



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the Service of
Issuing a Site Preparation License

Beneficiary's
Copy

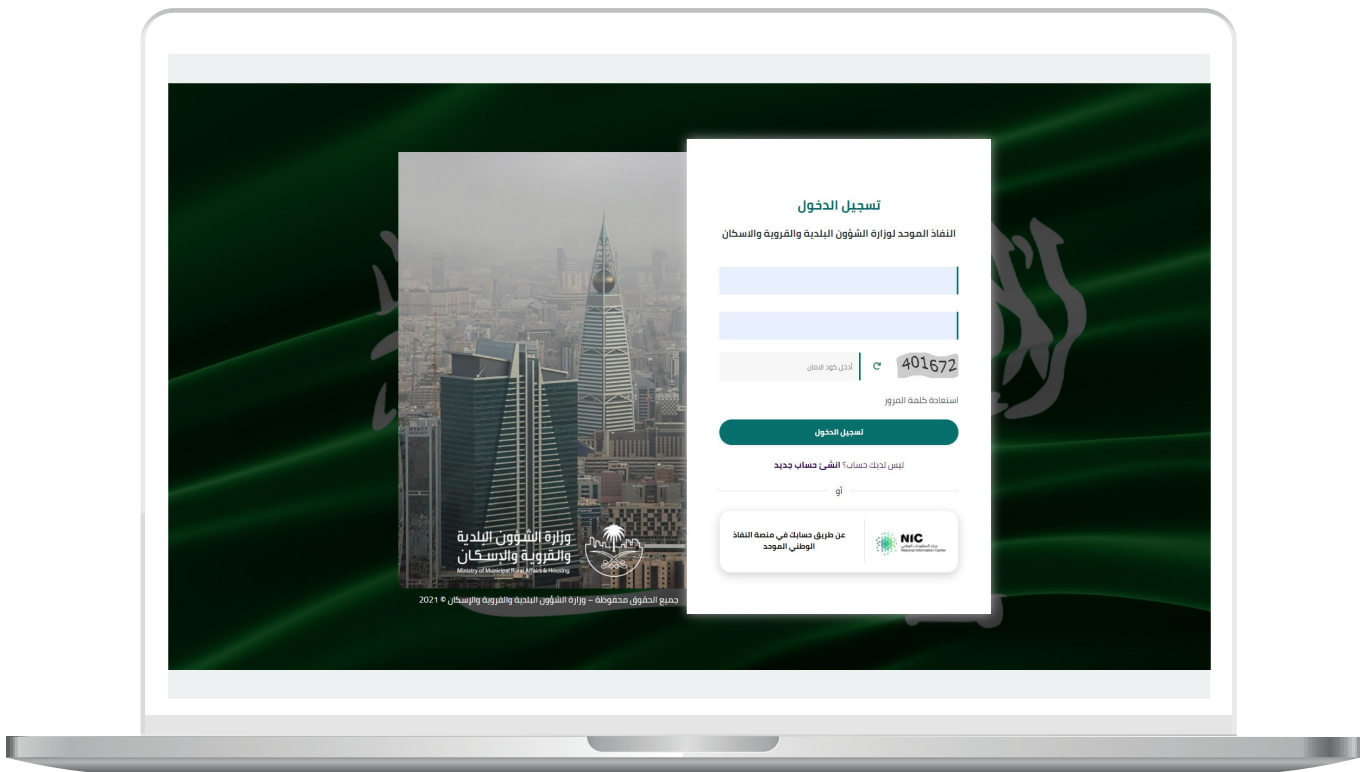
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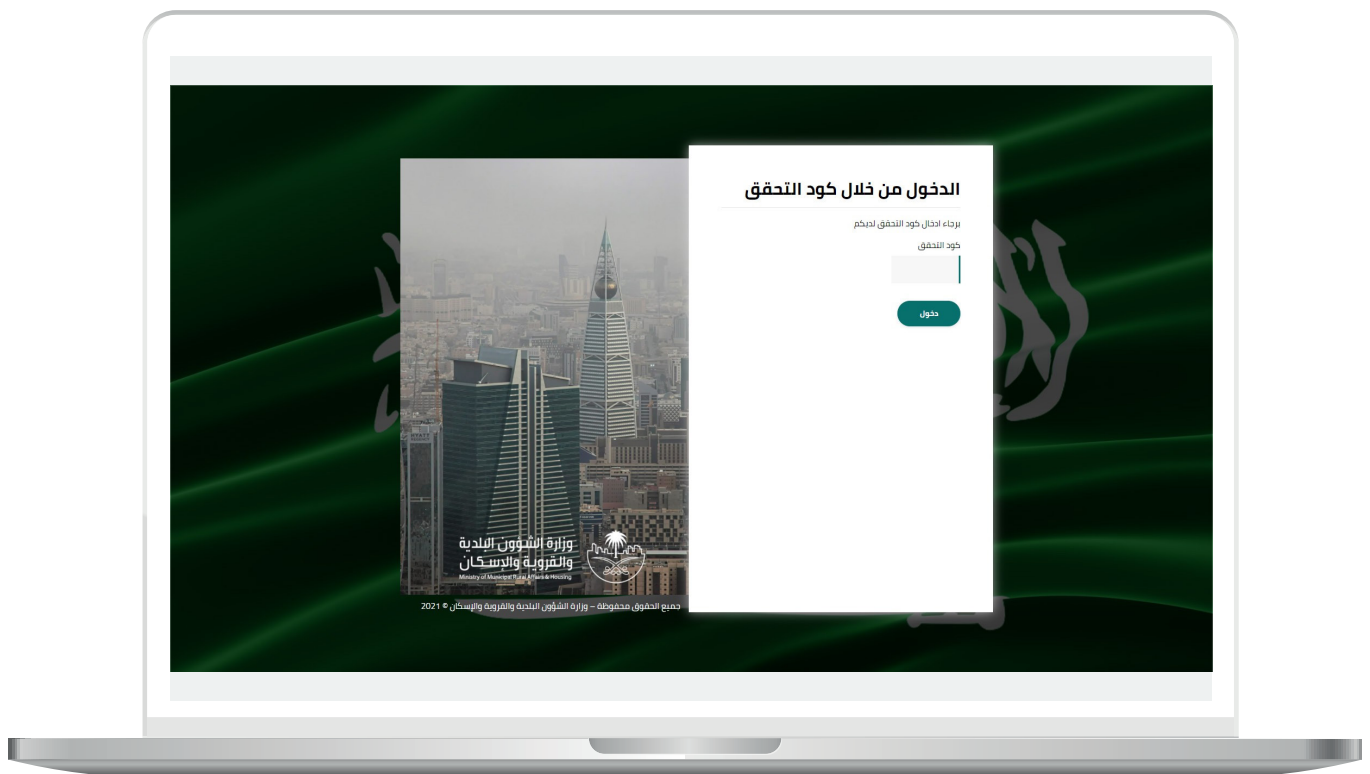


Log in to the System

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.



