dark green header with navigation links: 'عن بلدي' (About My City), 'خدمات بلدي' (My Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'رواية العرض الاستثمارية' (Investment Offer Story), and 'المصنعات التجارية' (Commercial Manufacturers). The main content area is titled 'خدمات الرخص التشغيلية' (Operational Licensing Services) and includes a breadcrumb trail 'نقل عملية رخصة بناء فورية' (Transfer of Immediate Building License Process) and a back button 'التقديم للطلب' (Apply for Request).

The central form is titled 'بيانات مقدم الطلب' (Applicant Data) and contains the following elements:

- A field for 'اسم مقدم الطلب' (Applicant Name) with a dropdown arrow.
- A field for 'رقم الجوال' (Mobile Number) with a red asterisk indicating it is required.
- A green 'تحقق' (Verify) button.
- A note: 'سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام' (All notifications will be received on the mobile number registered in the system).

Below the form is a section titled 'صفة مقدم الطلب' (Applicant Information) with four radio button options:

- وكيل عن صاحب الرخصة (Authorized Representative of the License Holder)
- مفوض (Authorized Representative)
- مالك/مدير منشأة (Owner/Manager of the Facility)
- عن نفسي (On my own)

7) A verification code is then sent to the user's mobile, which must be entered in the (**Verification Code**) field and confirmed by clicking the (**Confirm**) button, as shown below.

بداية

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة العرض الاستثمارية المنتجات القطاعية

خدمات الرخص الانشائية / نقل ملكية رخصة بناء فورية

التقديم للطلب ←

### بيانات مقدم الطلب

اسم مقدم الطلب

رقم الجوال

تأكيد

سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام

رمز التأكد

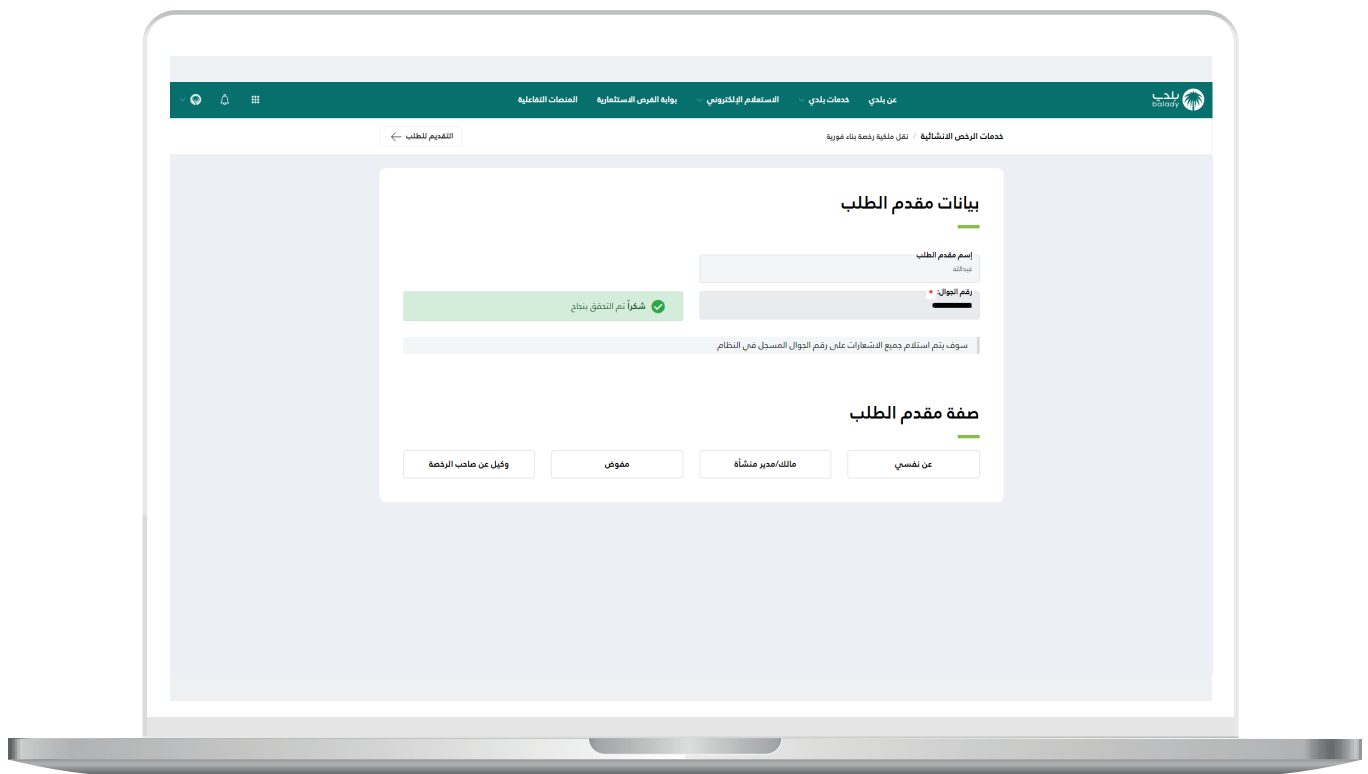
تأكيد

اعد ارسال الرمز بعد : 00:59

### صفة مقدم الطلب

وكيل عن صاحب الرخصة مفوض مالك/مدير منشأة عن نفسي

8) A confirmation message (**Thank you, verification successful**) appears on the screen, as shown below.



9) The applicant's role is then selected, with four options available (For myself, Owner/Manager of an Entity, Authorized Representative of an Entity, Legal Representative of the Permit Owner). The section (Permit Information) appears for verification by entering the (Permit Number) field and clicking the (Verify) button, as shown below.

