



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Service of Issuing

A Sidewalk Occupancy Permit

Beneficiary's
Copy

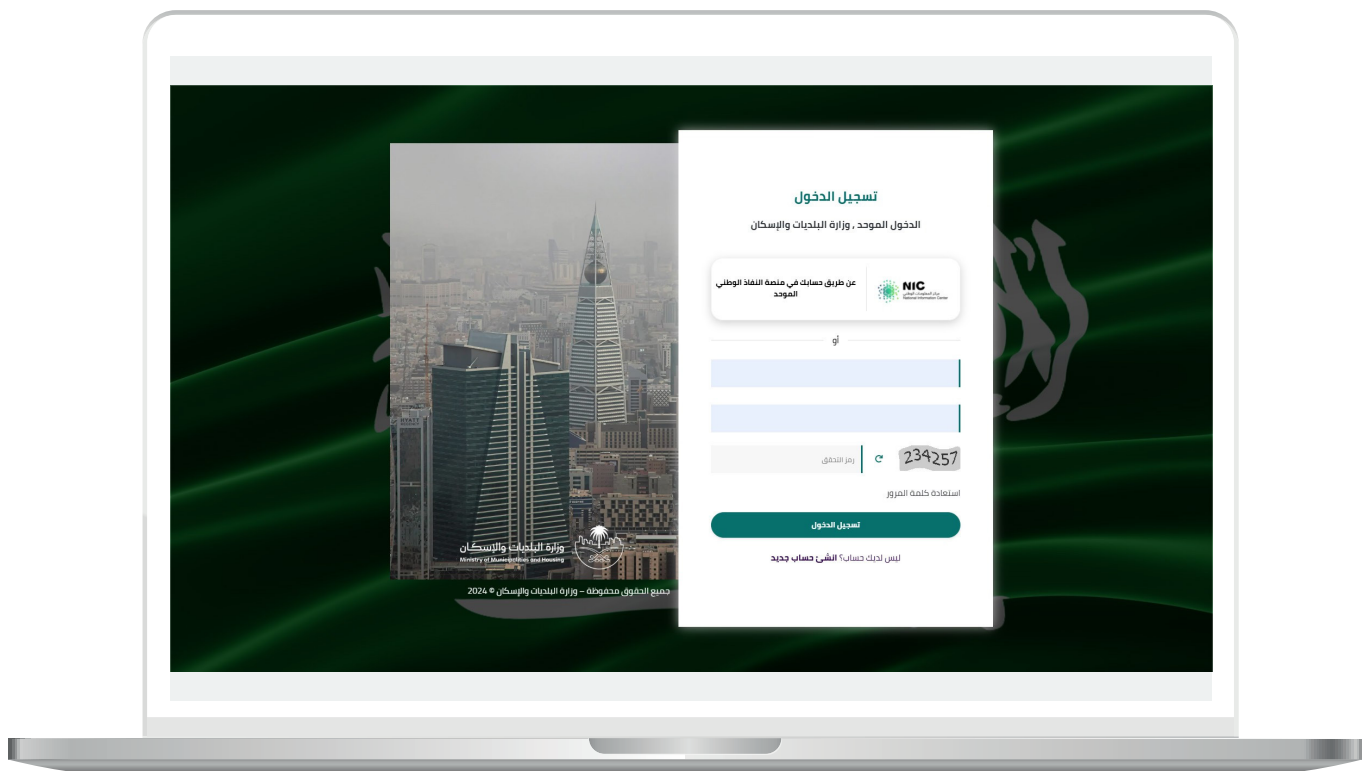
Contents

Log in to the System	03
Steps to Request the Service	05
Follow-up on the Request	27
SMS Messages to the Beneficiary	29
Contact Us	30

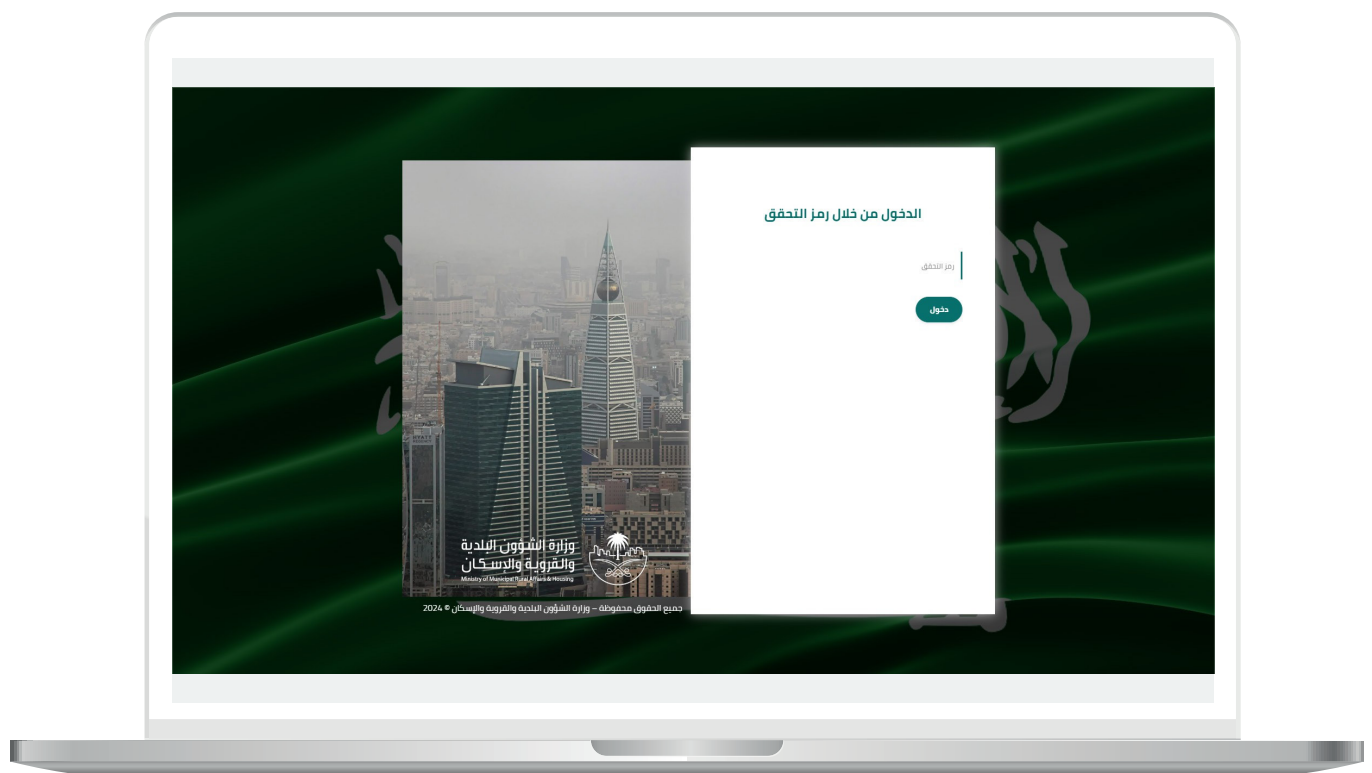


Log in to the System

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.



