وزارة البلديات والإسكان
Ministry of Municipalities and Housing

The Service of Transferring the

Ownership of an Instant Building Permit
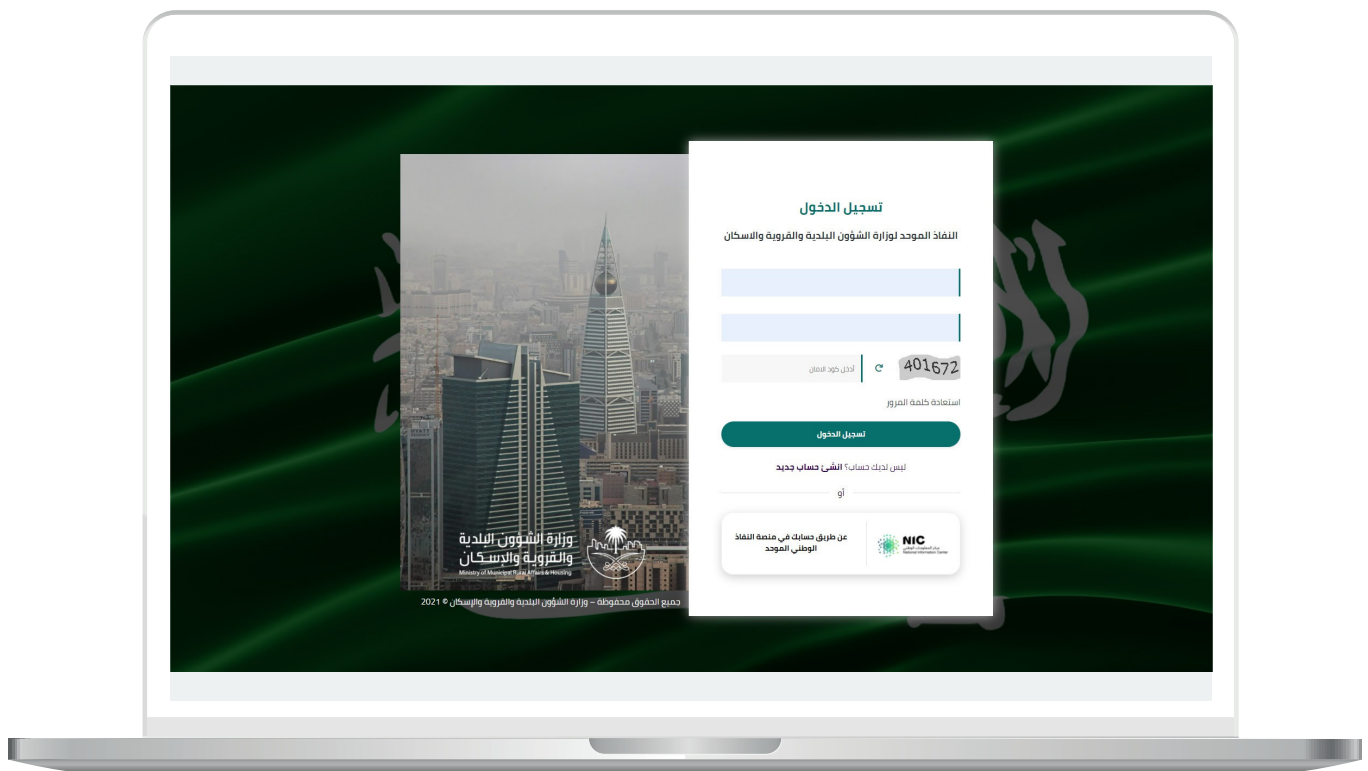
Contents

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.
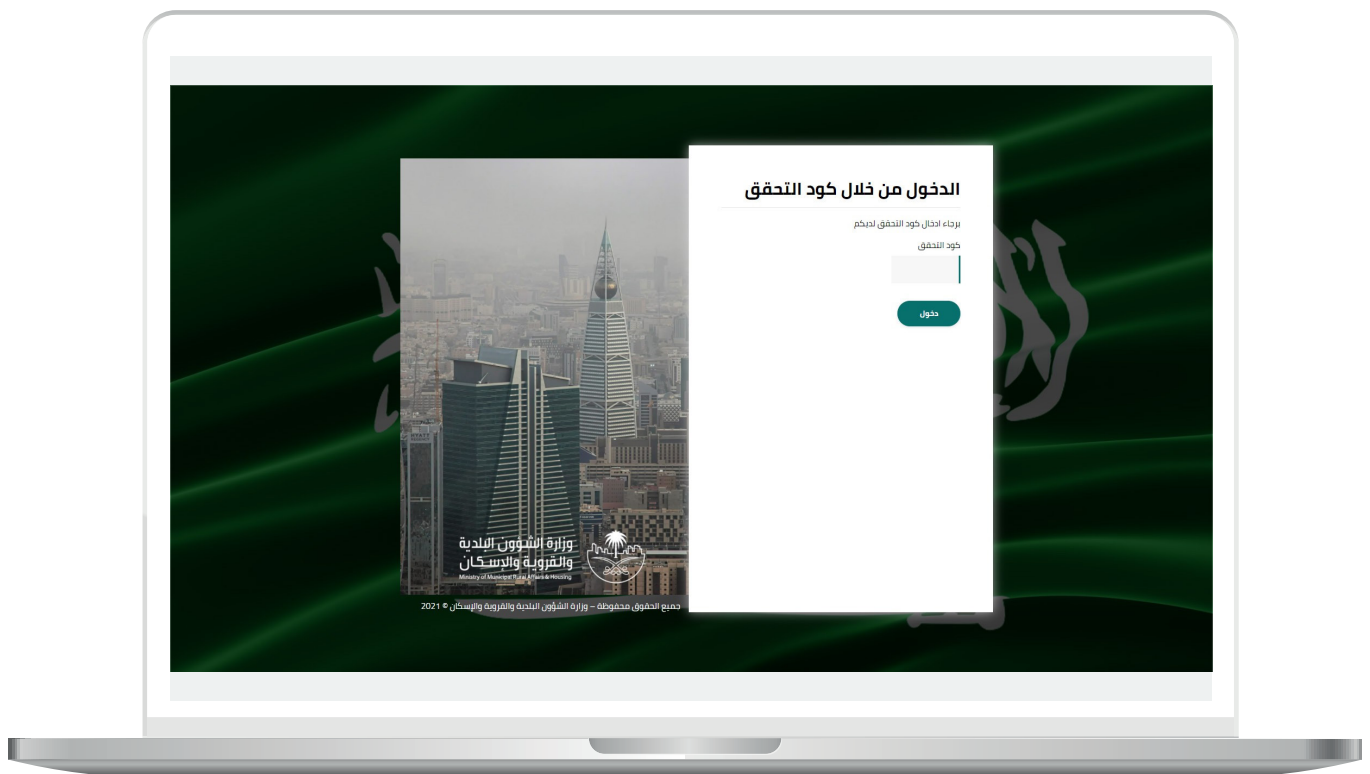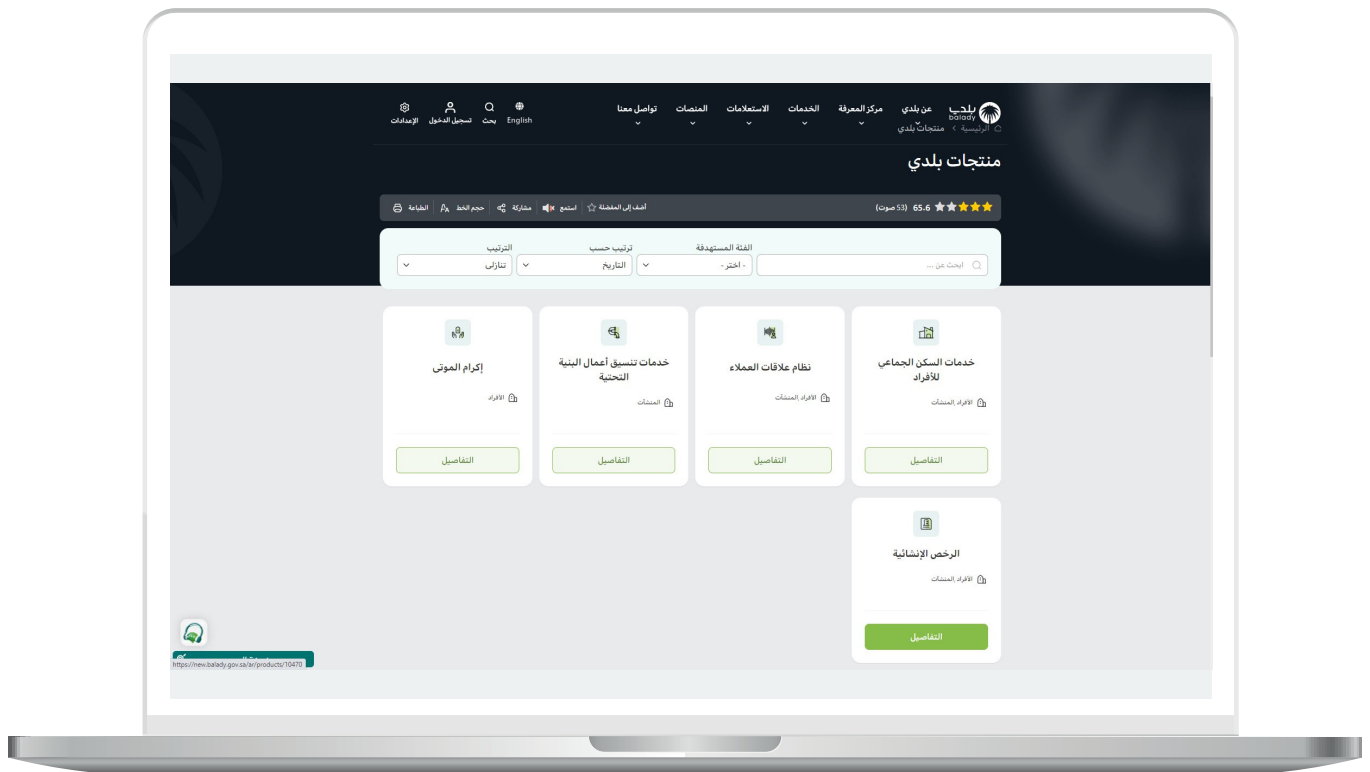
Steps to Request the Service