The permit can also be inquired about through the (Construction Permit Inquiries) screen.

The screenshot displays the 'صفحة مقدم الطلب' (Request Form) on the 'خدمات الرخص الانشائية' (Construction Permits Services) portal. The interface includes a header with navigation links: 'عن بلدي' (About My City), 'خدمات بلدي' (My City Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابة العرض الاستثمارية' (Investment Showcase Portal), and 'المنتجات التفاعلية' (Interactive Products). The breadcrumb trail shows 'الخدمات للطلب' (Services for Request) and 'خدمات الرخص الانشائية' (Construction Permits Services).

The main content area is divided into two sections:

- صفحة مقدم الطلب (Request Form):** This section contains four buttons for selecting the applicant's role: 'وكيل عن صاحب الرخصة' (Agent for the License Holder), 'مفوض' (Authorized Representative), 'مالك/مدير منشأة' (Owner/Manager of the Facility), and 'عن نفسي' (About Myself). Below these buttons is a light blue box with the text: 'ملاحظة: يتم تقديم الطلب بالهوية الوطنية' (Note: The request is submitted using national identity).
- بيانات الرخصة (License Data):** This section contains a 'تحقق' (Verify) button and a table for license information. The table has two columns: 'رقم الرخصة' (License Number) and 'رقم الرخصة' (License Number). The rows are labeled: 'نوع الرخصة' (License Type), 'تاريخ الانتهاء' (Expiration Date), 'رقم الطلب' (Request Number), 'رقم الرخصة' (License Number), 'تاريخ الإصدار' (Issuance Date), and 'حالة الرخصة' (License Status).

10) After clicking the **(Verify)** button, the permit details are retrieved if the Permit Number is correct, as shown below. The user then clicks the **(Submit Request)** button.

صفحة مقدم الطلب

عن نفسي هاتلة/مدير منشأة مفوض وكيل عن صاحب الرخصة

ملاحظة : يتم تقديم الطلب بالهوية الوطنية

بيانات الرخصة

تحقق

رقم الرخصة	43034045544
نوع الرخصة	إدخال رخصة تشغيلية جديدة
تاريخ الإصدار	1438/03/01
رقم الطلب	4311859645
حالة الرخصة	سارية

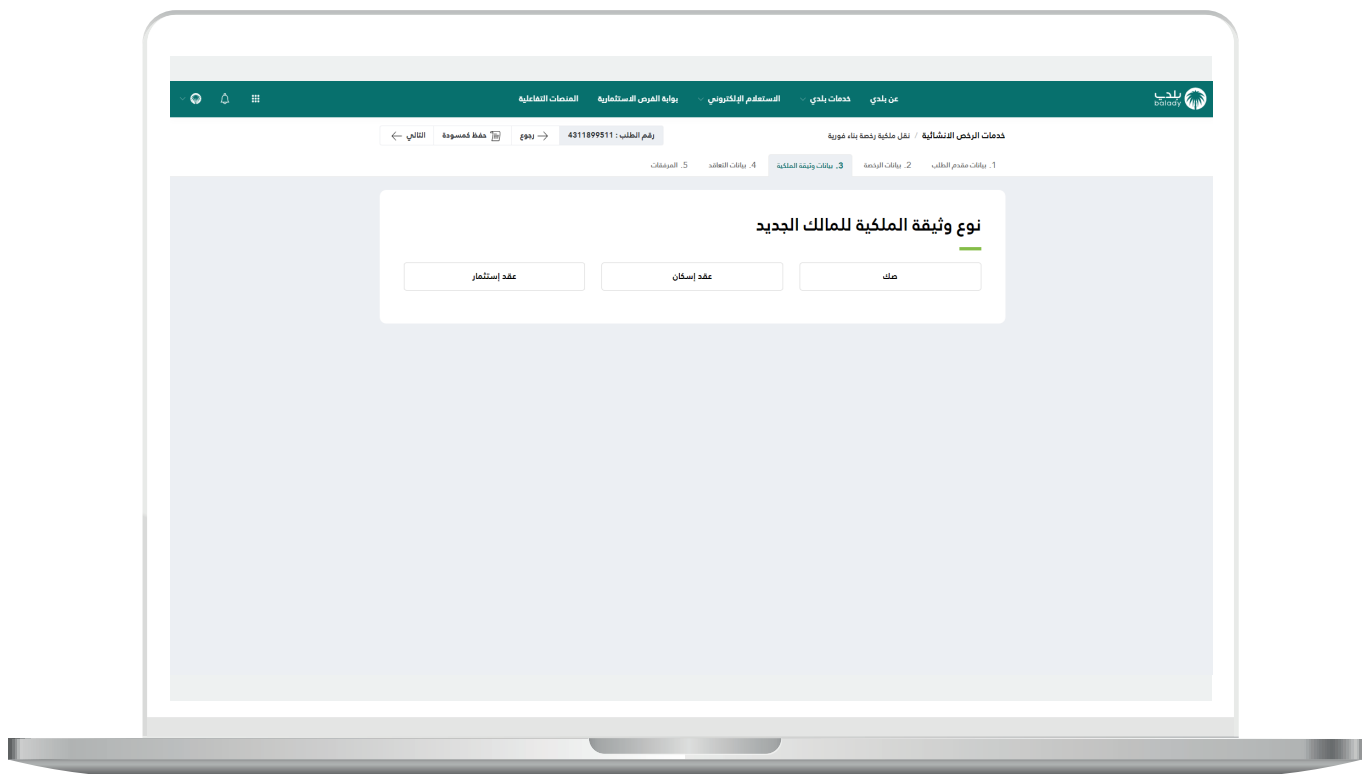
11) The second stage of the request, (**Permit Information**), then appears, as shown below. The system displays details such as Ownership Document Information, Owners' Information, Building Information, Insurance Information, Contract Information, Survey Decision Information, Land Information, Building Components, and Boundary & Dimension Information.