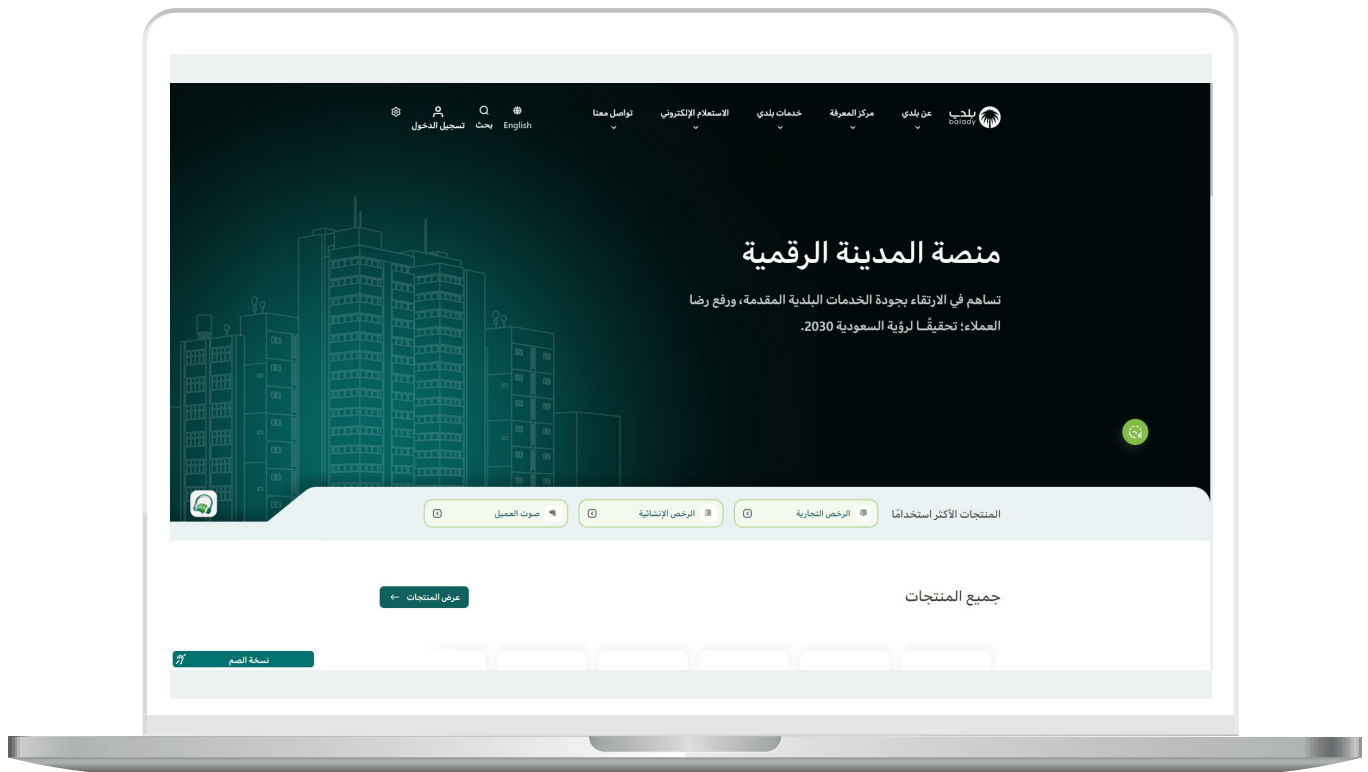
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