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.
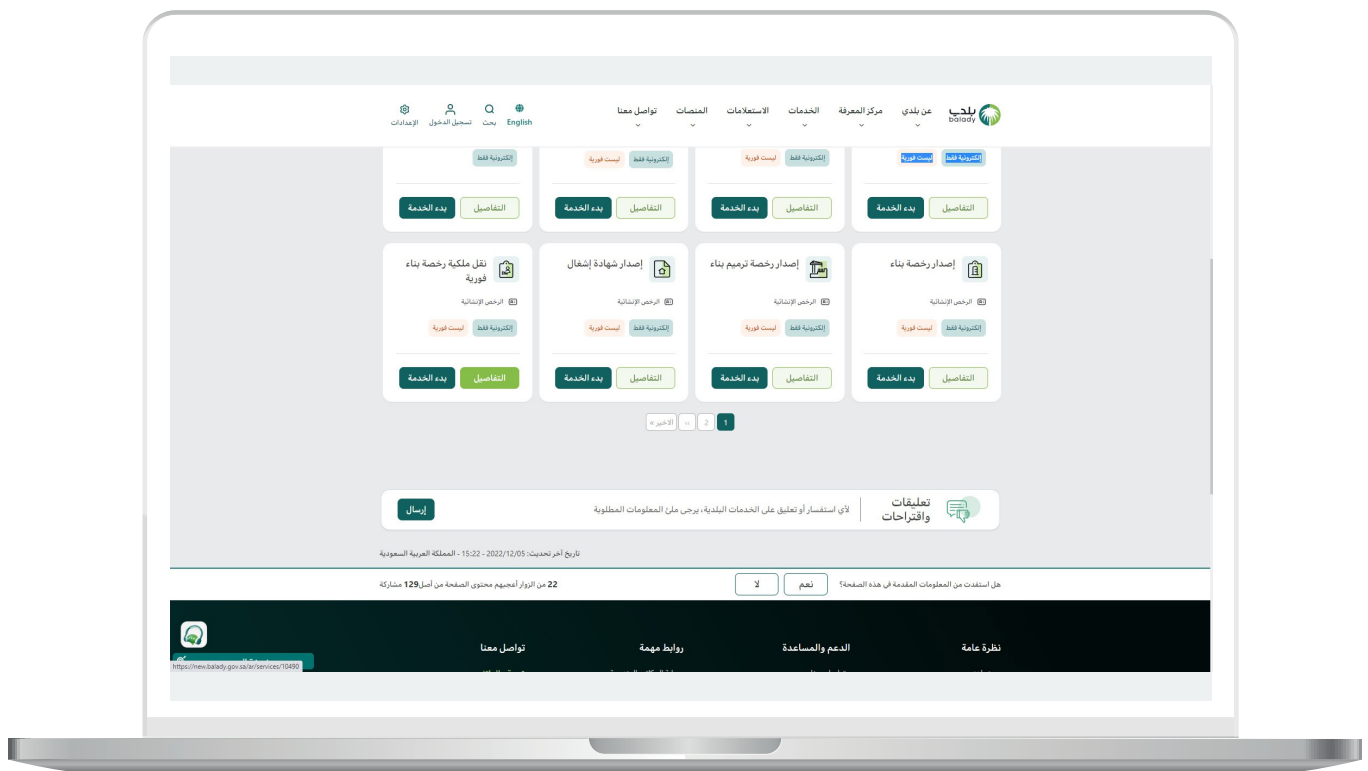
The user then clicks the (**View Products**) button.
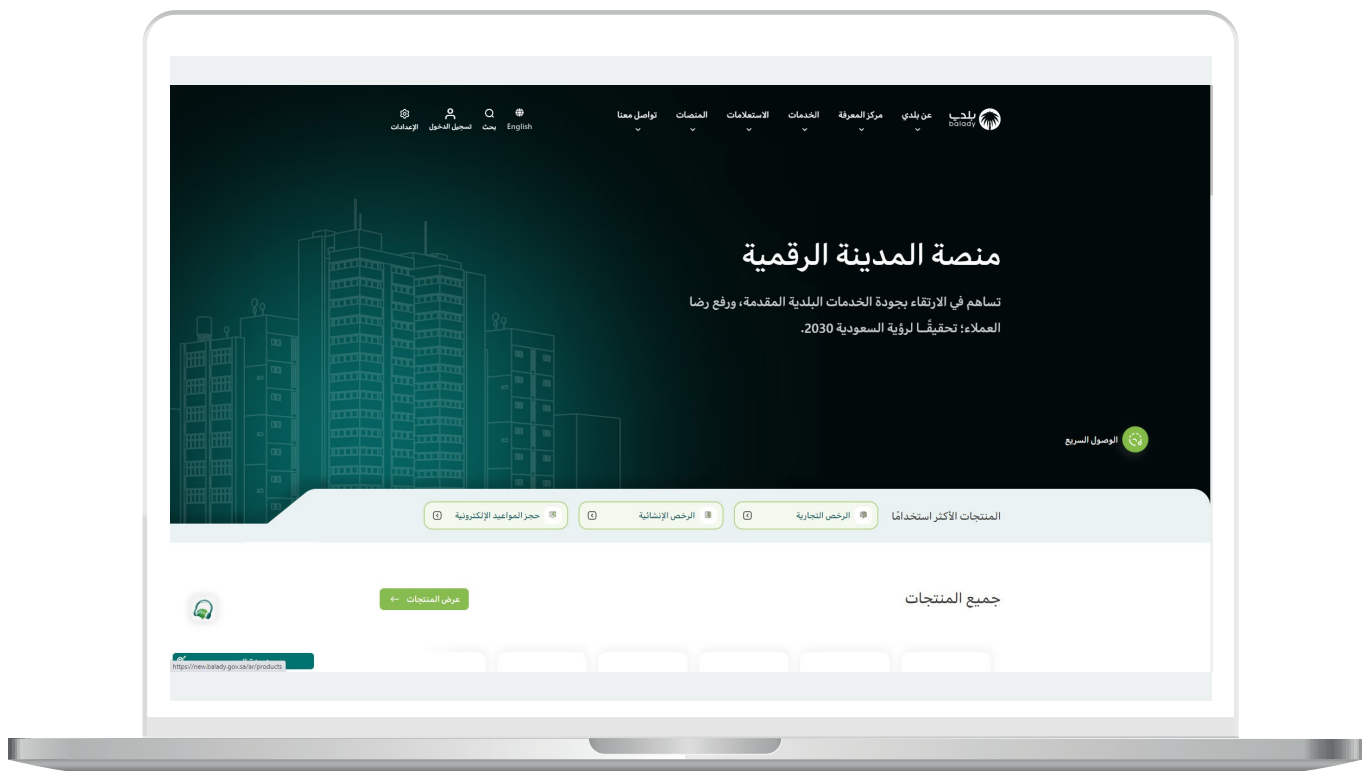
2) Then, the user selects (**Construction Licenses**).