Then, the user clicks the (**Next**) button to proceed to the next stage, with the option to save the request as a draft and return to it later by clicking (**Save as Draft**).

The screenshot shows a web application interface for 'بيانات وثيقة الملكية' (Property Document Data). The form is organized into several sections with input fields and dropdown menus:

- بيانات وثيقة الملكية** (Property Document Data): Includes fields for 'رقم الوثيقة' (Document Number), 'تاريخ الوثيقة' (Document Date), 'رقم البناء' (Building Number), and 'تاريخ البناء' (Building Date).
- بيانات المالك** (Owner Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- بيانات البناء** (Building Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- بيانات التأمين** (Insurance Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- بيانات الترخيص** (License Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- بيانات القرار الترخيصي** (License Decision Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- بيانات الأراضي** (Land Data): Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), 'البريد الإلكتروني' (Email), and 'ملاحظات' (Remarks).
- مكونات البناء** (Building Components): A table with columns for 'الاسم' (Name), 'الكمية' (Quantity), 'الوحدة' (Unit), and 'ملاحظات' (Remarks).
- بيانات الحدود والابعاد** (Boundary and Dimensions Data): A table with columns for 'الاسم' (Name), 'الكمية' (Quantity), 'الوحدة' (Unit), and 'ملاحظات' (Remarks).

12) The (Ownership Document Information) stage then appears, as shown below. The user selects (Type of Ownership Document for the New Owner) from the three available options: (Title Deed, Housing Contract, Investment Contract).



## 1) Title Deed

If this type of ownership document is selected, the new owner's title deed number must be verified by entering the value in the field (**New Owner's Title Deed Number**) and then clicking the button (**Verify**), as shown in the following screenshot.

The screenshot displays a web application interface for verifying a new owner's title deed number. The page is titled "نوع وثيقة الملكية للمالك الجديد" (New Owner's Title Deed Number). It features a navigation bar at the top with links to "عن بلدي", "خدمات بلدي", "الاستعلام الإلكتروني", "بوابة العرض الاستثمارية", and "المنتجات التمويلية". The main content area includes a form with the following fields:

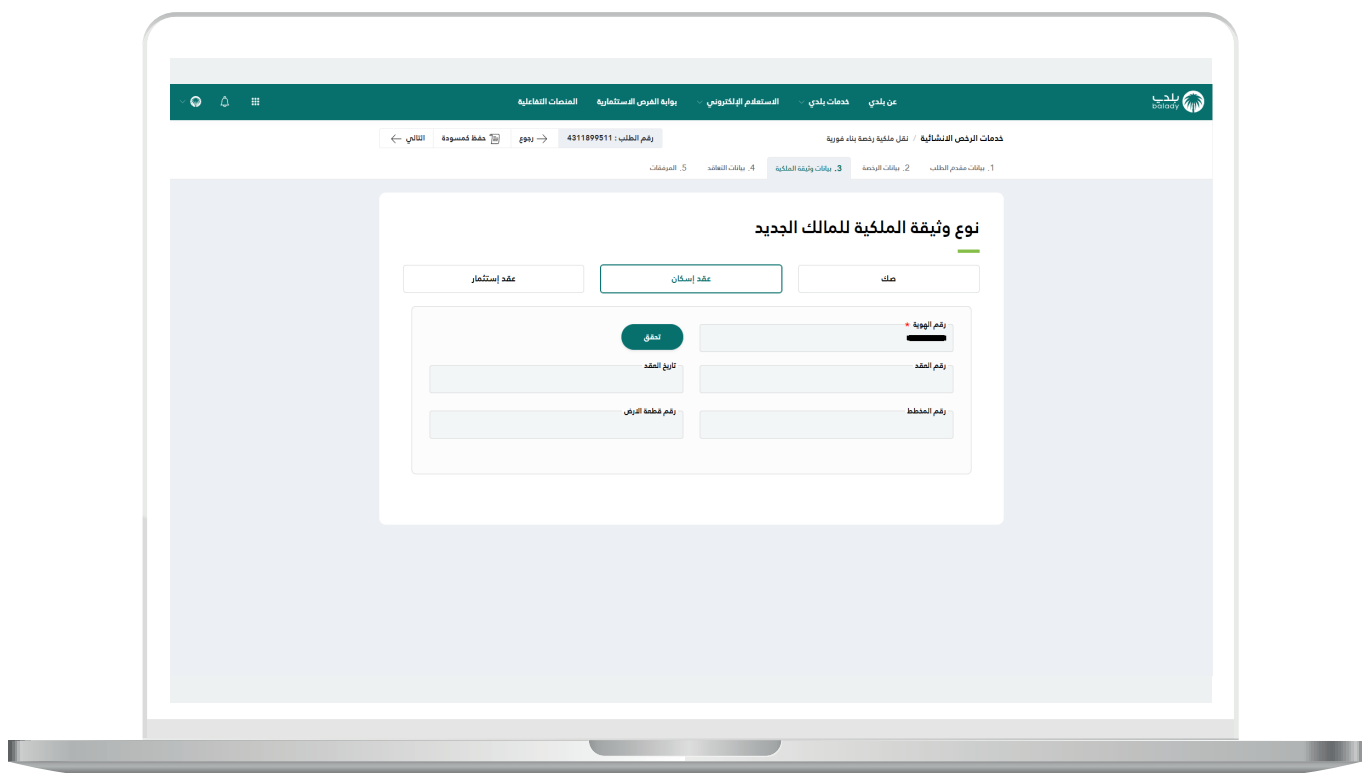
- نوع وثيقة الملكية للمالك الجديد** (New Owner's Title Deed Number): A dropdown menu with options: "عقد إسكان" (Housing Contract), "عقد إسكان" (Housing Contract), and "عقد" (Contract). The "عقد" option is selected.
- رقم العقد للمالك الجديد** (New Owner's Contract Number): A text input field.
- تاريخ العقد** (Contract Date): A text input field.
- رقم المخطط** (Plot Number): A text input field.
- بيانات المخطط** (Plot Data): A text input field.
- مساحة الأرض** (Land Area): A text input field.
- رقم قطعة الأرض** (Land Parcel Number): A text input field.