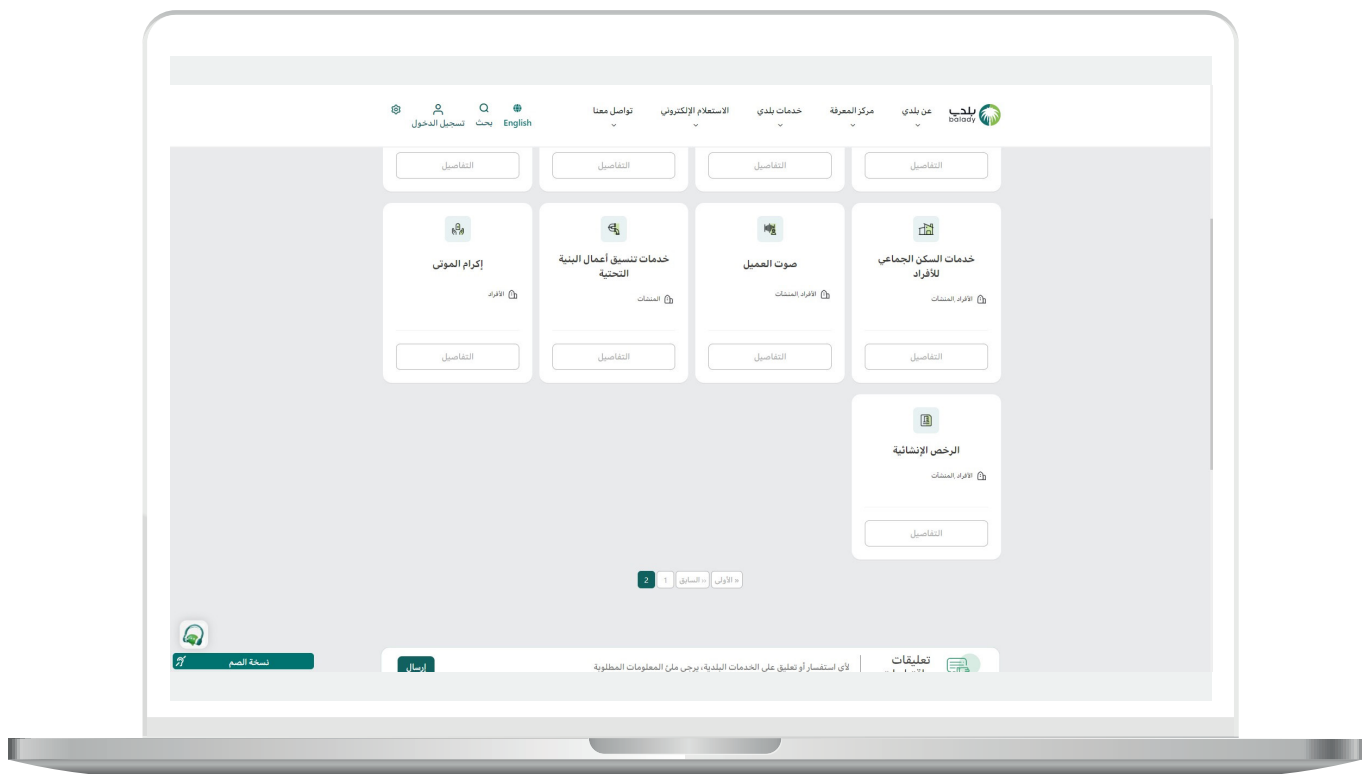
Service Request Steps

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

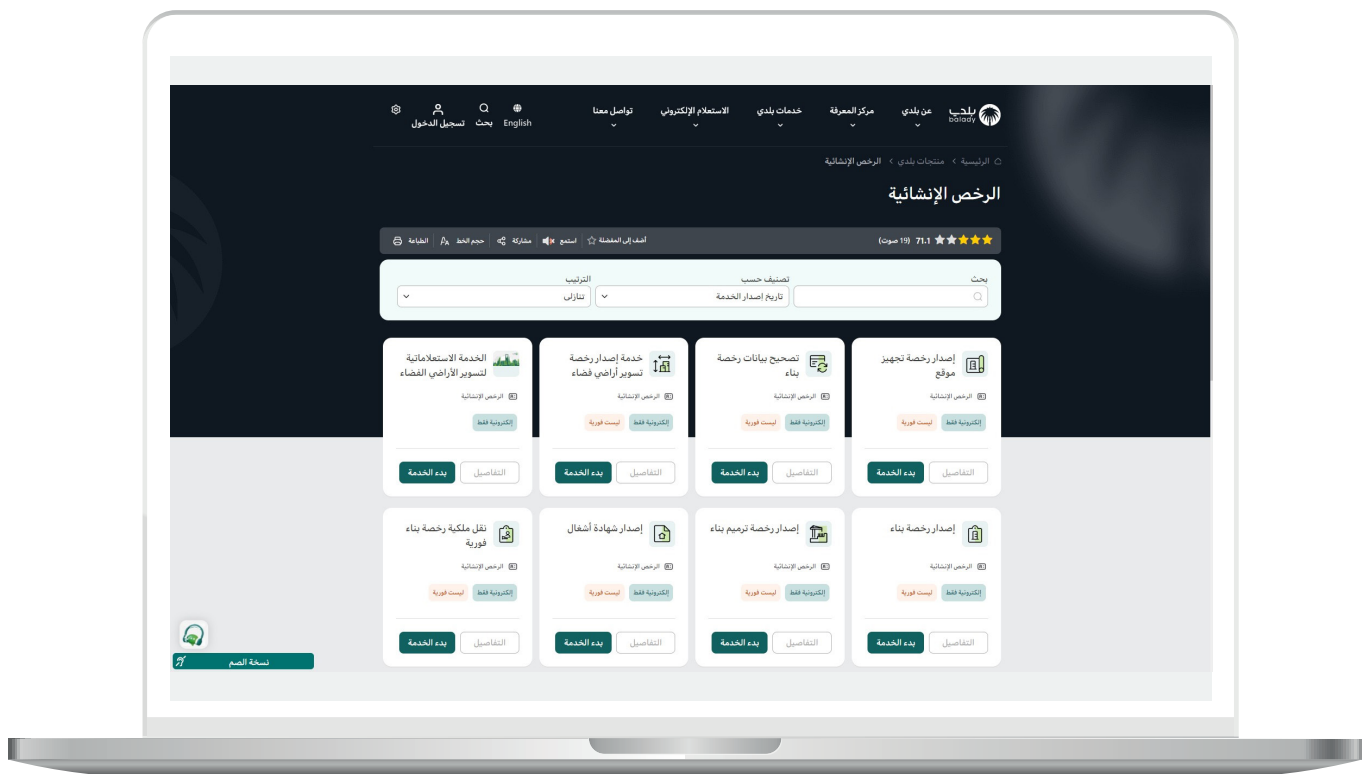
To start the service application, the user must click the **(View Products)** button.



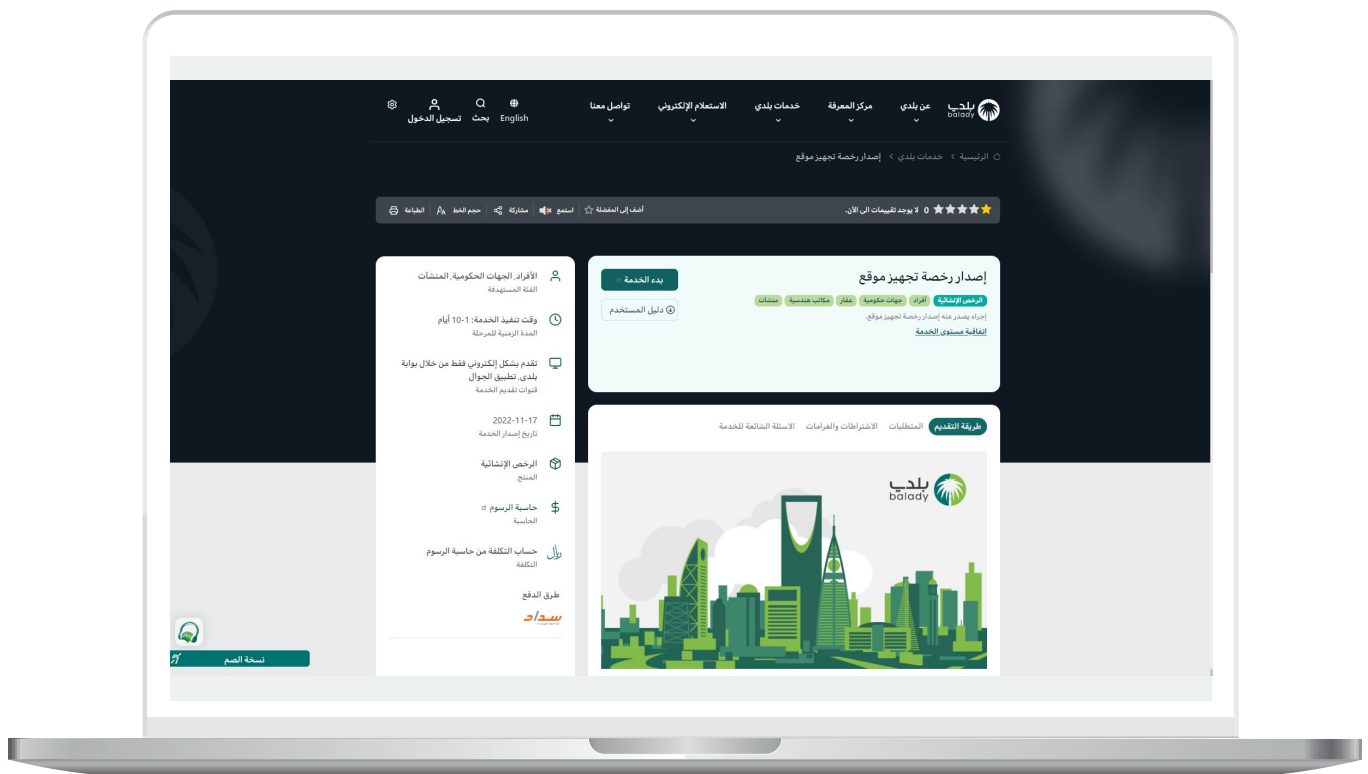
2) Then, the user selects **(Construction Licenses)**.