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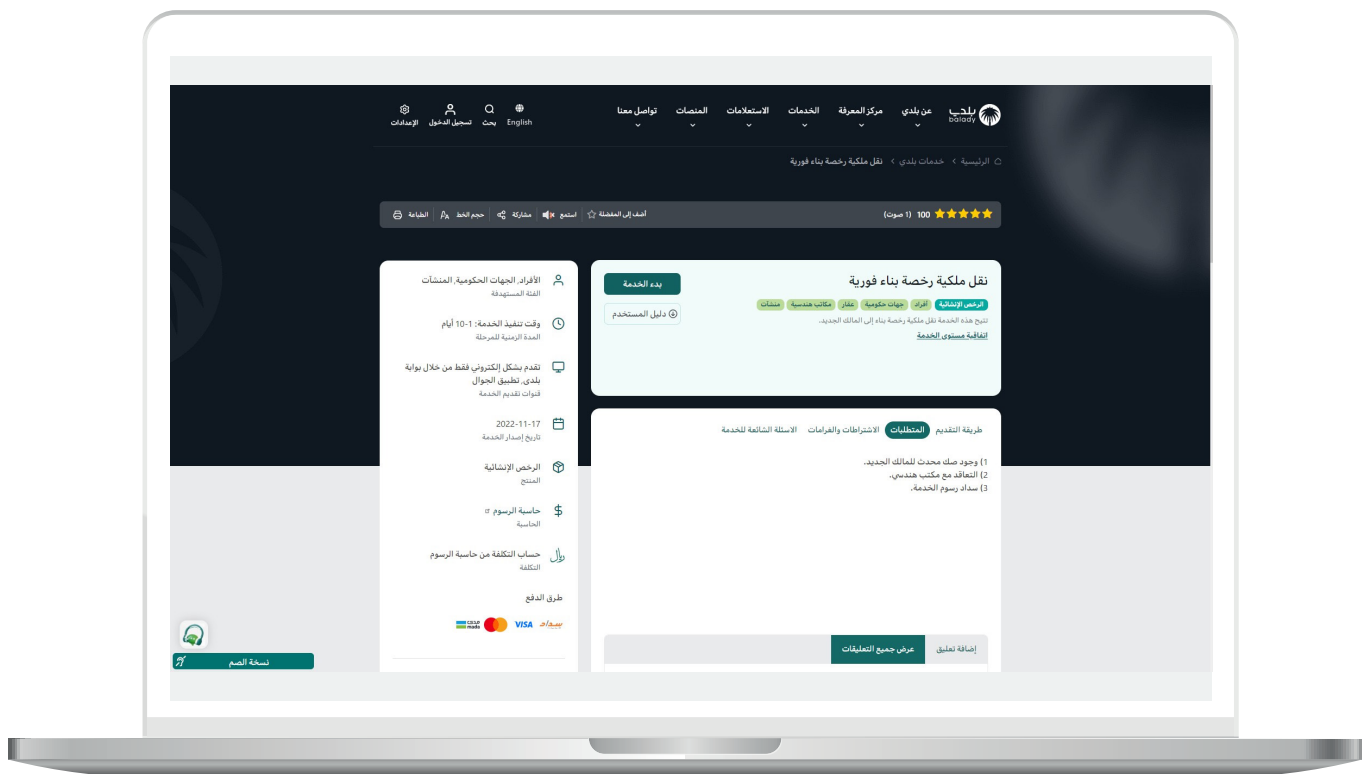
5) To start the application process, the user clicks (**Start Service**).
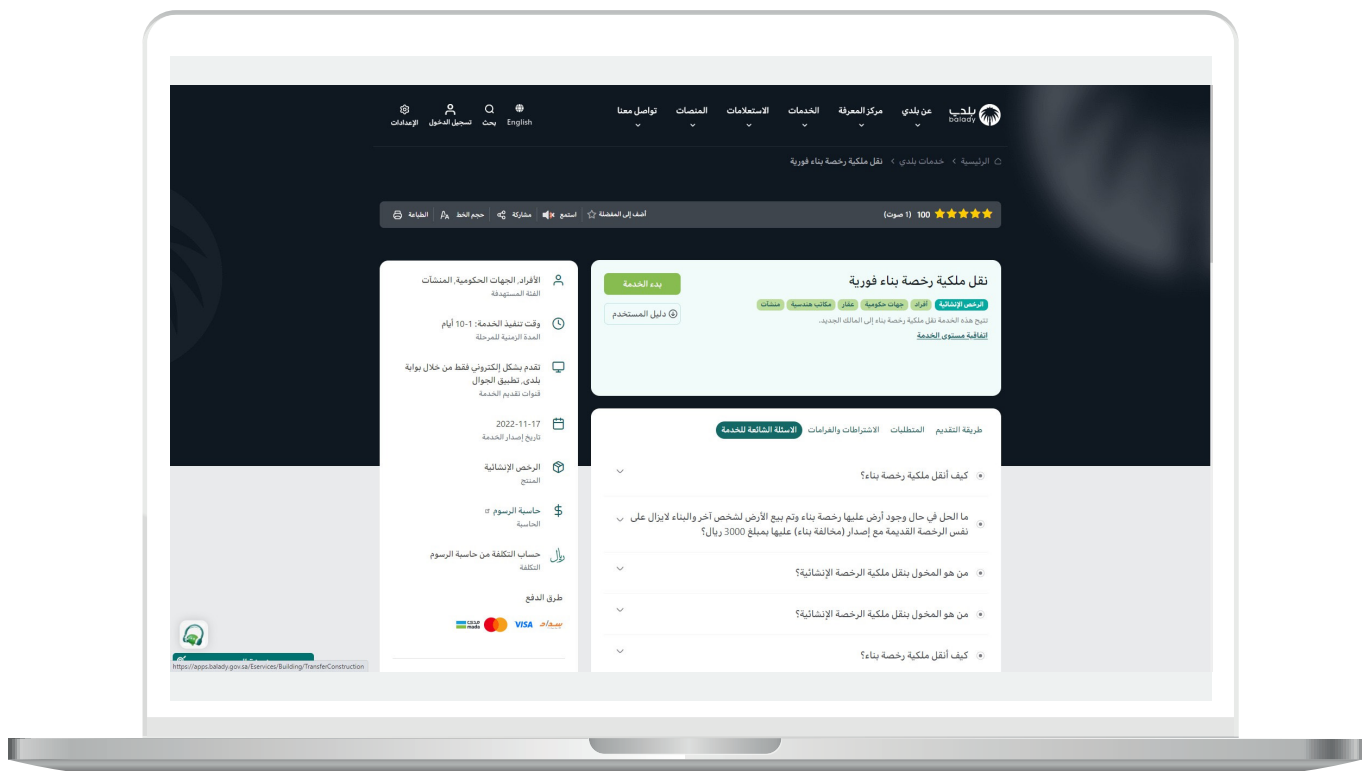
6) Afterward, the screen below appears, representing the Applicant Information Screen, where the mobile number of the applicant must first be verified by entering the value in the (**Mobile Number**) field and then clicking the (**Verify**) button.