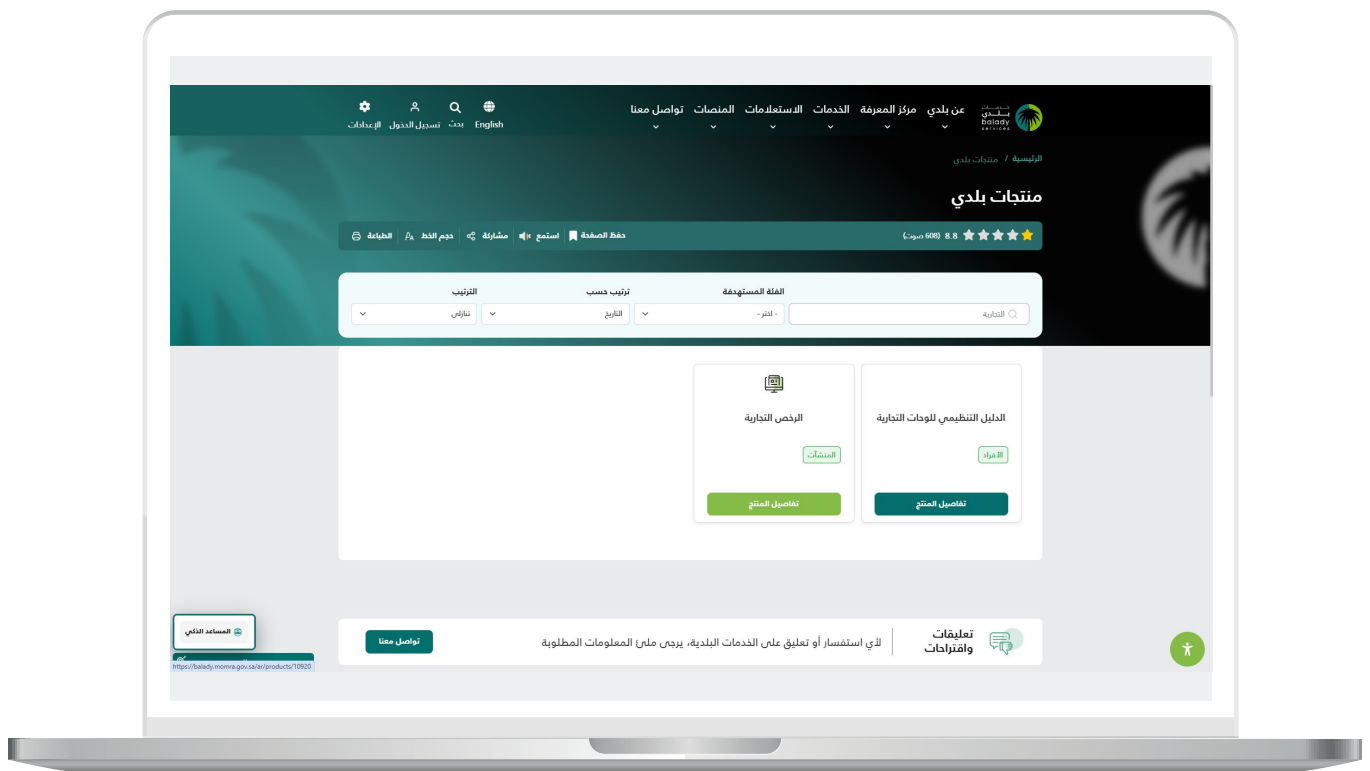
Steps to Request the Service

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

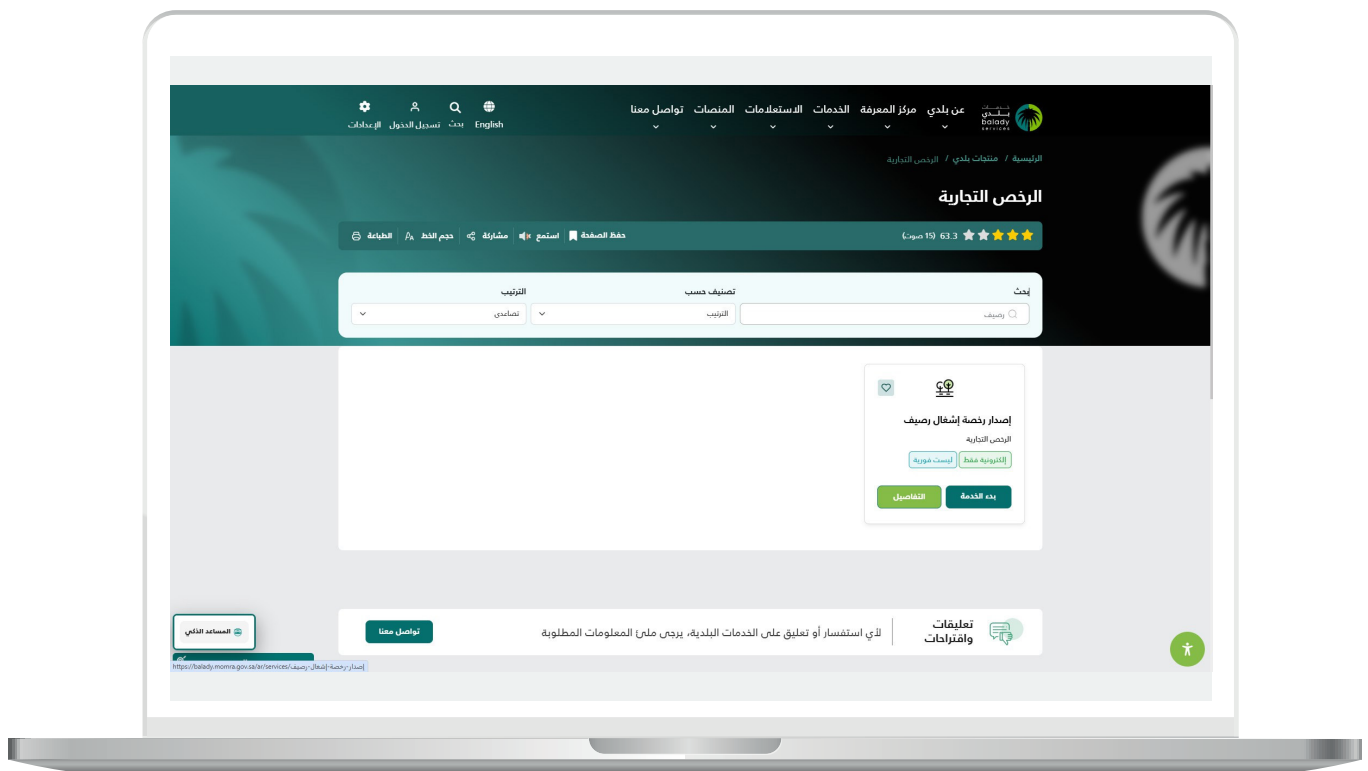
The user then clicks the **(View All Products)** button



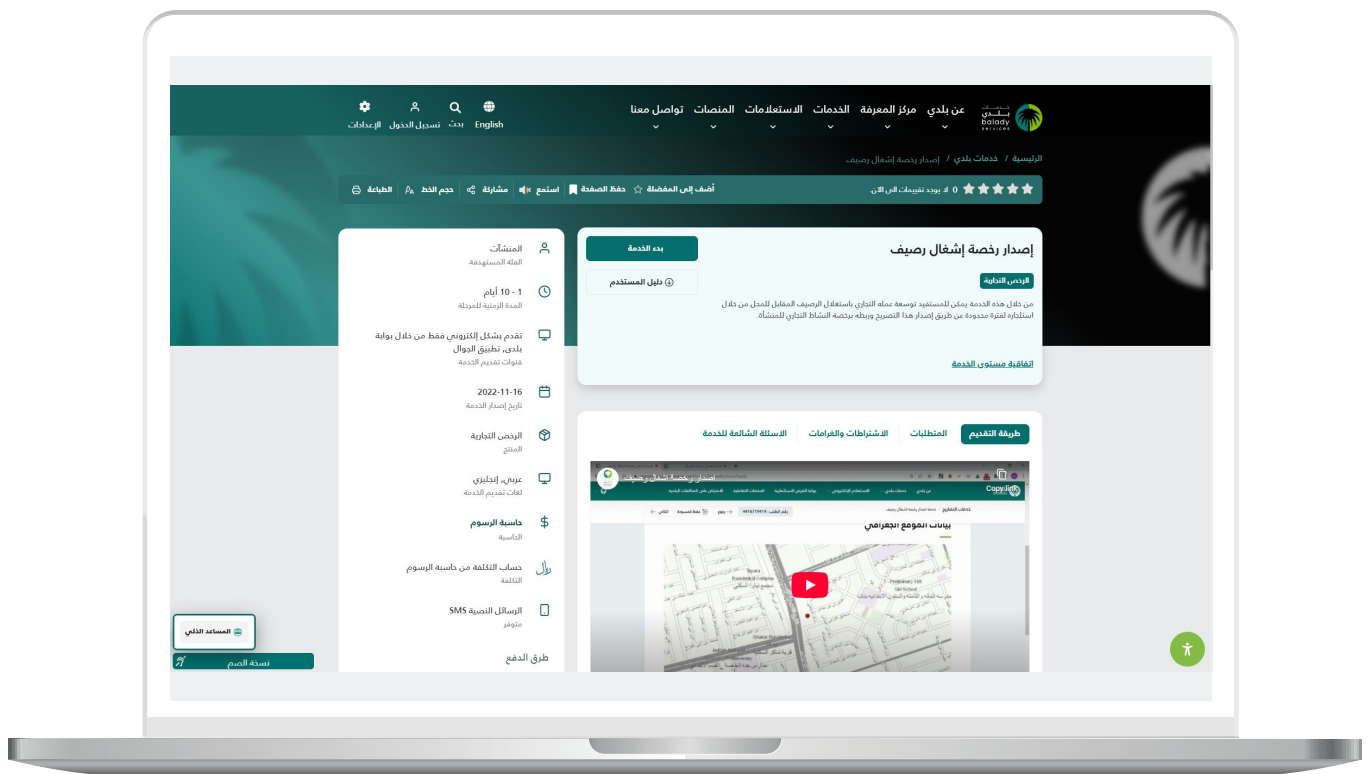
2) The user then searches for the product (Commercial Licenses).