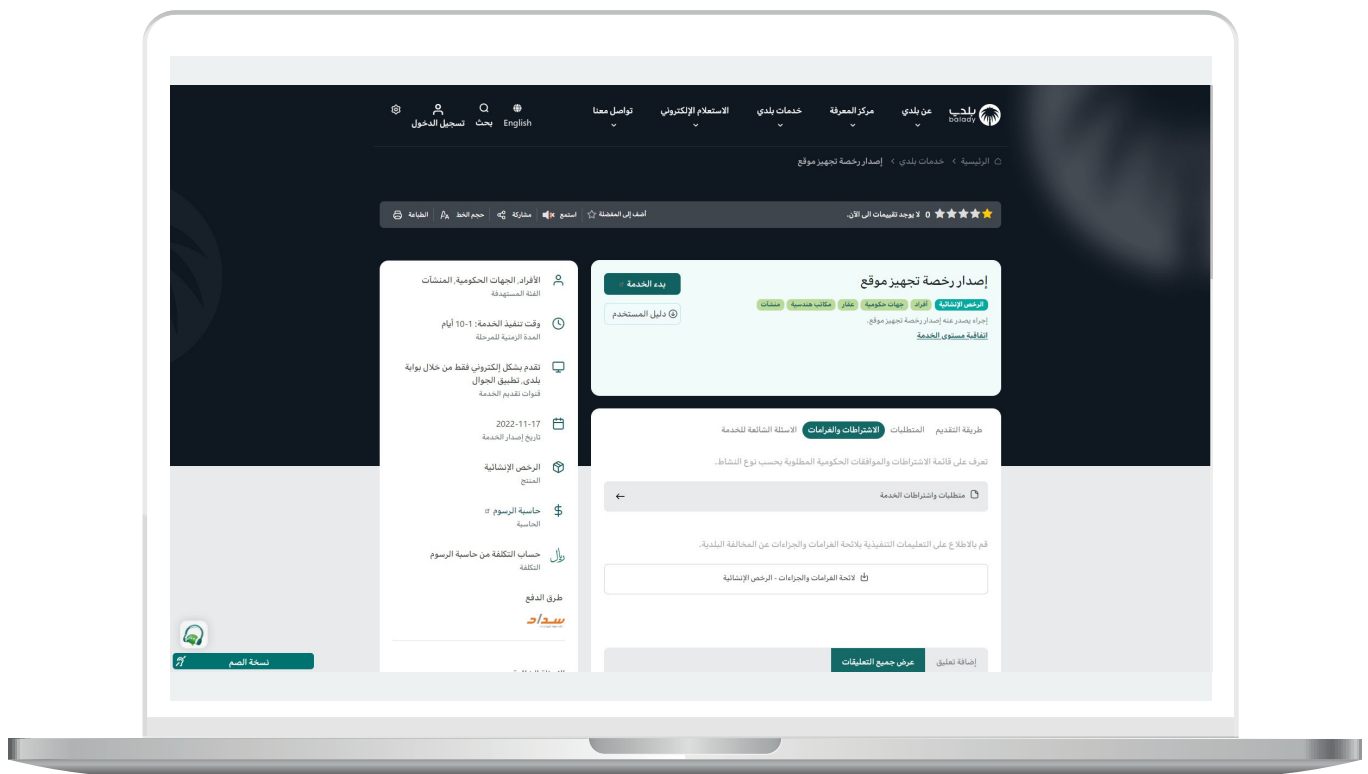
3) The available services appear, where the user selects (Issuing a Site Preparation License), as shown below.