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.

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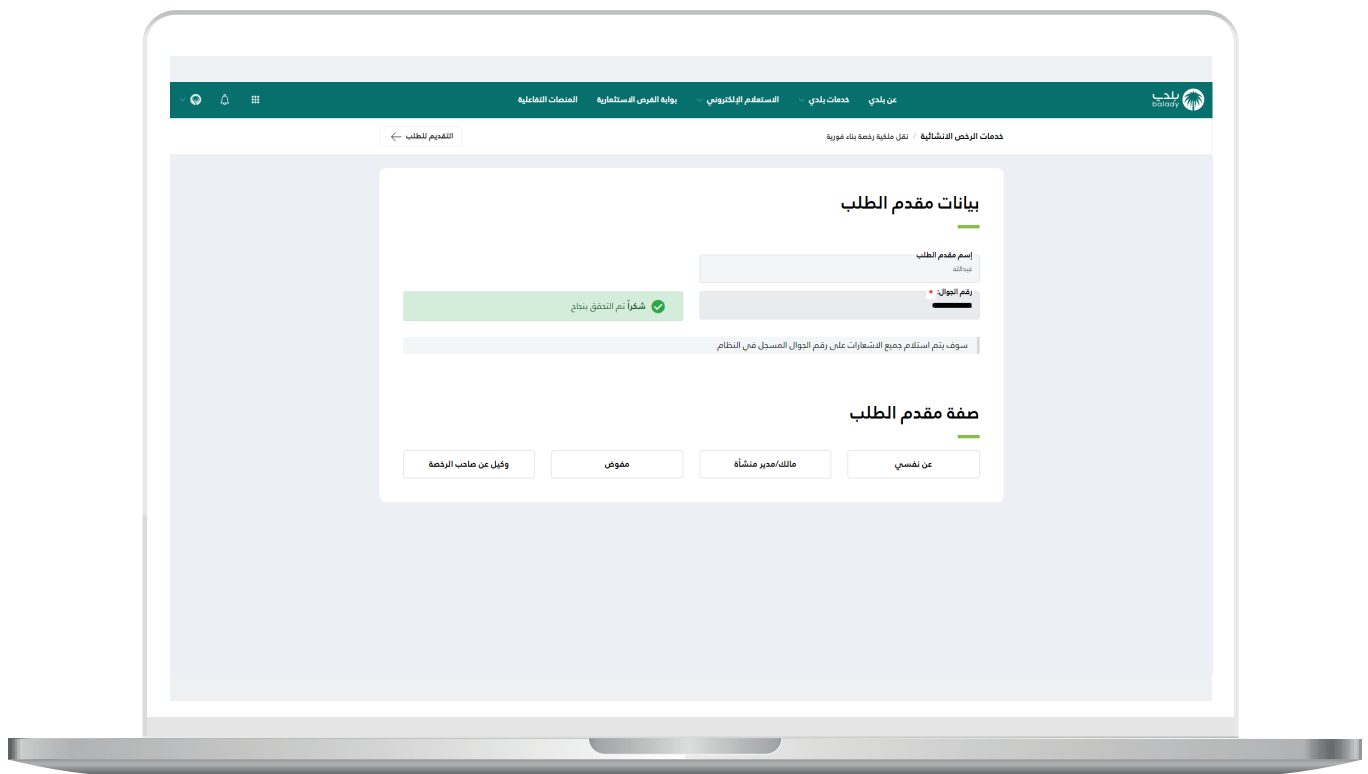
9) The applicant's role is then selected, with four options available (**For myself, Owner/Manager of an Entity, Authorized Representative of an Entity, Legal Representative of the Permit Owner**). The section (**Permit Information**) appears for verification by entering the (**Permit Number**) field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

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

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.