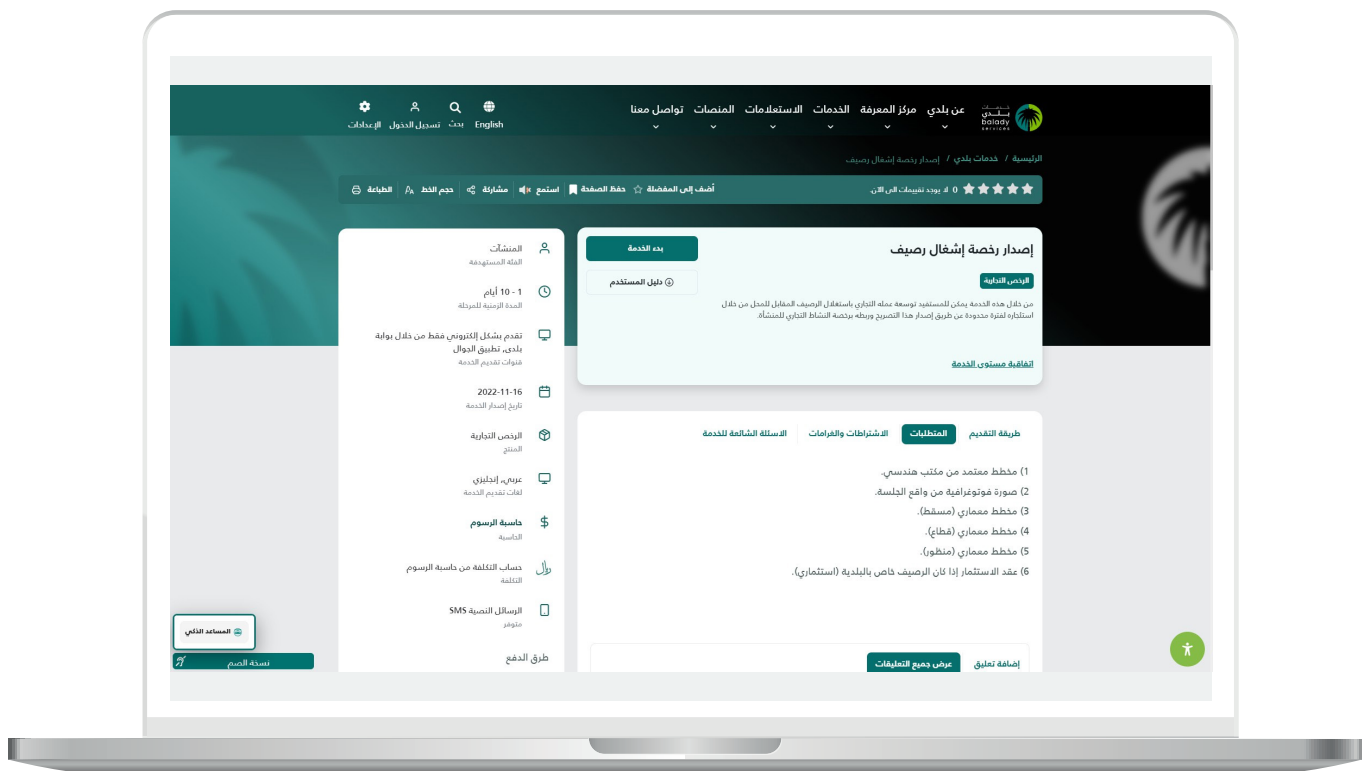
3) The available services appear, where the user searches for (Issuing A Sidewalk Occupancy Permit) as shown below.



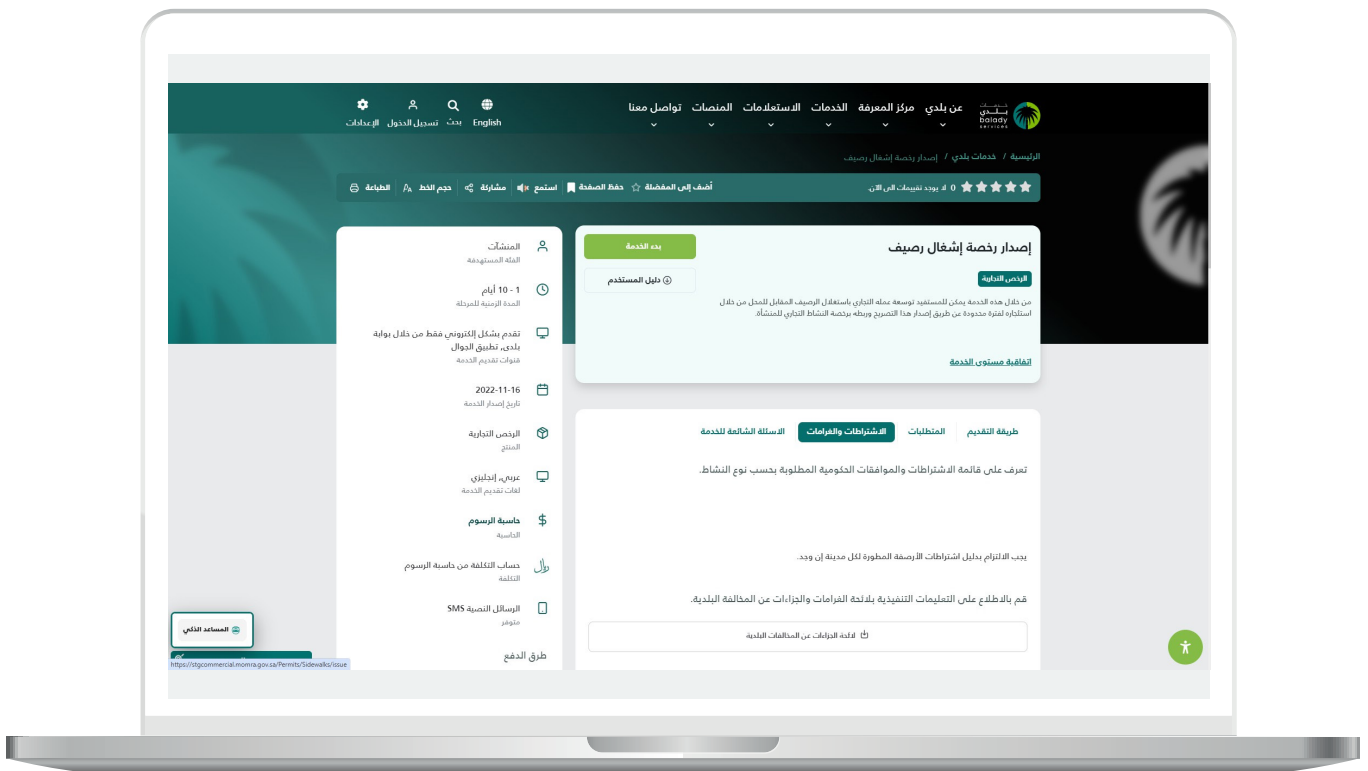
4) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (How to Apply, Requirements, Conditions and Fines, etc.).