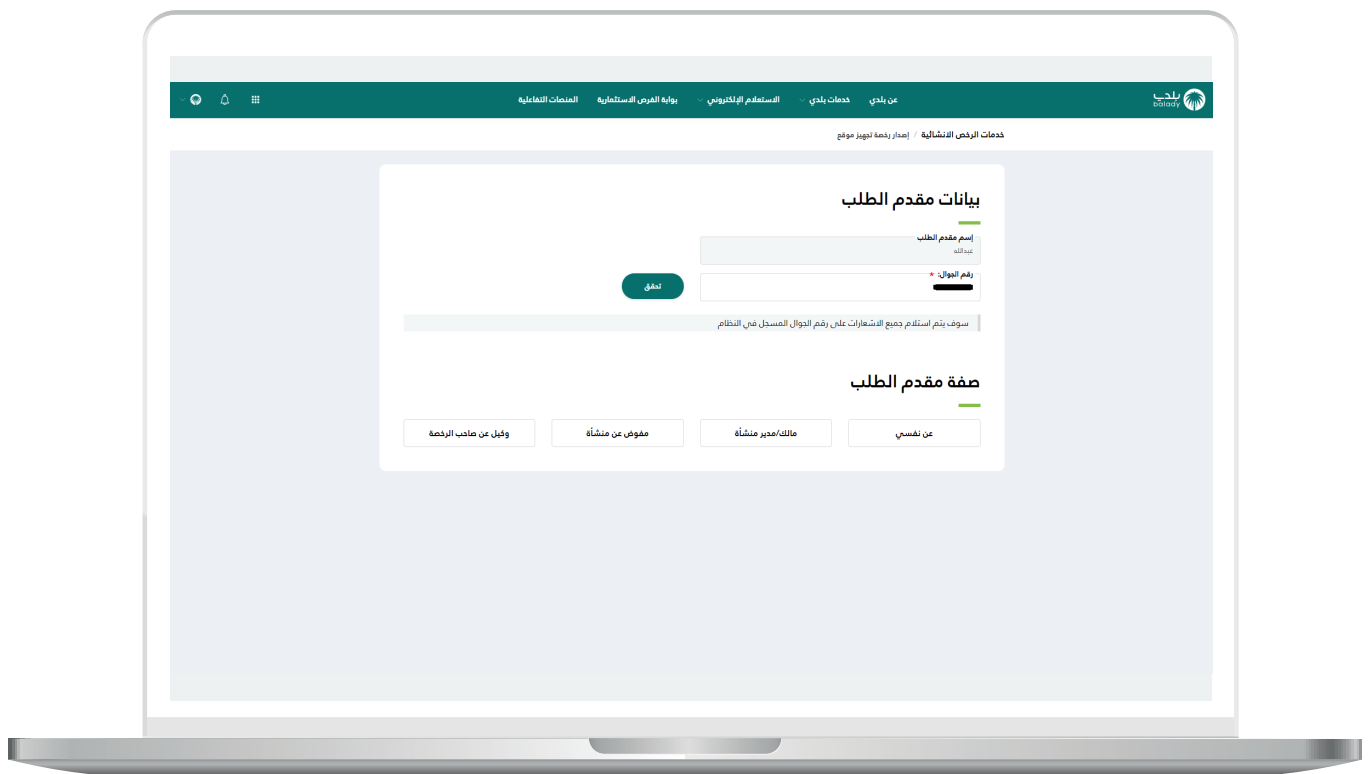
4) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (**How to Apply, Requirements, Conditions and Fines, etc.**).



5) The following screen shows the **(Conditions and Fines)**. To start the application process, the user clicks **(Start Service)**.

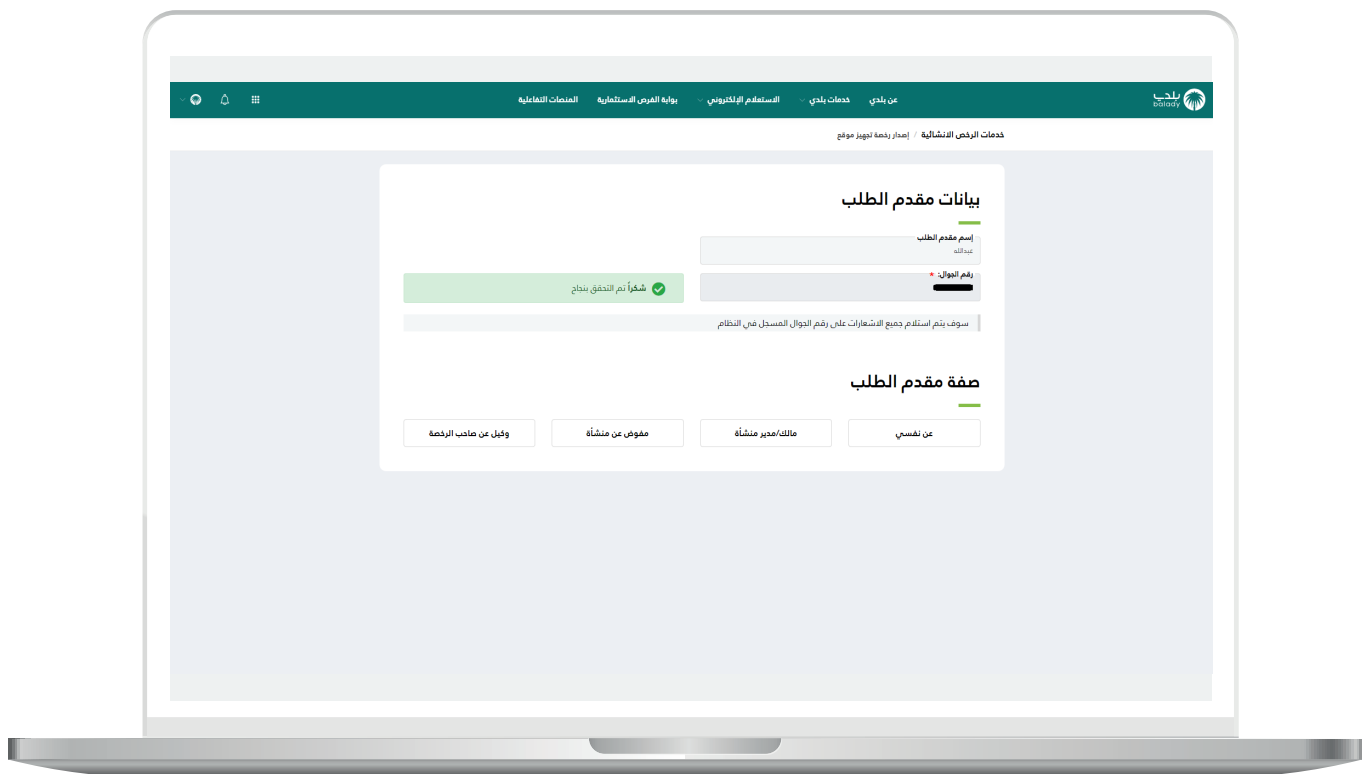


6) Afterward, the screen below appears, representing the Applicant Information Screen, where the mobile number of the applicant must first be verified by entering the value in the (**Mobile Number**) field and then clicking the (**Verify**) button.