Below the form, there is a section titled "بيانات المالك" (Owner Data) with a table containing the following columns:

اسم المالك	رقم الهوية

## 2) Housing Contract

If this type of ownership document is selected, the housing contract is verified by clicking the button (**Verify**), as shown in the following image, where the field (**ID Number**) is automatically populated.

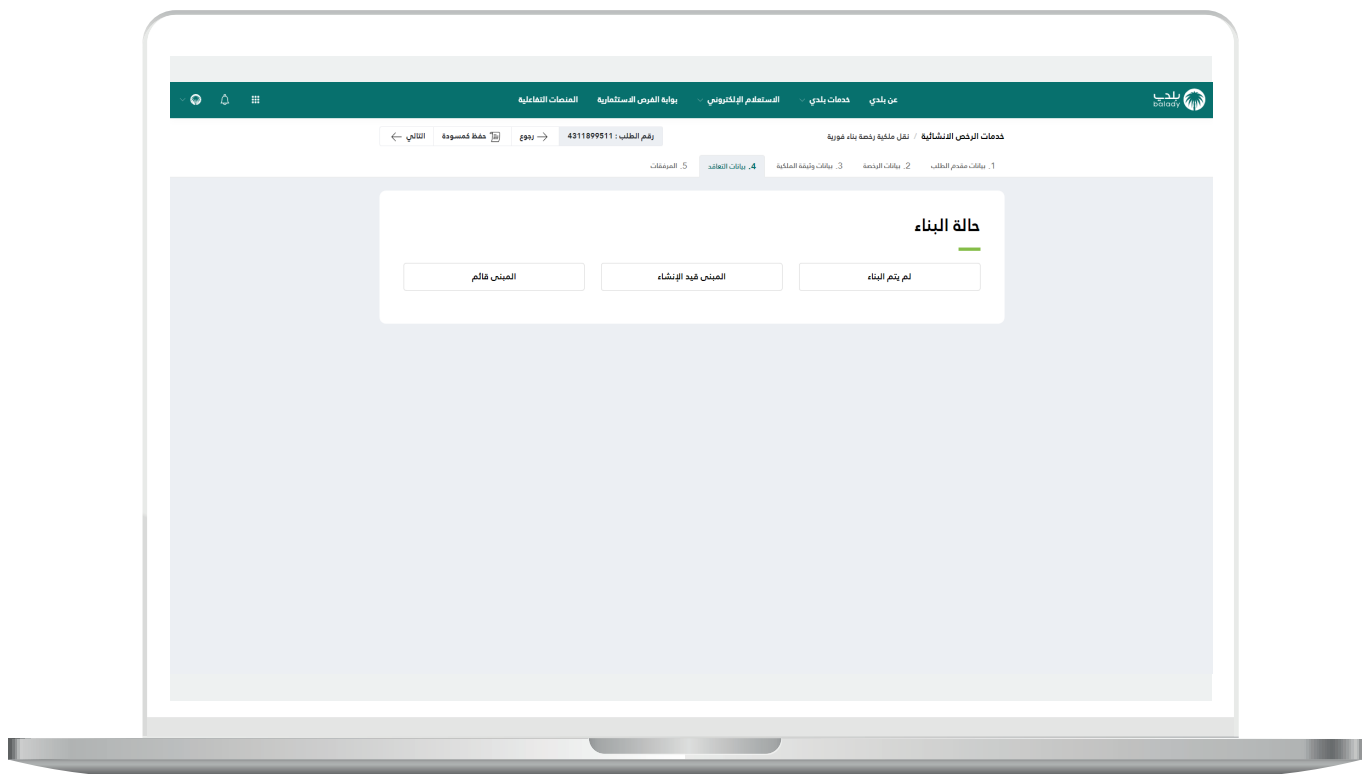


### 3) Investment Contract

If this type of ownership document is selected, the following fields must be filled: (**Contract Number, Contract Date**), as shown in the following screenshot.

The screenshot shows a web application interface for selecting a property document type. The main heading is "نوع وثيقة الملكية للمالك الجديد" (New Owner's Property Document Type). There are three tabs: "عقد استثمار" (Investment Contract), "عقد إسكان" (Housing Contract), and "صك" (Deed). The "عقد استثمار" tab is currently selected and highlighted with a green border. Below the tabs, there are two input fields: "رقم العقد" (Contract Number) and "تاريخ العقد" (Contract Date). The "عقد استثمار" tab is highlighted with a green border. The background of the form is light gray. The website header is green with white text and icons. The footer is a decorative pattern of blue and white circles.

13) After clicking the **(Next)** button, the **(Contract Information)** stage appears, as shown in the following image, where the user selects the building status from the three options: **(Not Built, Under Construction, Existing Building)**.