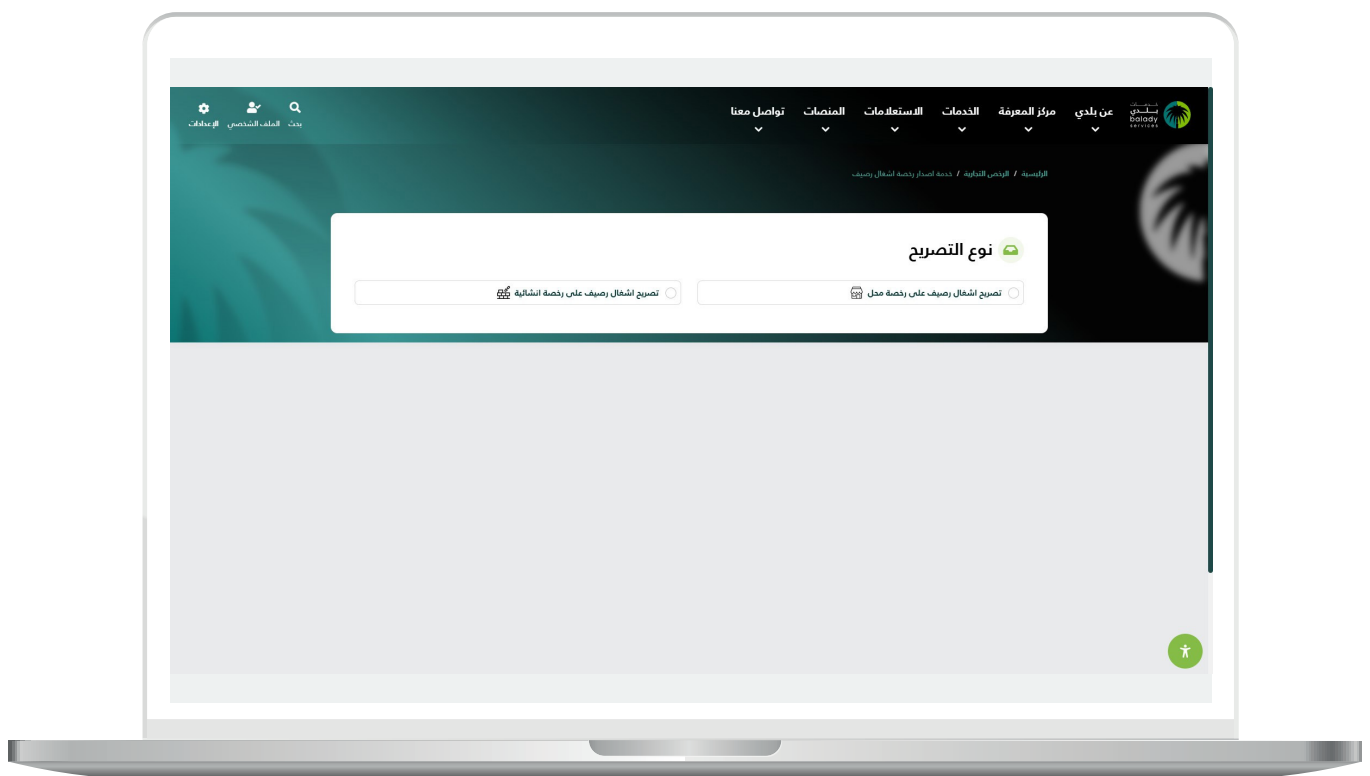
5) The following screenshot shows the (Requirements) menu.



6) The following screenshot below displays the **(Conditions and Fines)** list. To start the application process, the user clicks the **(Start Service)** button.

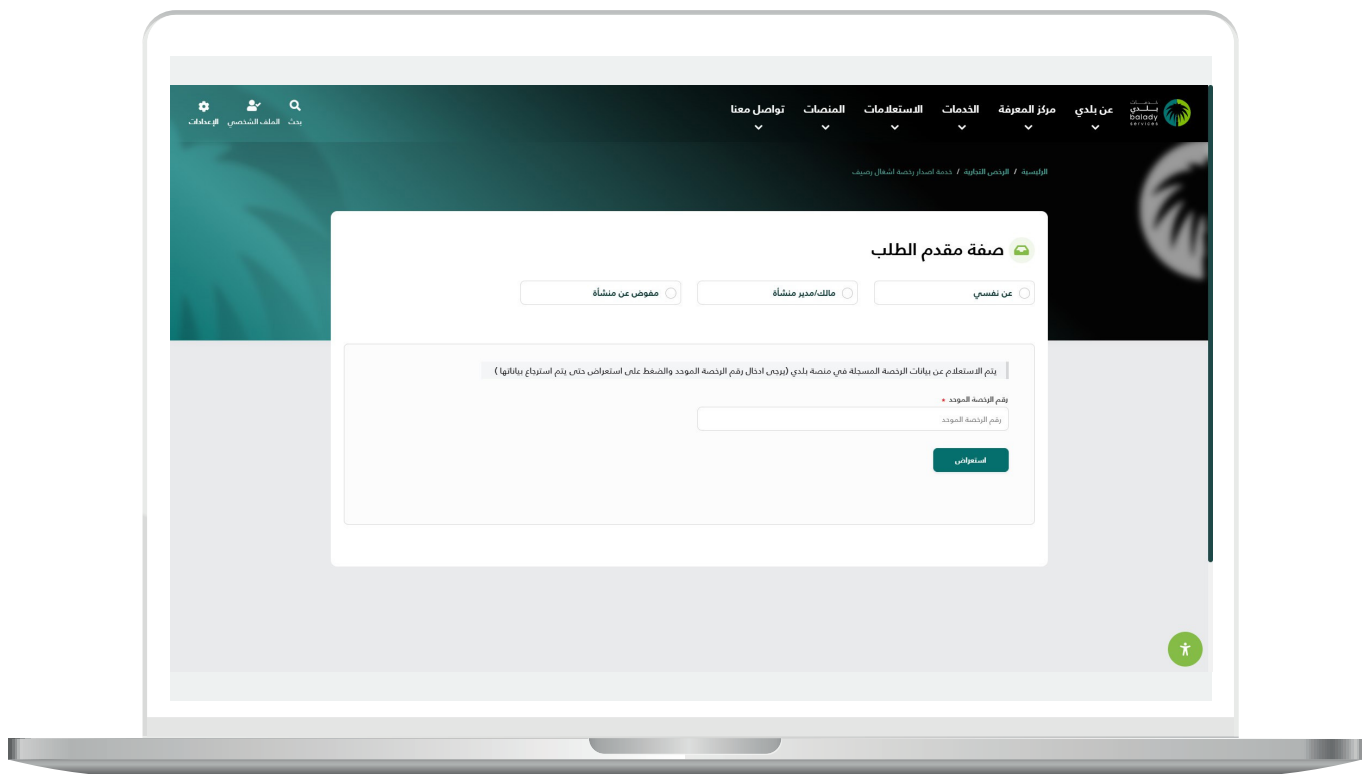


7) The following screen will appear, where the user selects the type of permit from the following options: (Sidewalk Occupancy Permit linked to a Shop License, Sidewalk Occupancy Permit linked to a Construction License).