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**).

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**).
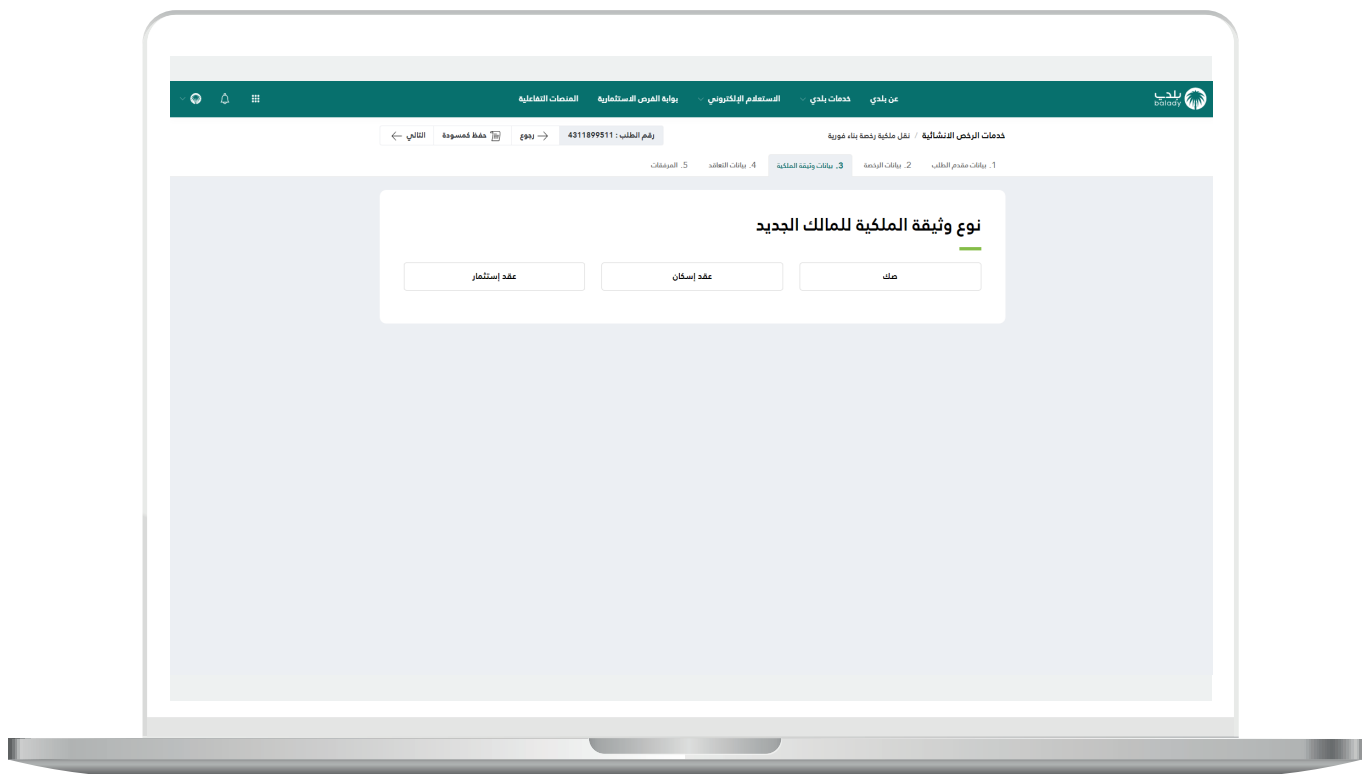
1) Title Deed

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.

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.
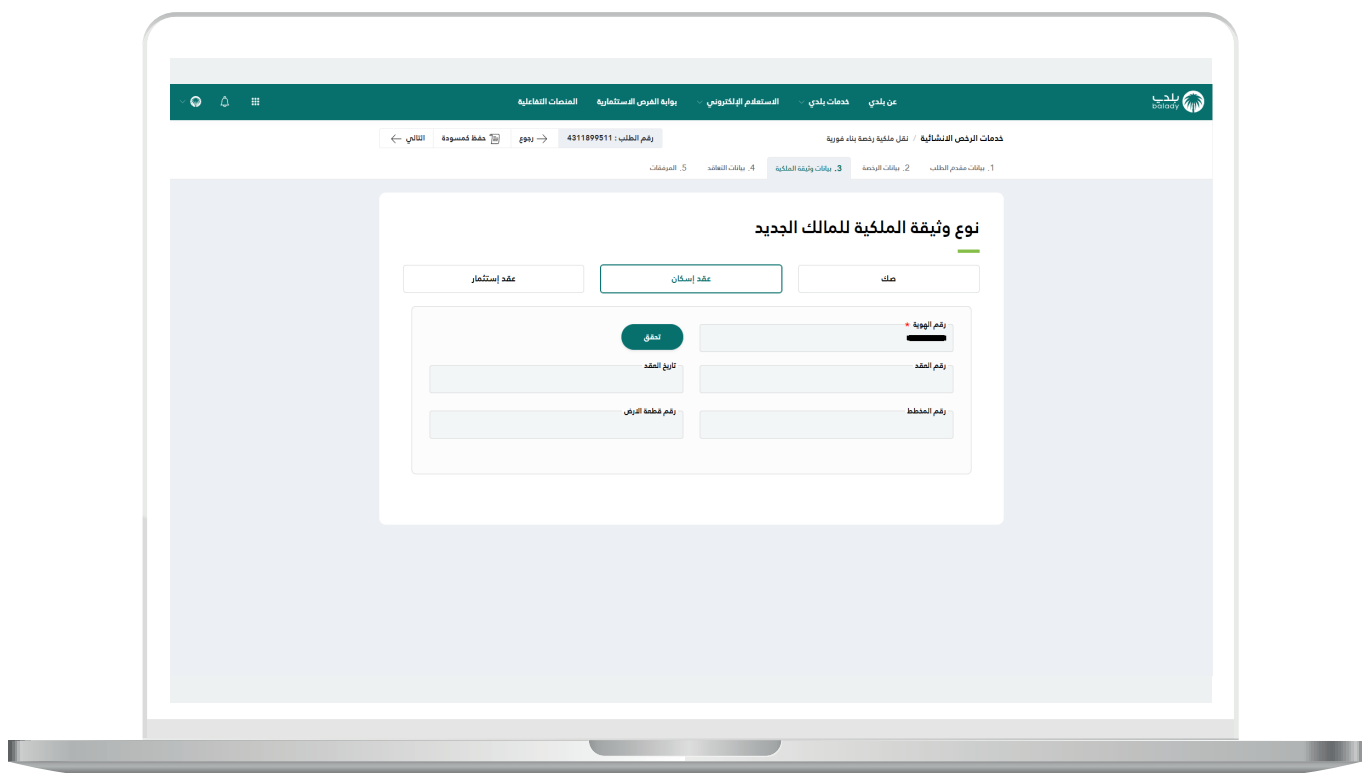
3) Investment Contract