## 1) Not Built

If this status is selected, the **(Contract Information)** section appears as shown below, requiring the user to fill in the relevant fields, including the following dropdown menus: **(Design Engineering Office (Approved Designer), Supervising Engineering Office, Construction Contractor)**.

The screenshot shows a web application interface for managing building permits. The main heading is 'حالة البناء' (Building Status). Below it are three tabs: 'المبنى قائم' (Building Standing), 'المبنى قيد الإنشاء' (Building Under Construction), and 'لم يتم البناء' (Not Built). The 'لم يتم البناء' tab is currently selected. Under this tab, there is a section titled 'بيانات التعاقد' (Contract Data). This section contains three dropdown menus, each with a red asterisk indicating a required field. The dropdown menus are labeled: 'المكتب الهندسي المعمم (المصمم المعتمد)' (General Engineering Office (Approved Designer)), 'المكتب الهندسي المشرف' (Supervising Engineering Office), and 'مقاول البناء' (Construction Contractor). Each dropdown menu is followed by a text input field for 'الهاتف' (Phone) and another for 'البريد الإلكتروني' (Email).

## 2) Under Construction

If this status is selected, the **(Contract Information)** section appears as shown below, requiring the user to fill in the relevant fields, including the following dropdown menus: **(Design Engineering Office (Approved Designer), Supervising Engineering Office, Construction Contractor)**.

The screenshot displays a web application interface for building permit services. The top navigation bar is green with white text and icons. The main content area is white with a green header for the 'Under Construction' status. Below this, there are three tabs: 'المعنى قائم' (Status Active), 'المعنى قيد الإنشاء' (Status Under Construction), and 'لم يتم البناء' (Not Built). The 'المعنى قيد الإنشاء' tab is selected. The 'بيانات التعاقد' (Contract Information) section is visible, containing several dropdown menus and text input fields. The dropdown menus are labeled: 'المكتب الهندسي المعمم (المصمم المعتمد)' (General Engineering Office (Approved Designer)), 'المكتب الهندسي المشرف' (Supervising Engineering Office), and 'مقاول البناء' (Construction Contractor). The text input fields are labeled: 'البريد الإلكتروني' (Email) and 'البريد الإلكتروني' (Email). The interface is displayed on a laptop screen.

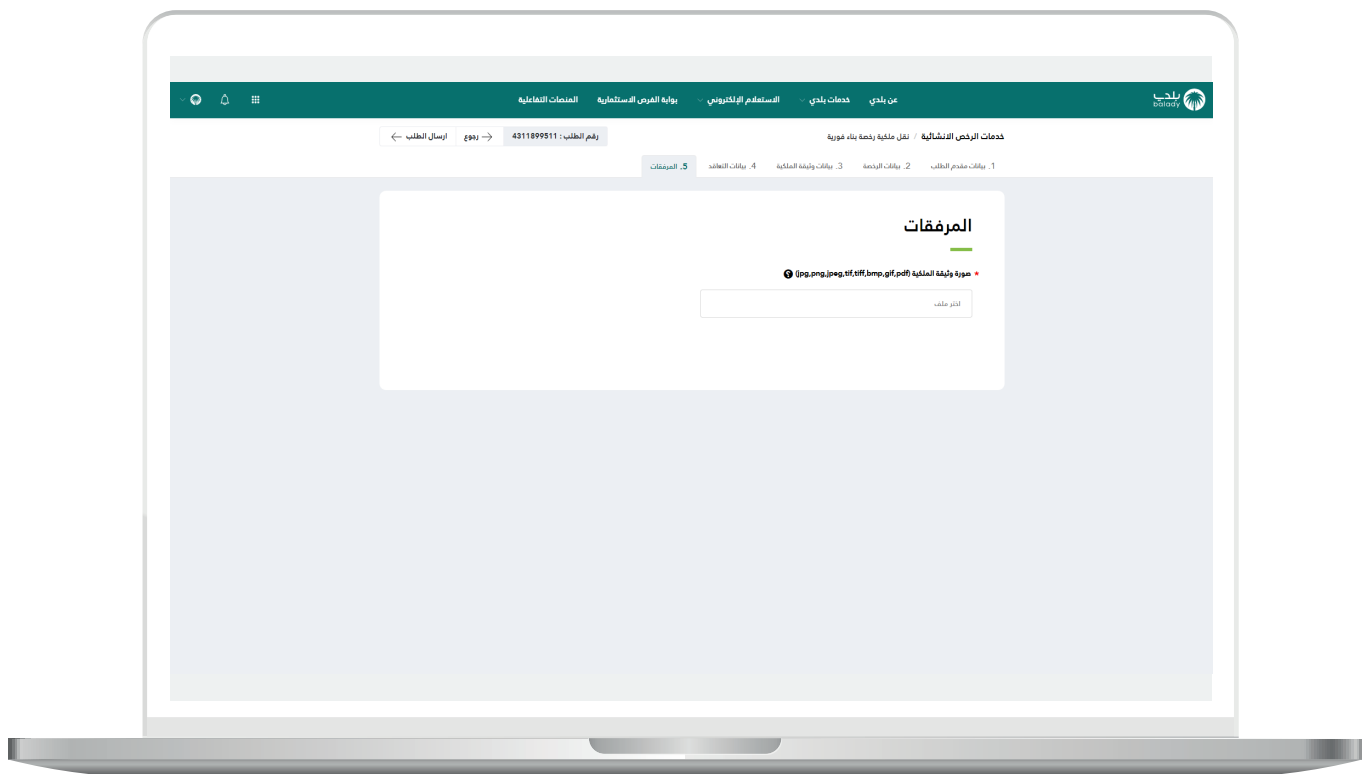
### 3) Existing Building

If this status is selected, the **(Contract Information)** section appears as shown below, requiring the user to fill in the relevant fields, including the following dropdown menus: **(Design Engineering Office (Approved Designer), Supervising Engineering Office, Construction Contractor)**.