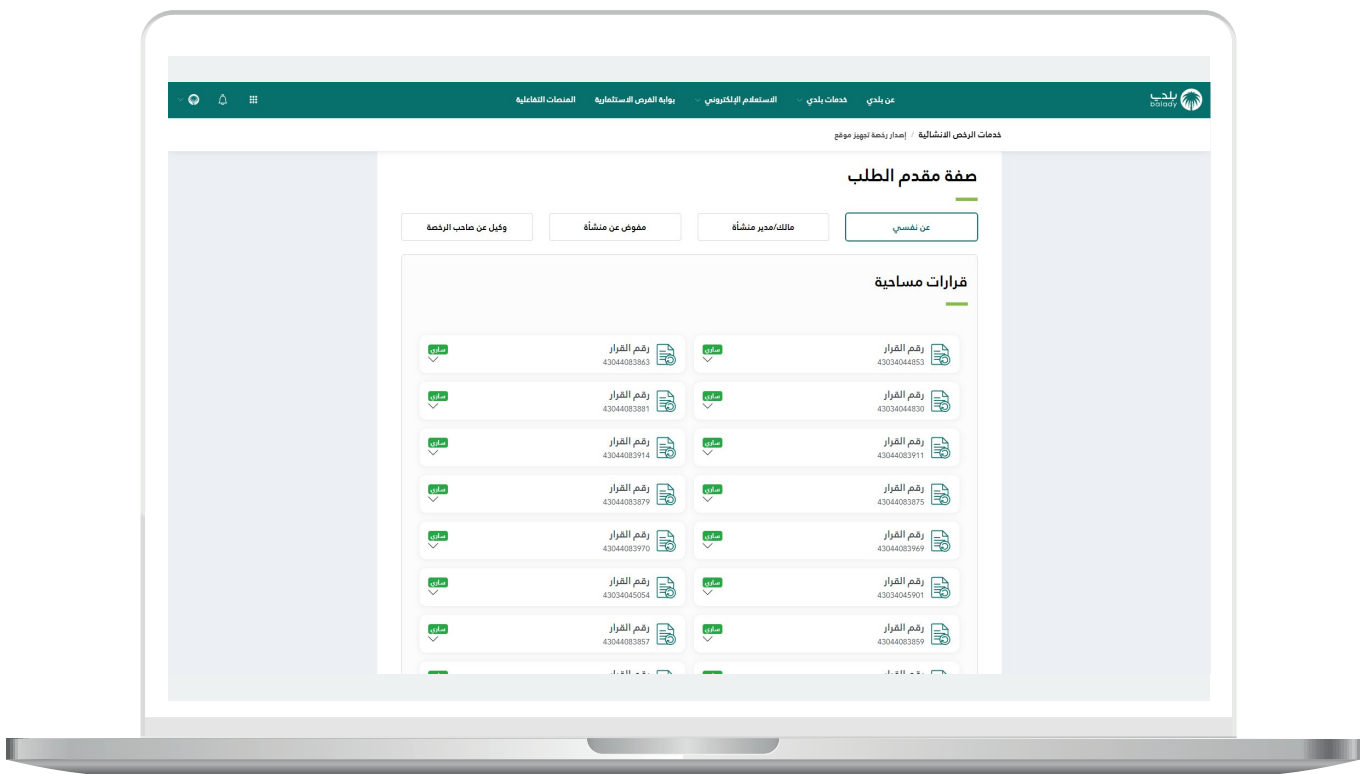


7) A verification code is sent to the user's mobile phone, which must be entered in the **(Confirmation Code)** field, then click **(Confirm)**, as shown in the next screen.

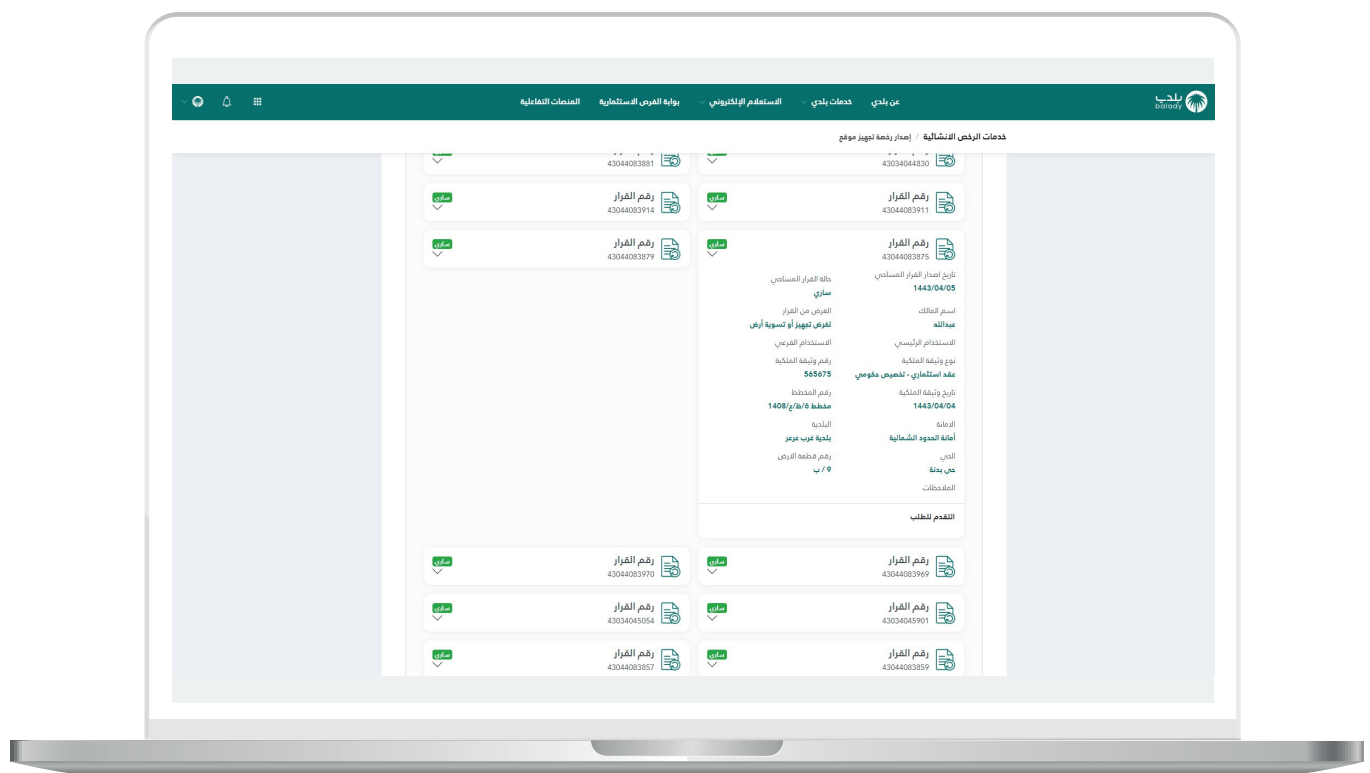
8) A confirmation message (**Thank you, verification successful**) appears on the screen, as shown below.