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

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**).
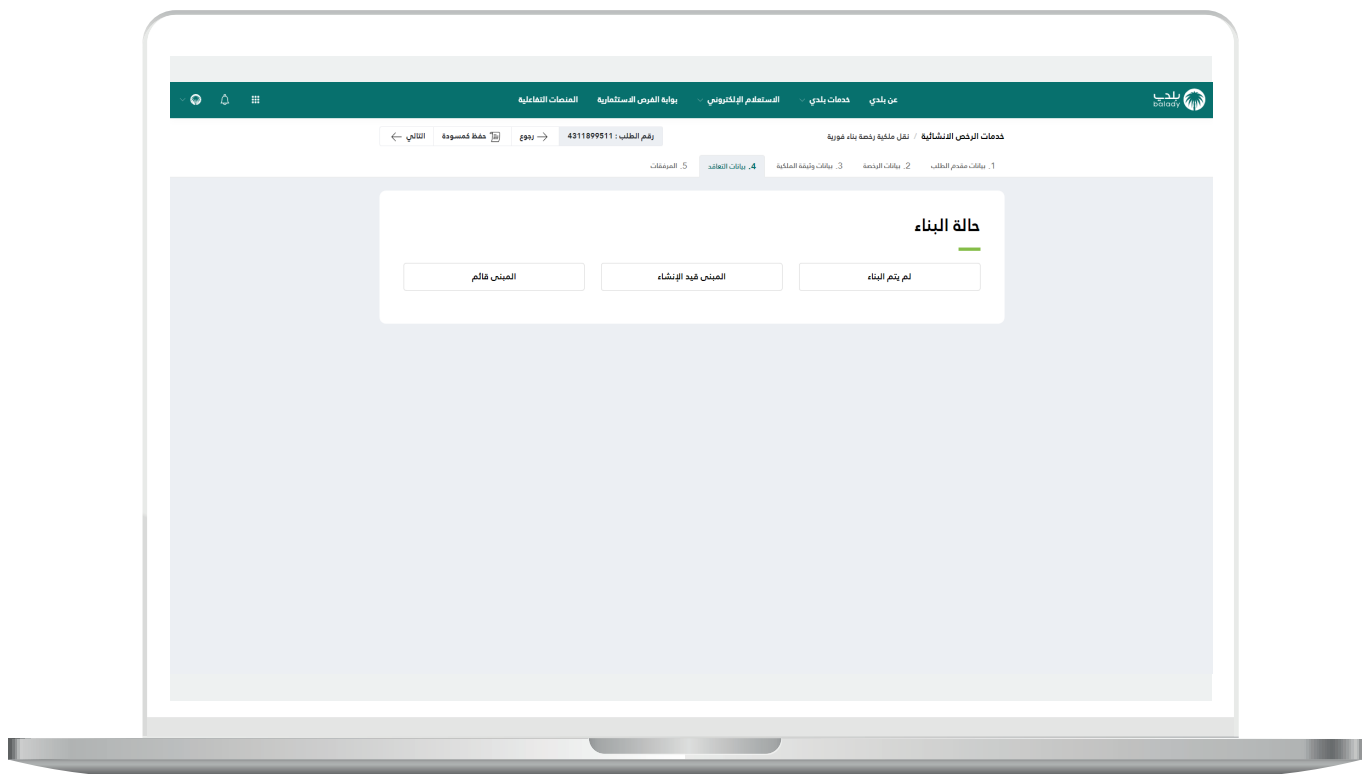
1) Not Built

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**).

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**).

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**).