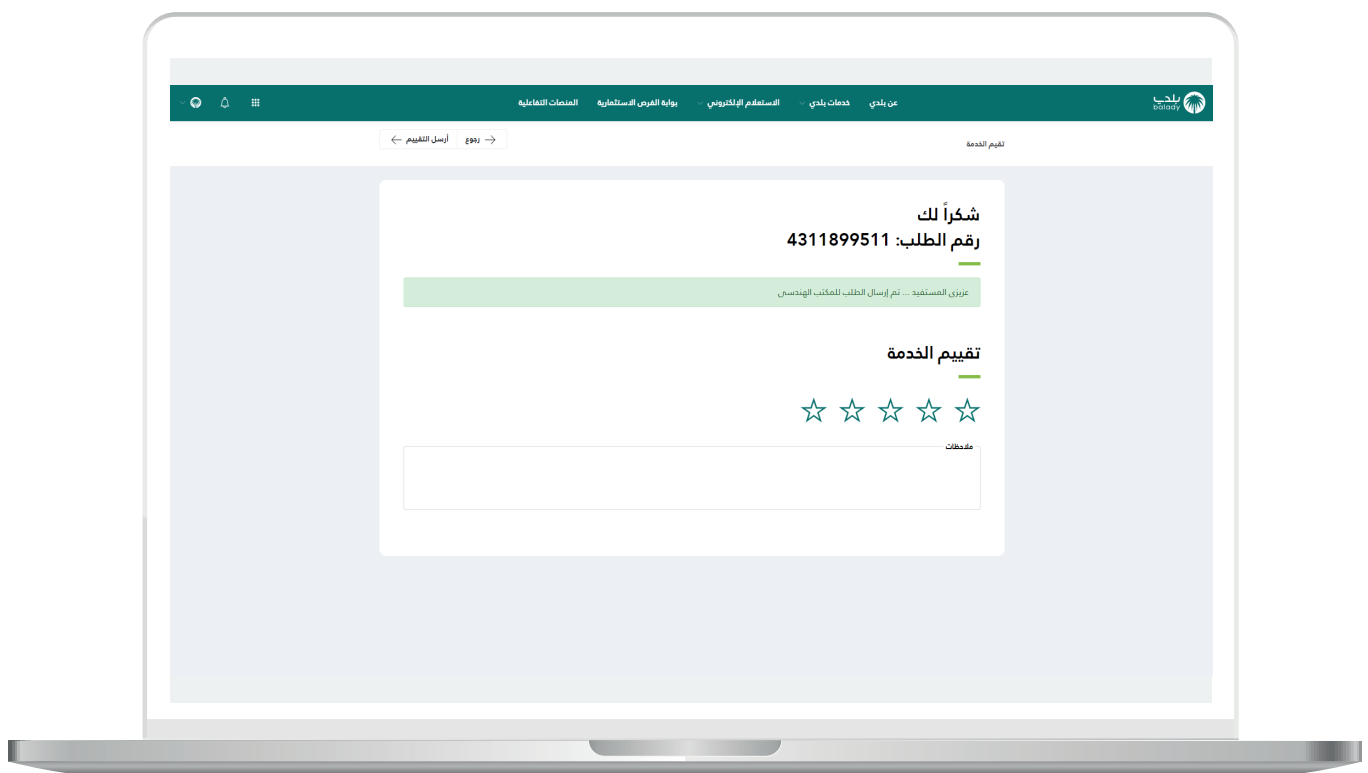
The screenshot shows a web application interface for building permit services. The main section is titled "حالة البناء" (Building Status). It features three tabs: "الحينى قائم" (Current), "المبني قيد الإنشاء" (Under Construction), and "لم يتم البناء" (Not Built). The "الحينى قائم" tab is active. Below the tabs is a section titled "بيانات التعاقد" (Contract Data). This section contains several fields and dropdown menus for entering contract information. The fields include: "المكتب الهندسي المصمم (المصمم المعتمد)" (Designing Engineering Office (Approved Designer)), "المكتب الهندسي المشرف" (Supervising Engineering Office), and "مقاول البناء" (Construction Contractor). Each of these fields has a dropdown menu with a plus sign. There are also fields for "البريد الإلكتروني" (Email) and "الرمز" (Code) for each of the three entities. The form is displayed on a laptop screen with a green header bar and a navigation menu.

14) After clicking the **(Next)** button, the **(Attachments)** stage appears as shown in the following image, where the user must upload the document **(Ownership Document Image)** and then click the **(Submit Request)** button.