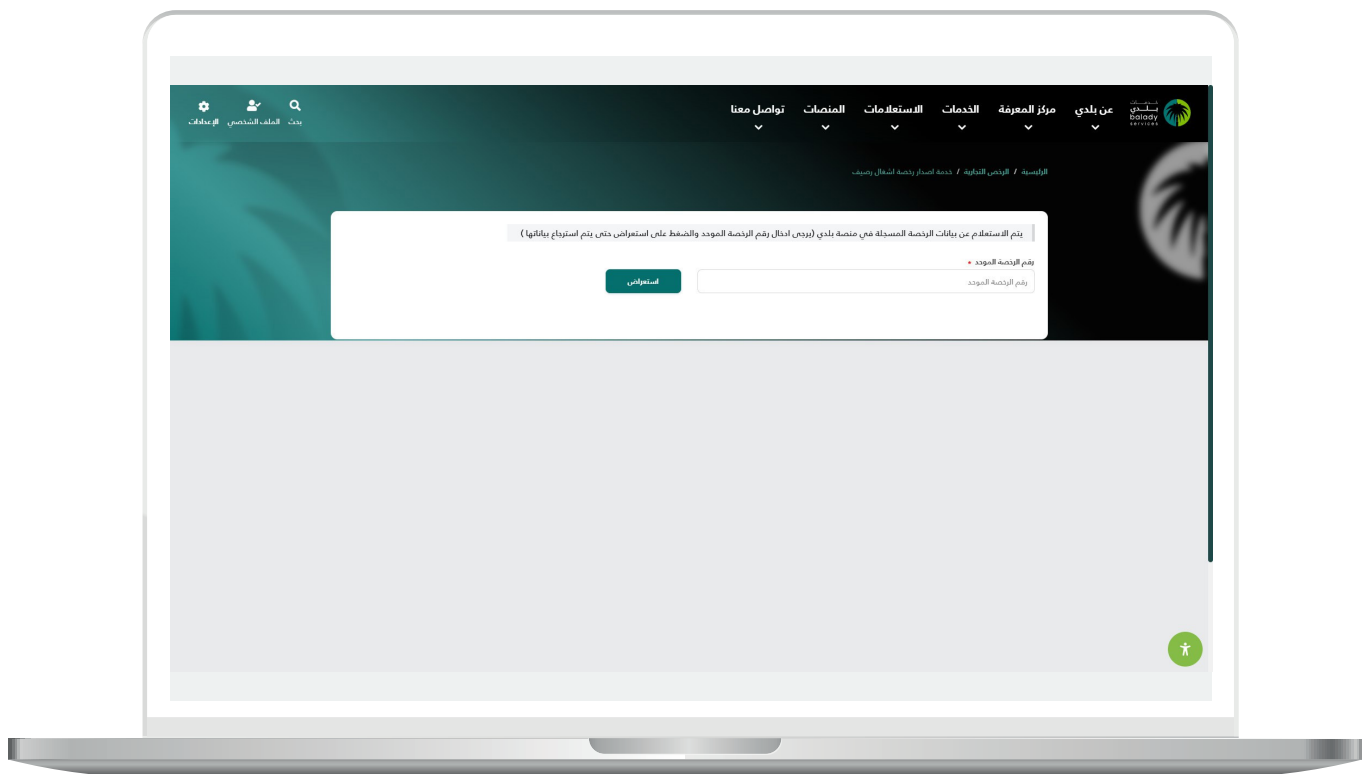


8) If (Sidewalk Occupancy Permit on a Construction License) is selected, the following screen appears, allowing the user to choose the User Role from the options: (For Myself, Business Owner/Manager, Authorized Representative).

The user enters the (Unified License Number) field and clicks (Browse).



9) If (Sidewalk Occupancy Permit on a Commercial License) is selected, the following screen appears, where the user enters the (Unified License Number) field and clicks (Browse).



10) If the entered license is valid and does not have an active permit, the system retrieves the Basic License Information as shown below, and the **(Proceed with Request)** button appears. The user clicks it to continue.

The screenshot shows a web application interface for license management. The top navigation bar includes links for 'عن بلدي' (About City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), and 'تواصل معنا' (Contact Us). The main content area displays the 'بيانات الرخصة الاساسية' (Basic License Information) form. The form includes a search bar with the license number '46079868815' and a green 'استعرض' (Review) button. Below this, the form is divided into two sections: 'بيانات الرخصة الاساسية' (Basic License Information) and 'بيانات المالك الرئيسية' (Main Owner Information). The first section contains fields for 'البلدية' (Municipality) with the value 'ولاية جرجس' (Gurgis Governorate), 'رقم الرخصة' (License Number) '46079868815', and 'تاريخ بداية الرخصة' (License Start Date) '1446/07/22'. The second section contains fields for 'اسم المالك / المنشأة' (Owner/Establishment Name) 'شركة الدناد الهندسي السعودية للاستشارات الهندسية ج.م.ع.' (Saudi Engineering Consultancy Company) and 'هوية المالك' (Owner ID). A green 'التقدم للطلب' (Proceed with Request) button is located at the bottom right of the form.

11) The following screen will then appear, representing the first stage of the application process, which is (**Application Data**). Here, the applicant's details are verified by entering the value in the (**Mobile Number**) field and clicking the (**Verify**) button.

12) A code will then be sent to the user's mobile, which they must enter in the (**Verification Code**) field and click the (**Confirm**) button, as shown in the following screenshot.

The screenshot displays the 'Verification Code' step of the application process. The progress bar at the top indicates the current step is 1 of 5. The main form area contains the following elements:

- Header:** Includes navigation links like 'الرئيسية', 'الرجوع', 'خدمة إصدار رخصة أعمال تصريف', and 'عن يادى'.
- Progress Bar:** Shows steps 1 through 5. Step 1 is highlighted in green.
- Form Fields:**
 - اسم المالك / المنشأة:** شركة البناء الهندسي السعودية للاستشارات الهندسية خ.ب.و.ع.
 - هاتف المالك:** (Empty field)
 - رقم الهاتف:** (Empty field)
 - رمز التأكيد:** (Empty field for entering the verification code)
- Buttons:** A green 'تأكيد' (Confirm) button is located below the verification code field.
- Footer:** A message at the bottom right states 'أعد إرسال الرمز بعد : 00 57'.

13) A confirmation message appears, indicating a successful verification process. The user clicks **(Next)** to proceed to the second stage.

الواجهة الرئيسية / الخدمة إصدار رخصة اشغال رصيف

عن يدي مركز المعرفة الخدمات الاستعلامات المنصات تواصل معنا

رقم الطلب: 4617361365 → ربيع ← خطة لمسودة التالي

1 بيانات الطلب 2 بيانات الترخيص والرسوم 3 بيانات الأرصنة 4 المرفقات 5 حساب الرسوم

رقم الدوال: 1447070722

بيانات المالك الرئيسية

اسم المالك / المنشأة: شركة الاتحاد الهندسي السعودية للاستشارات الهندسية خليج وشمسي

هوية المالك: 1447070722

رقم الدوال: 1447070722

شكراً تم التحقق بنجاح

سوف يتم استلام جميع الإشعارات على رقم الدوال المسجل في النظام

14) The system navigates to the (Business Activity and Geographic Location Information) stage, as shown below. The user clicks (Next).

The screenshot displays a web application interface for issuing a sidewalk occupancy permit. The top navigation bar includes links for 'الرئيسية' (Home), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'بحث' (Search). A progress indicator shows five steps: 1. بيانات الطلب (Request Data), 2. بيانات النشاط والموقع الجغرافي (Business Activity and Geographic Location Information - currently active), 3. بيانات الارض (Land Data), 4. المرفقات (Attachments), and 5. حساب الرسوم (Fees Calculation). The main content area is divided into three sections: 'بيانات المحل الرئيسية' (Main Venue Data) with fields for 'اسم المحل' (Venue Name) and 'مساحة المحل' (Venue Area); 'بيانات النشاط' (Business Activity Data) with fields for 'نشاط' (Activity) and 'نشاط الترخيص' (License Activity); and 'بيانات الموقع الجغرافي' (Geographic Location Data) which includes a map showing the venue's location relative to landmarks like 'Al Juhrah Gas Station' and 'Alber Primary School'. A green 'Next' button is visible in the bottom right corner of the form area.

15) The next stage, (**Sidewalk Information**), appears, where the user enters Occupancy Details by filling in the following fields: (**Start Date of Occupancy, Number of Occupancy Days**).