9) The user then selects the applicant status, with four options available: **(For Myself, Owner or Manager of an Establishment, Authorized Representative of an Establishment, Agent for the License Holder)**. All Cadastral Decisions linked to the national ID are then displayed, as shown below.



10) After selecting a surveying decision number, its details are displayed, and the user clicks (**Proceed with Request**), as shown below.

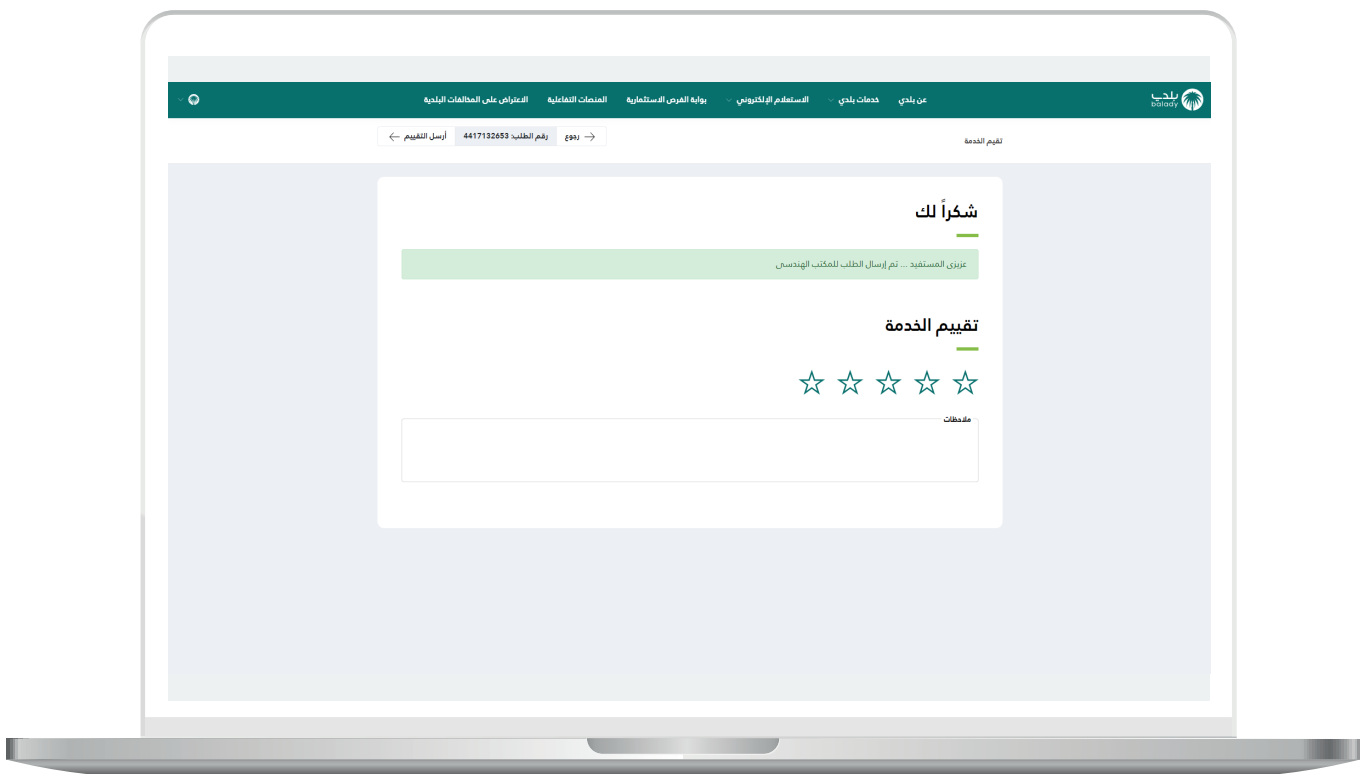


11) The user is then directed to the second stage of the application, the **(Contract Data)** stage, as shown below. The user selects values from the dropdown lists: **(Design Engineering Office (Approved Designer), Site Preparation Contractor, Waste Removal Contractor)** and enters a value in the **(Notes for the Design Engineering Office)** field.

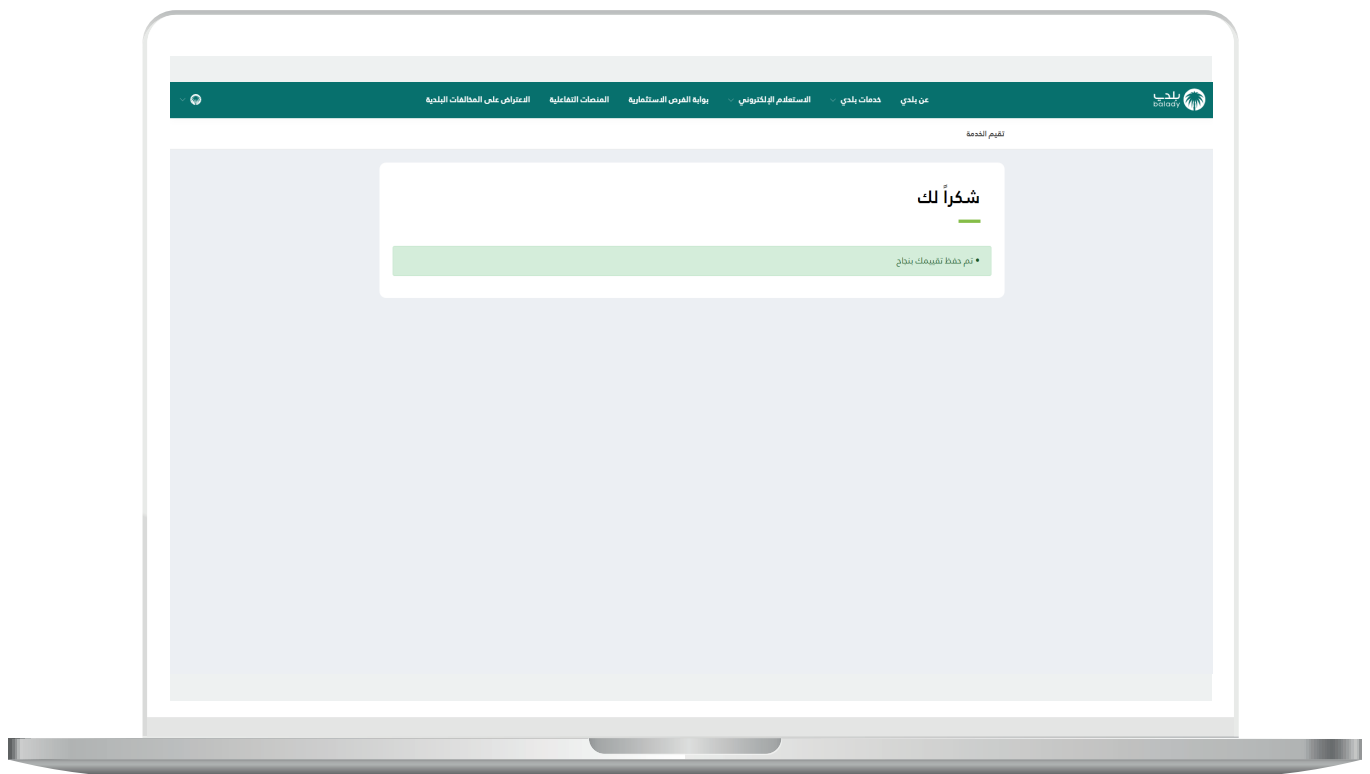
Then, the user clicks the **(Next)** button to proceed to the next stage, with the option to save the request as a draft and return to it later by clicking **(Save as Draft)**.