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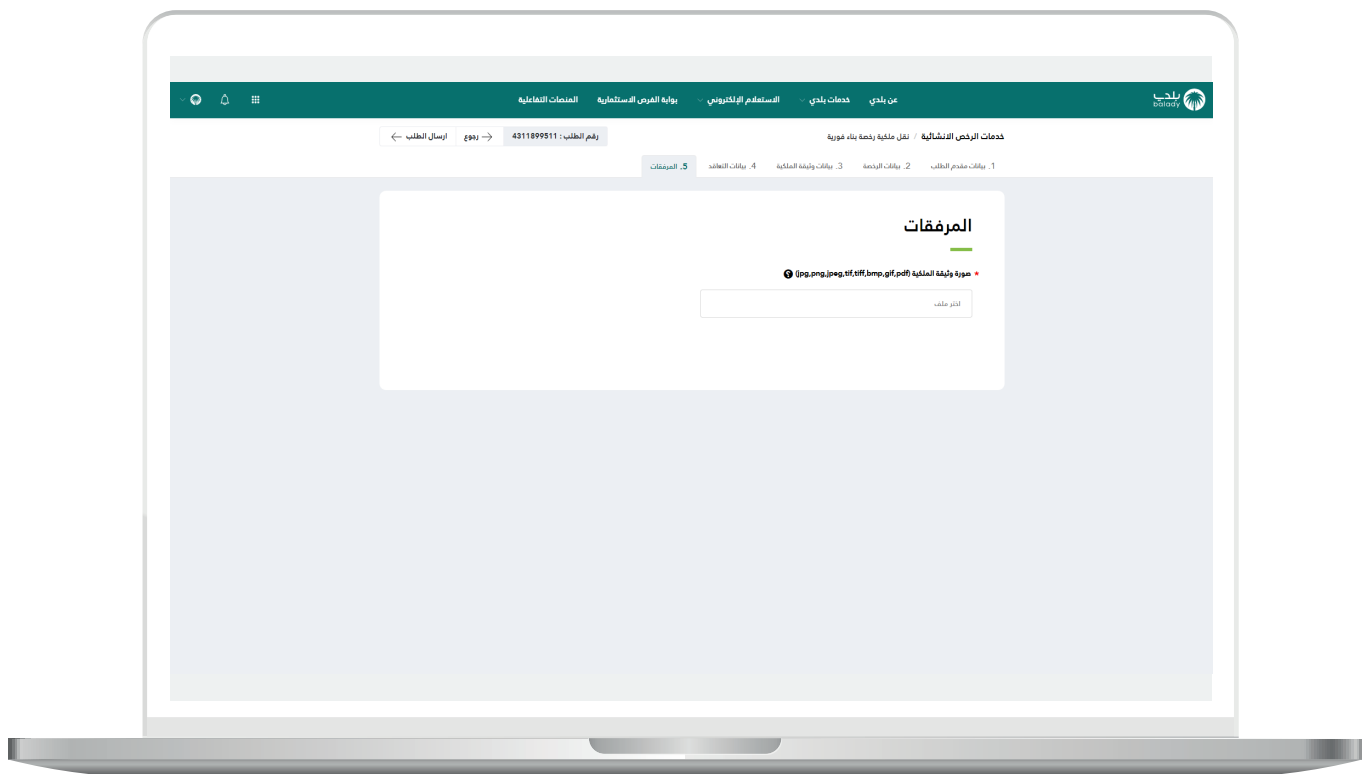
15) The system then sends the request to the engineering office and displays a confirmation message, as shown in the following screenshot. The system also allows the user to rate the service by selecting the number of stars displayed and entering comments in the (**Comments**) field, then clicking the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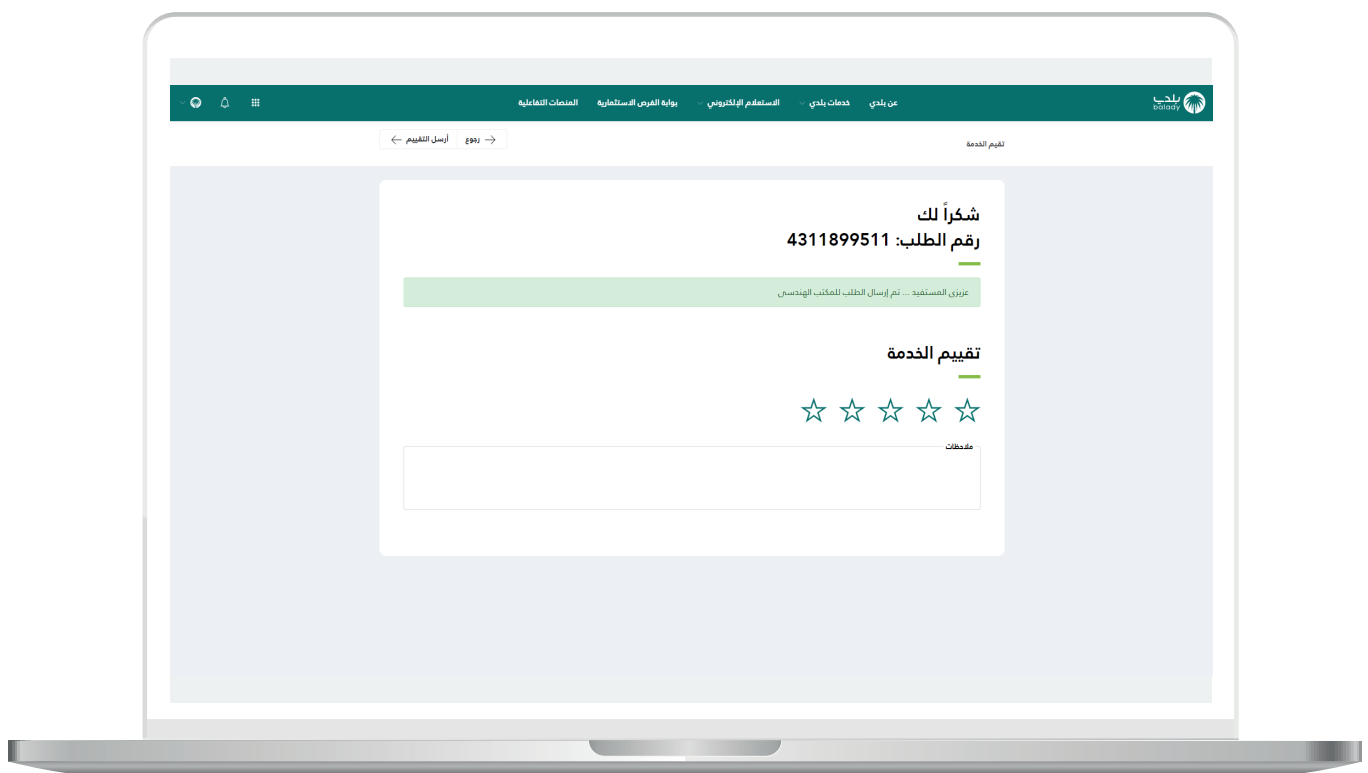
16) The evaluation is successfully saved, and a confirmation message is displayed.
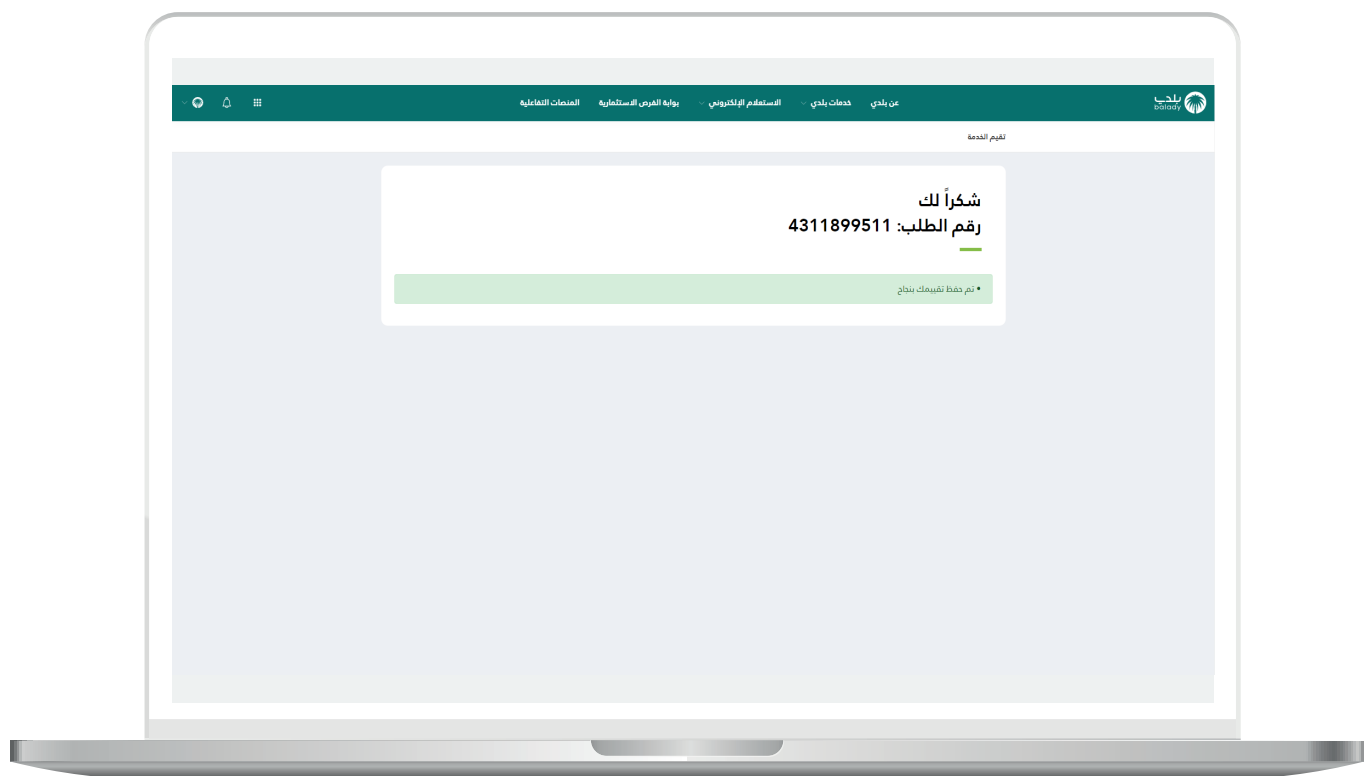
Follow-up on the Request