The Sidewalk Details section is completed by entering the following fields: (**Sidewalk Type, Occupancy Direction from the Store, Sidewalk Occupancy Area**) and clicking (**Add**).

The screenshot displays a web application interface for issuing a sidewalk occupancy permit. The interface is shown on a laptop screen. At the top, there is a navigation bar with links in Arabic: 'الرئيسية' (Home), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), and 'تواصل معنا' (Contact Us). Below the navigation bar, there is a progress bar with five steps: 1. بيانات الطلب (Request Data), 2. بيانات الشارع والموقع التجاري (Street and Commercial Location Data), 3. بيانات الارضفة (Sidewalk Information - currently active), 4. الموافقات (Approvals), and 5. حساب الرسوم (Fees Calculation). The main form area is titled 'بيانات الاشغال' (Occupancy Details) and contains two sections: 'بيانات الاشغال' and 'بيانات الرصيف' (Sidewalk Details). The 'بيانات الاشغال' section has fields for 'تاريخ بداية الاشغال' (Start Date of Occupancy) with a date picker and 'عدد ايام الاشغال' (Number of Occupancy Days) with a numeric input. The 'بيانات الرصيف' section has fields for 'نوع الرصيف' (Sidewalk Type), 'اتجاه الاشغال من المحل' (Occupancy Direction from the Store), and 'مساحة اشغال الرصيف' (Sidewalk Occupancy Area). A green 'إضافة' (Add) button is located at the bottom right of the form. Below the form, there is a table with columns: 'نوع الرصيف', 'الاتجاه', 'مساحة اشغال الرصيف', 'رقم عقد الاستئجار', 'تاريخ البداية', and 'تاريخ النهاية'. A note 'لا يوجد ارضفة' (No sidewalks) is displayed below the table. The laptop screen also shows a search bar and a user profile icon in the top right corner.

16) The user then clicks the **(Next)** button to proceed to the fourth stage, with the option to return to the previous stage using the **(Back)** button, or save the application and return to it later using the **(Save as Draft)** button.

الرئيسية / الفرص التجارية / خدمة إصدار رخصة اشغال رصيف

بيانات الطلب: 4657365365 / دفع رسوم: 4657365365 / التاريخ: 1445/08/17

1. بيانات الطلب 2. بيانات الشارع والموقع 3. بيانات الارض 4. المرفقات 5. حساب الرسوم

بيانات الاشغال

عدد أيام التشغيل: 32 تاريخ بداية التشغيل: 1445/08/17

بيانات الرصيف

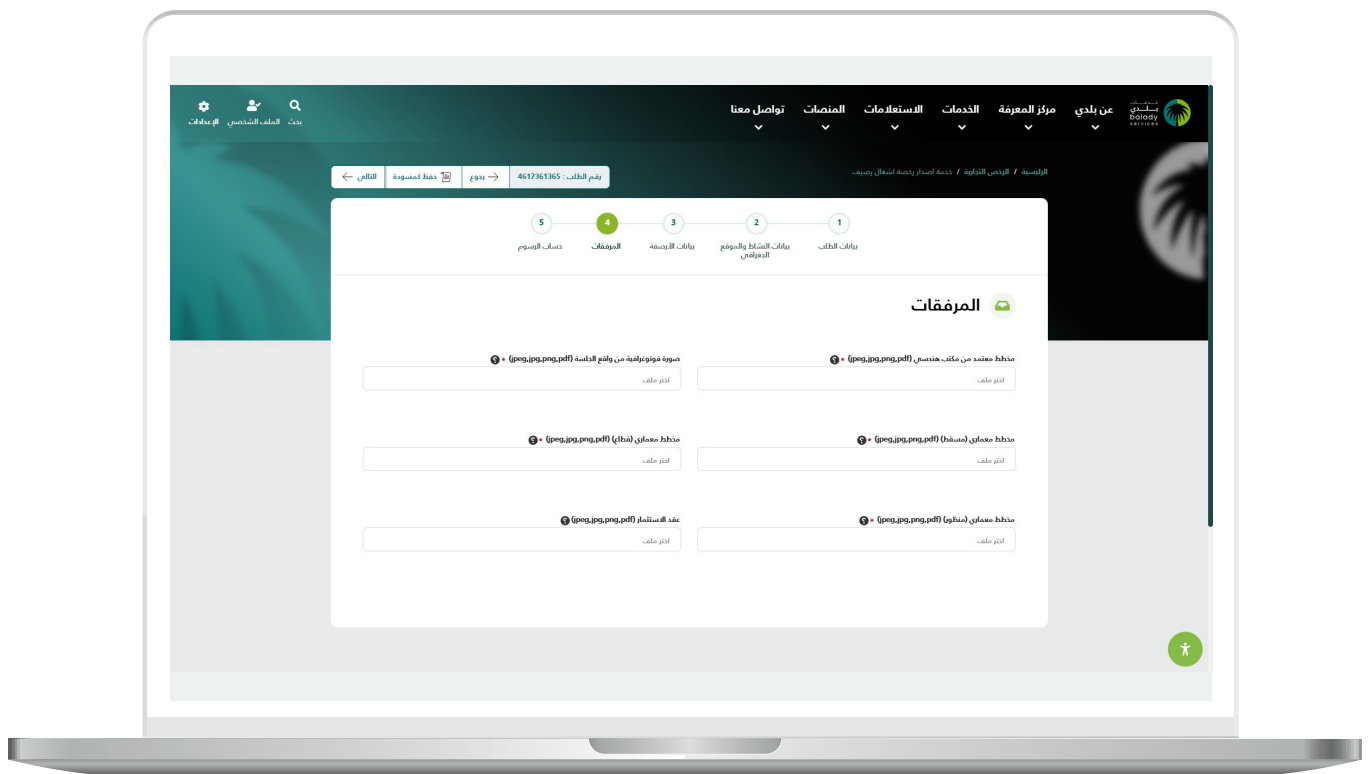
نوع الرصيف: رصيف خاص بالمنزل ارتفاع الرصيف من المنزل: شمال مساحة اشغال الرصيف: 15

إرسال

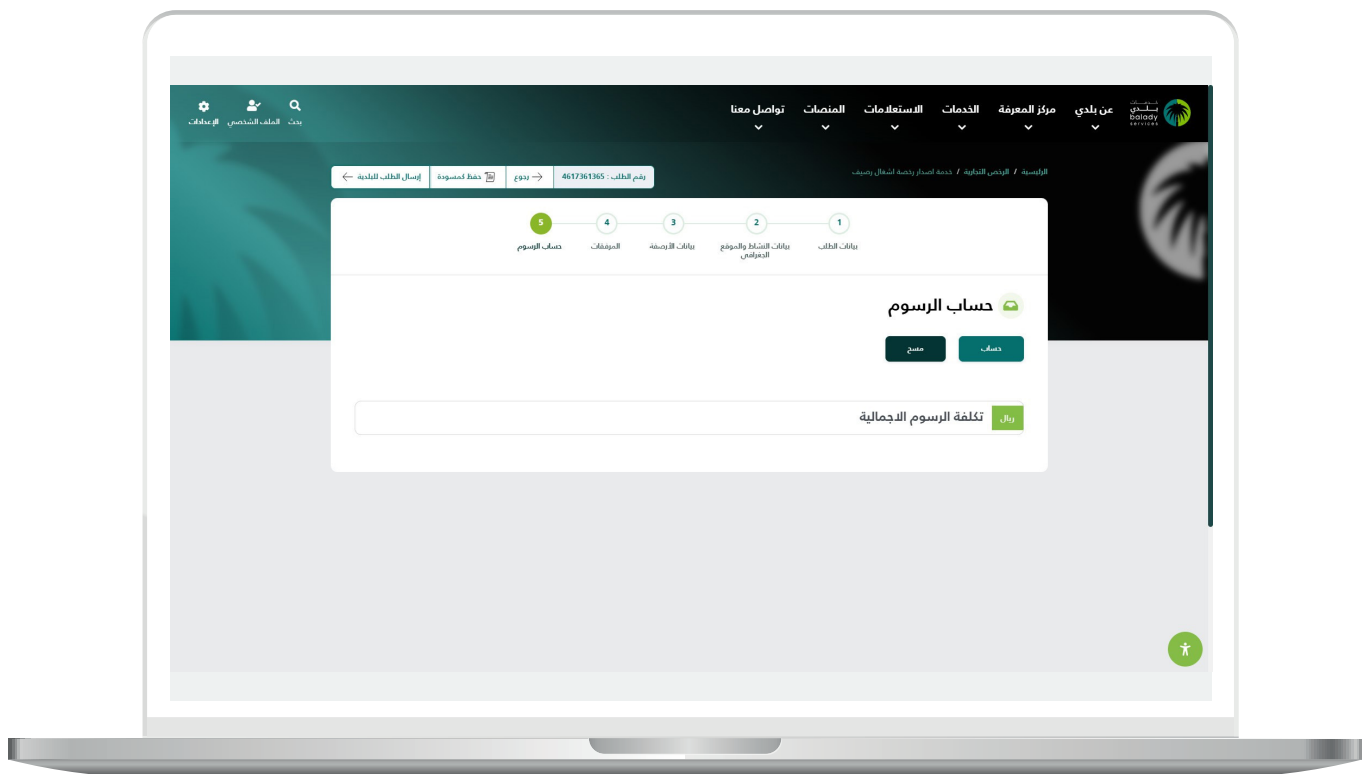
نوع الرصيف	الارتفاع	مساحة اشغال الرصيف	رقم عقد الاستئجار	تاريخ البداية	تاريخ النهاية
رصيف خاص بالمنزل	شمال	15			