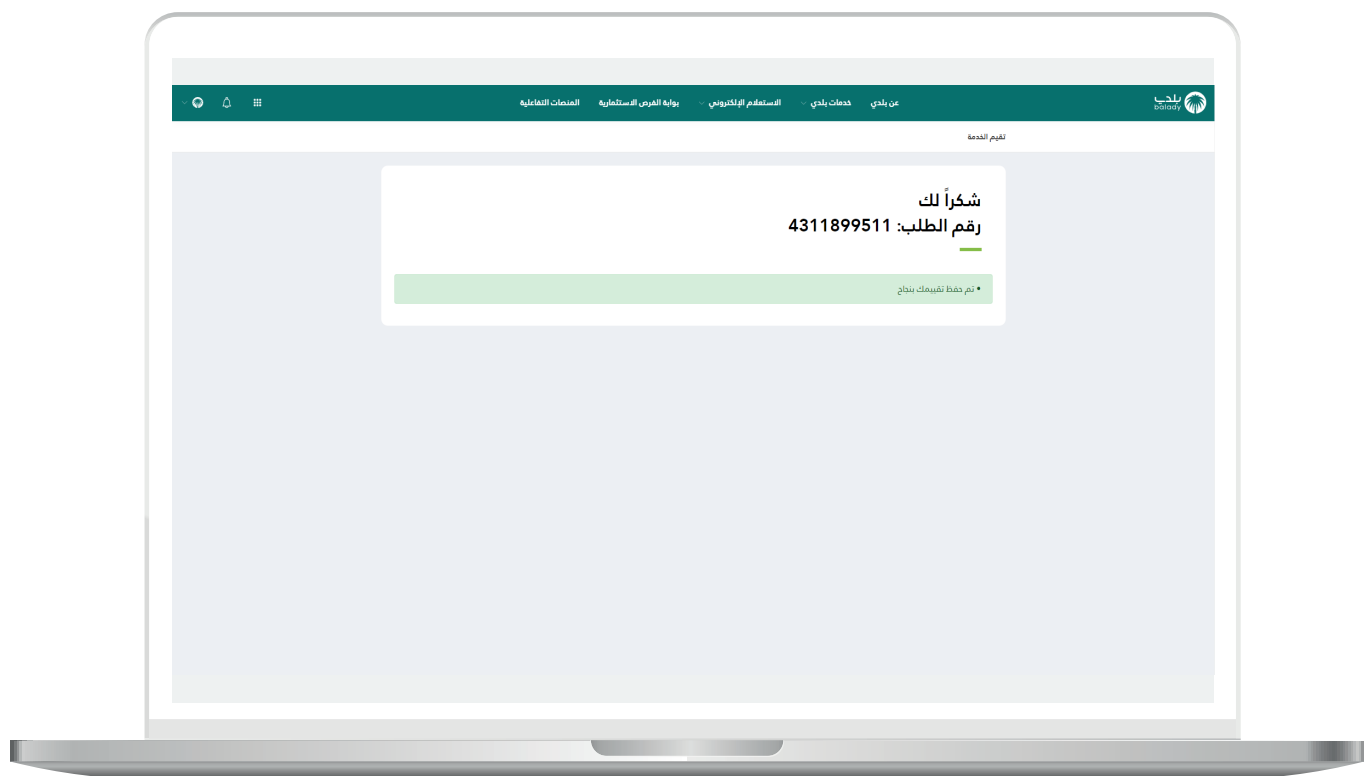
There is also an option to return to the previous stage using the **(Back)** button.



15) The system then sends the request to the engineering office and displays a confirmation message, as shown in the following screenshot. The system also allows the user to rate the service by selecting the number of stars displayed and entering comments in the **(Comments)** field, then clicking the **(Submit Evaluation)** button.