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

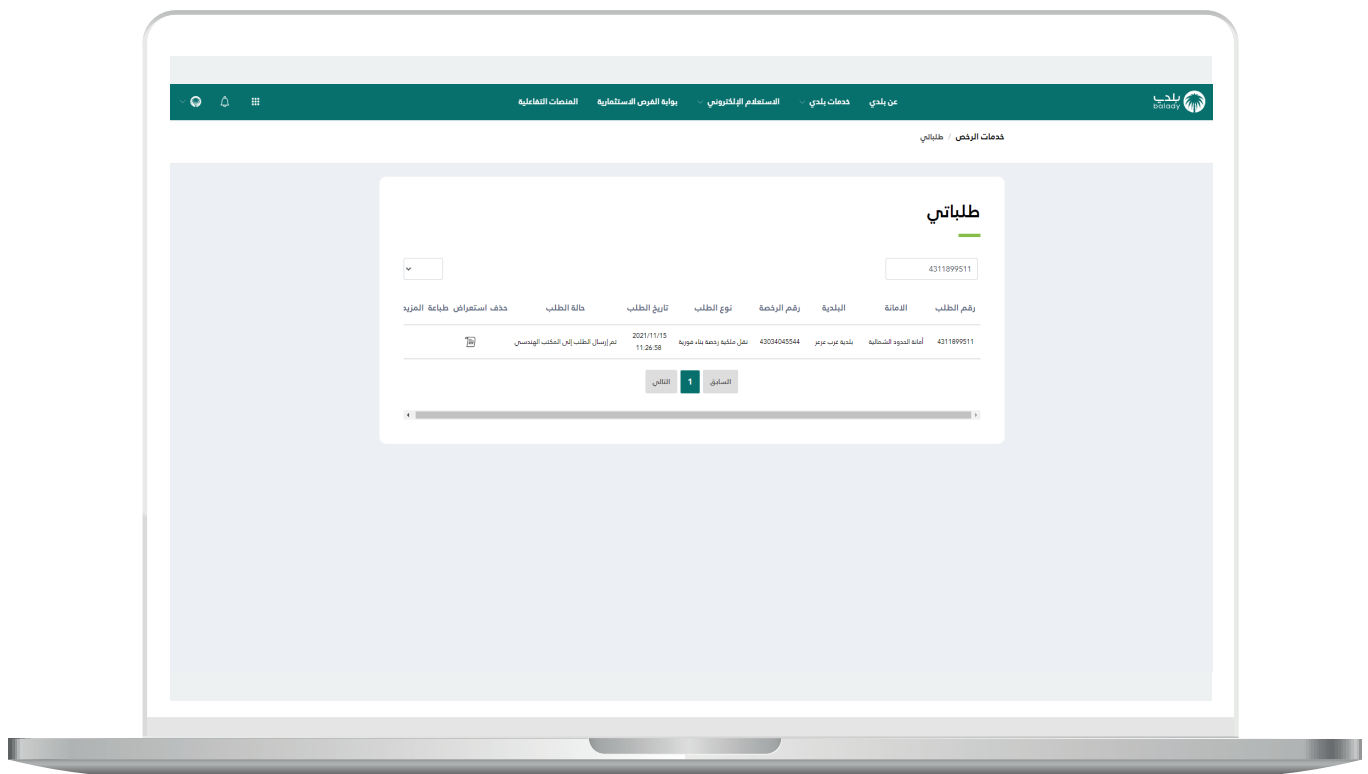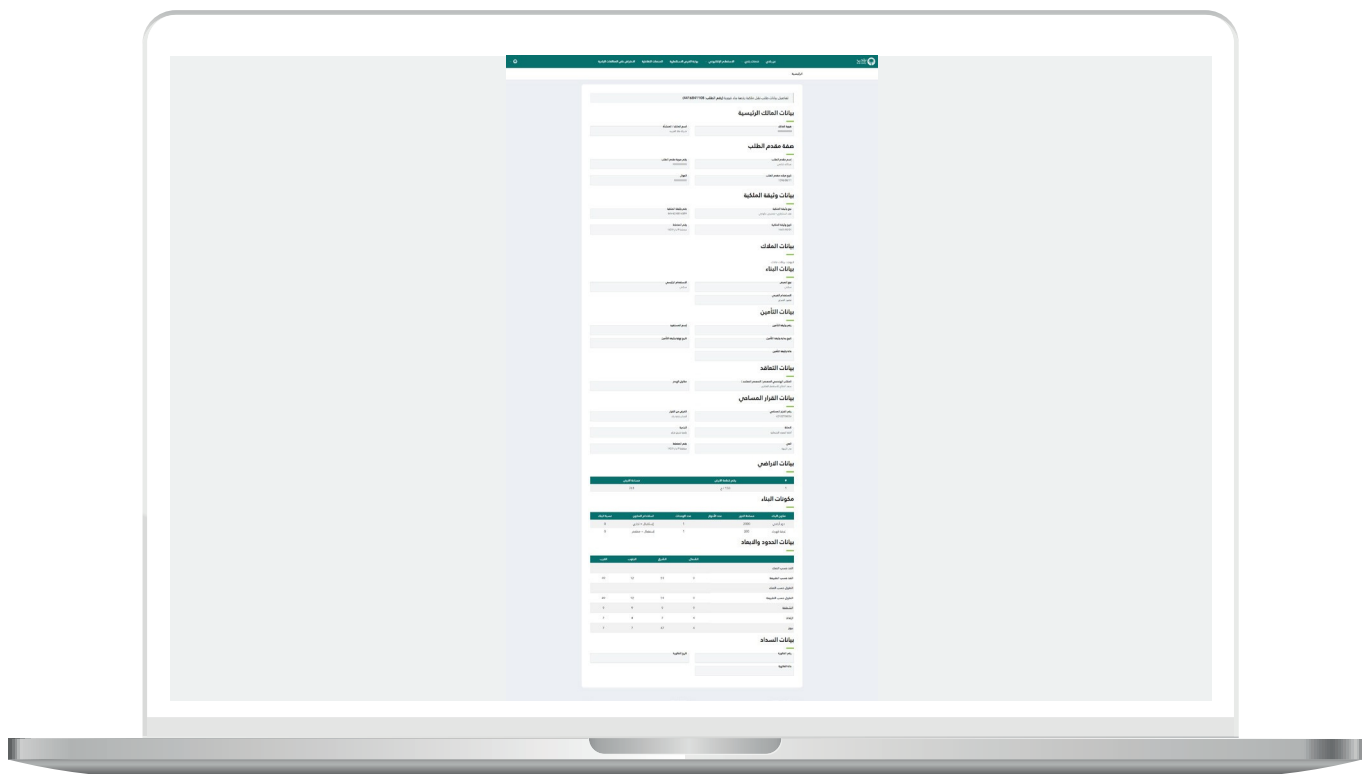Below are the messages sent to the beneficiary after submitting the application:

- 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#/) .

- 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)