17) The user is then taken to the **(Attachments)** stage, as shown in the following screenshot. Attachments are added by clicking the field and selecting the required attachment from the device.

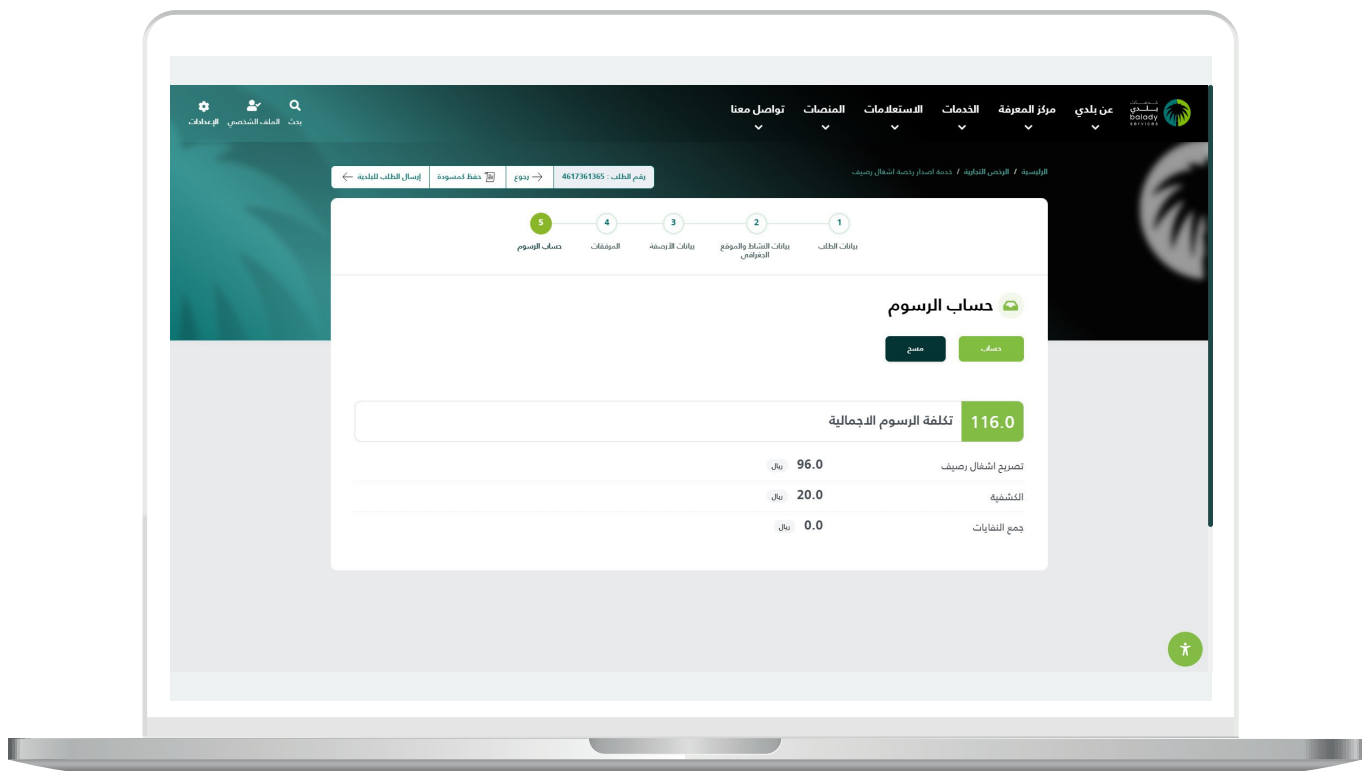
The user then clicks the **(Next)** button to proceed to the final stage, with the option to return to the previous stage using the **(Back)** button, or save the application and return to it later using the **(Save as Draft)** button.



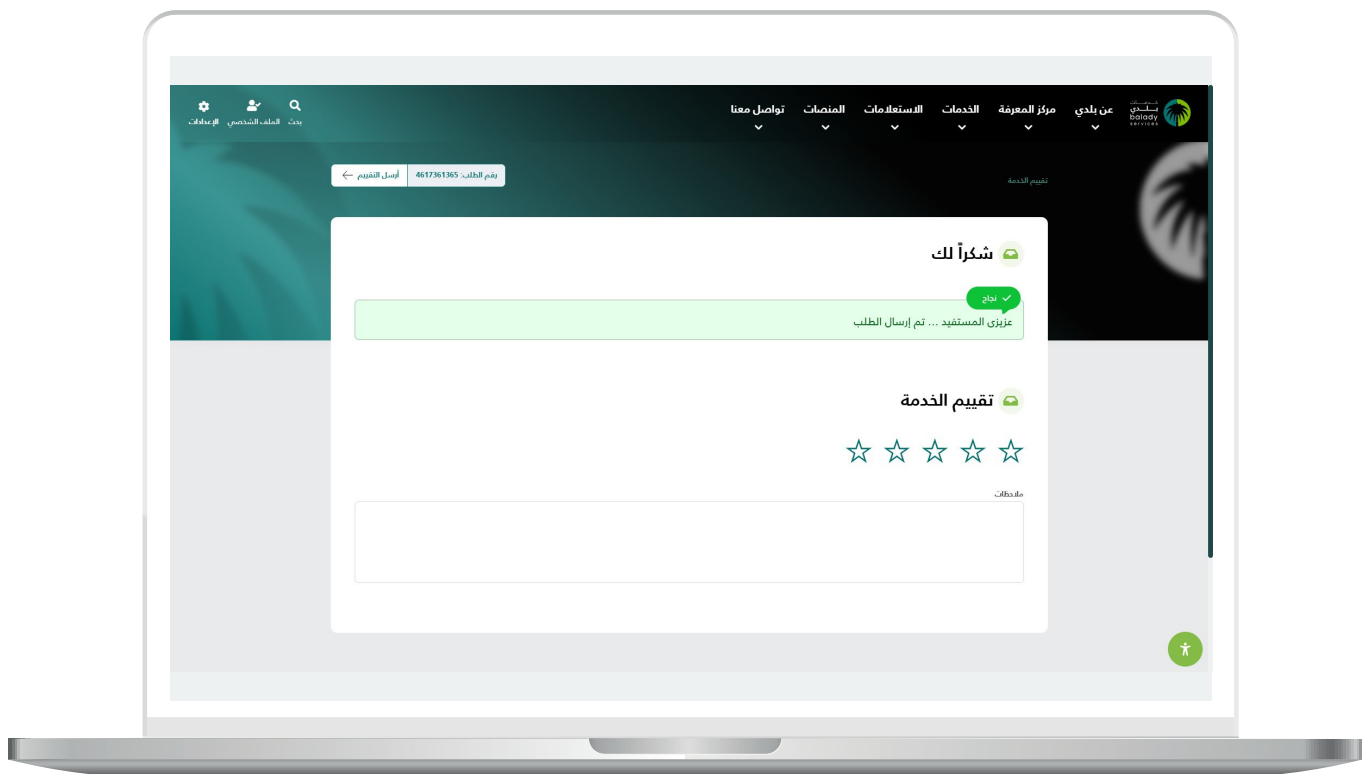
18) The **(Fee Calculation)** stage will then appear, as shown in the following screenshot. Here, the user clicks the **(Calculate)** button, and the system will display the total fee cost.