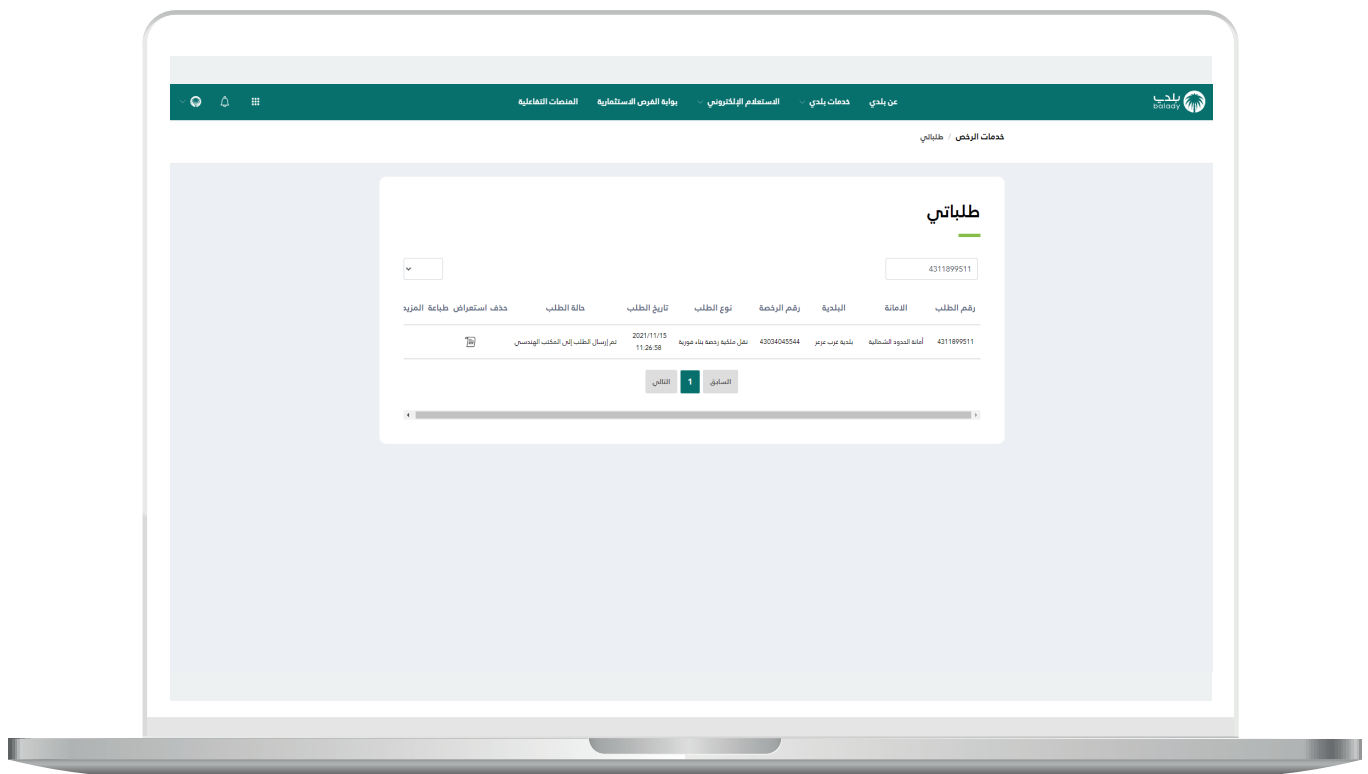


16) The evaluation is successfully saved, and a confirmation message is displayed.

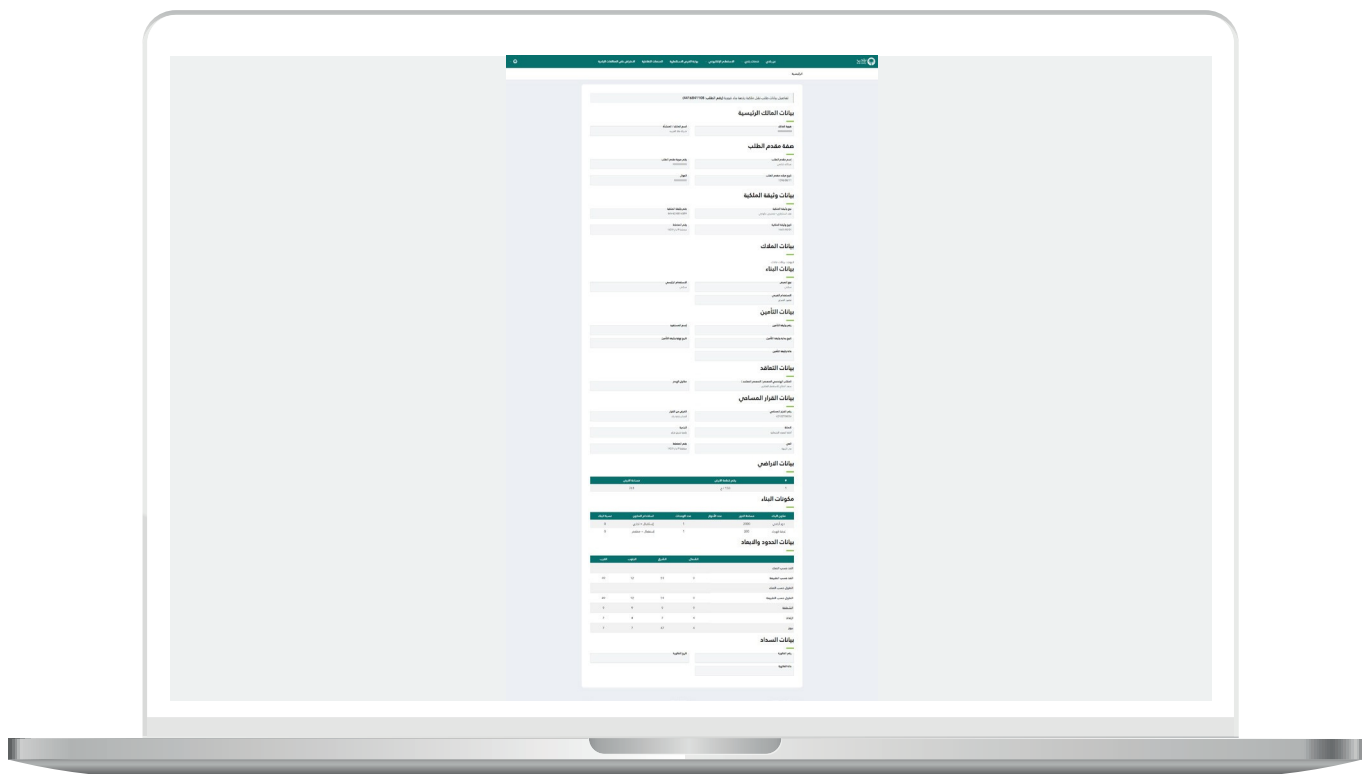


## Follow-up on the Request

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



2) After clicking the document icon, the application details will be displayed, as shown in the following screenshot.



## SMS Messages to the Beneficiary

Below are the messages sent to the beneficiary after submitting the application:

- Dear beneficiary, Ibrahim, the payment invoice number 07076061732 was issued for the Transfer of a Building Permit Ownership for application No. 9448137144 in the amount of 0.657 riyals. The Biller Number for the Ministry of Municipal, Rural Affairs, and Housing is 771.

You can evaluate the service through the following link:

([RVey/4403441706340DC998D242EA31AA045http://qcapps.momra.gov.sa/eservices/survey#](http://RVey/4403441706340DC998D242EA31AA045http://qcapps.momra.gov.sa/eservices/survey#/)) .

- Dear beneficiary License No. 813162016044 has been issued. You can via the license via this link:

<http://10.80.140.100:9003/commonapi/clp/5c0183ba0a3c42808daaf9e114ed6>

The site will be visited within 72 hours.



## Contact Us

You can contact the (Balady) portal through the following communication channels:

Phone: 199040

X Account: @Balady\_CS

Daily Work hours (8:00 - 22:00)



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