The screenshot shows a web application interface for the 'بيانات التعاقد' (Contract Data) stage. The interface is in Arabic and includes a header with navigation links: 'عن بلدي', 'خدمات بلدي', 'الاستخدام الإلكتروني', 'بوابة الفرص الاستثمارية', 'المنتجات التقنية', and 'الاعتراض على المخالفات البلدية'. The main content area is titled 'بيانات التعاقد' and contains several input fields and dropdown menus. The fields include: 'المكتب الهندسي المعمم (المعمم المعتمد)' (General Engineering Office (Approved)), 'رقم الجوال' (Mobile Number), 'البريد الإلكتروني' (Email), 'رقم التصنيف' (Classification Number), 'معايير تجهيز الموقع' (Site Preparation Standards), 'معايير إزالة المخلفات' (Waste Removal Standards), and 'ملاحظات للمكتب الهندسي المعمم' (Notes for the General Engineering Office). The interface also shows a progress bar with three steps: '1. بيانات مقدم الطلب', '2. بيانات التعاقد', and '3. التقديم'. The current step is '2. بيانات التعاقد'.

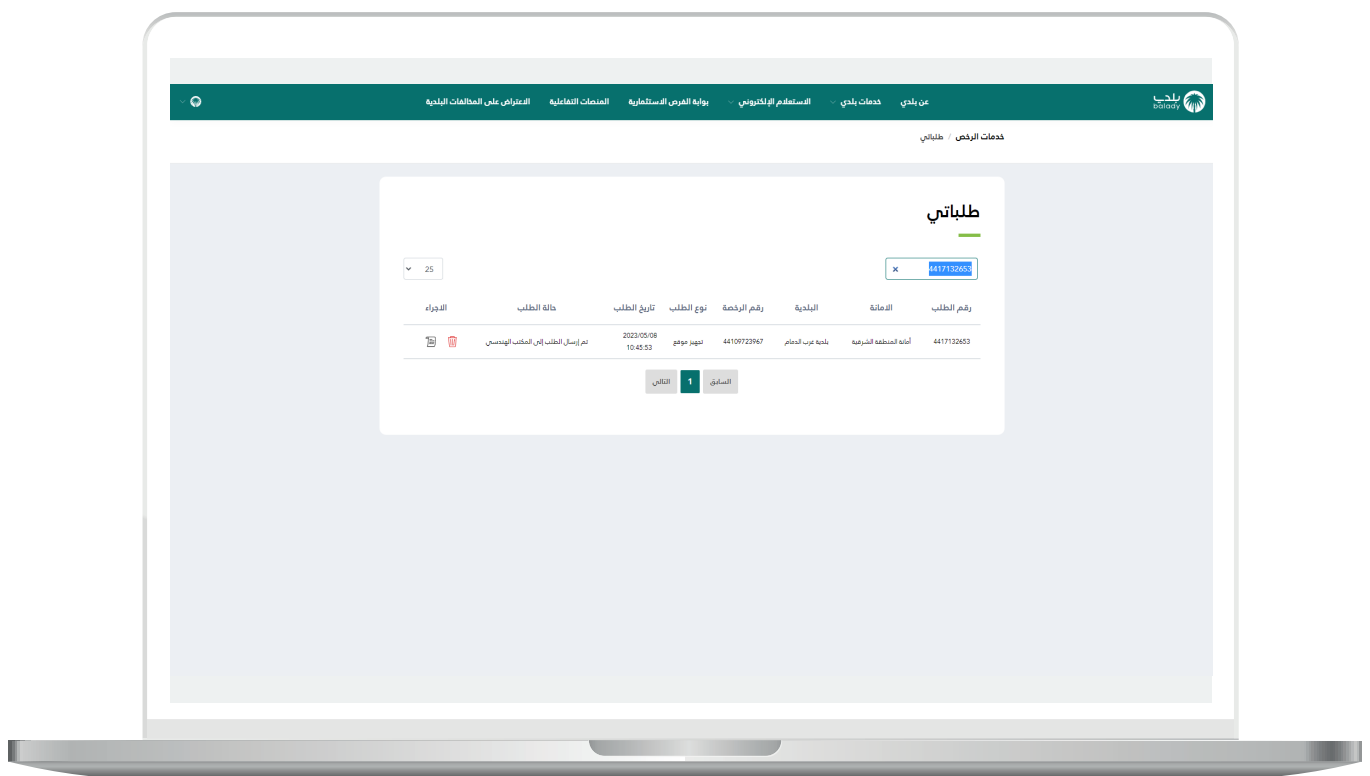
12) The application is then successfully sent to the engineering office, displaying a confirmation message as shown below. The service can be evaluated by selecting a number of stars, entering a value in the **(Comments)** field, and clicking **(Submit Evaluation)**.



13) After clicking (**Submit Evaluation**), the request is successfully saved, and a confirmation message appears, as shown below.



14) The user can then track the request via the **(My Requests)** screen.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