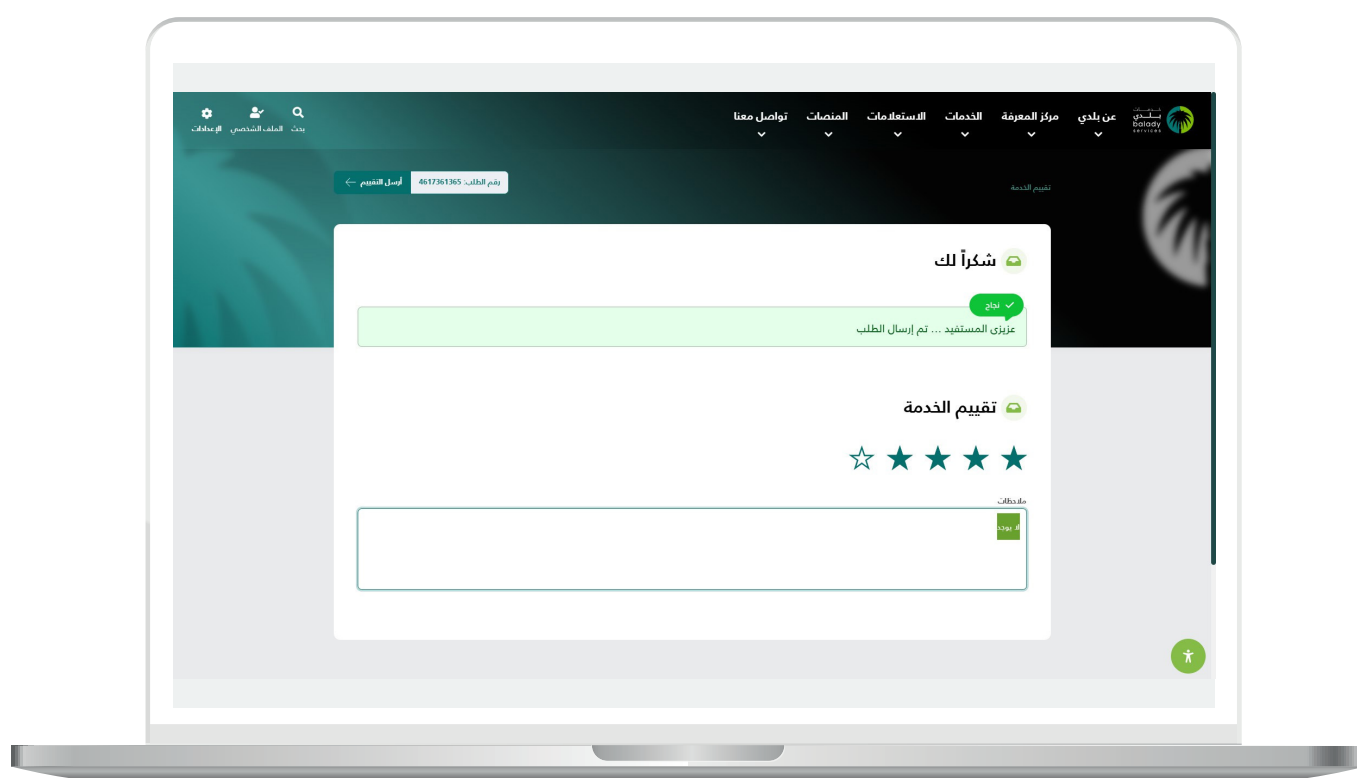
19) After the total fee cost is displayed, the user clicks the (**Submit Application to Municipality**) button, with the option to return to the previous stage using the (**Back**) button, or save the application and return to it later using the (**Save as Draft**) button.



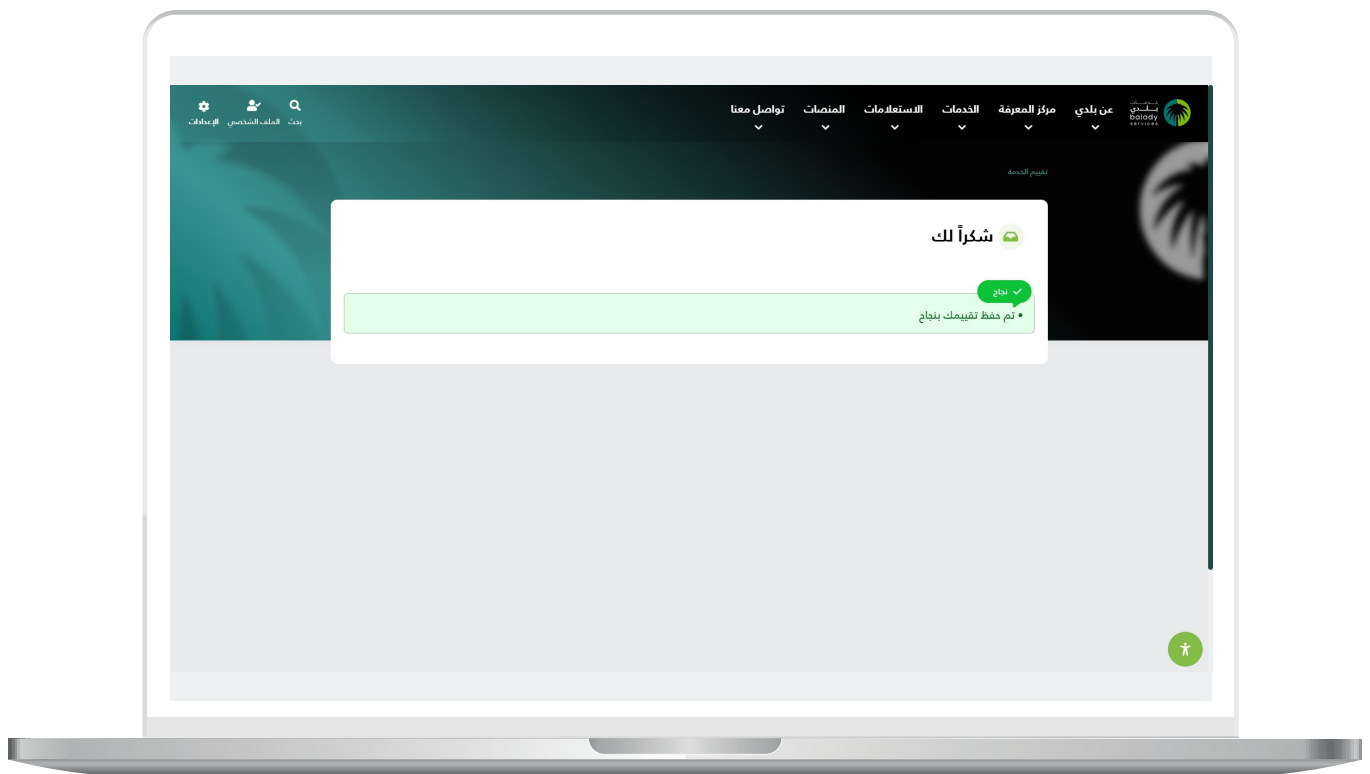
20) The system allows the user to evaluate the service by selecting a rating from the visible stars and entering a value in the (Comments) field.



21) The user then clicks the Send Feedback button.



22) After clicking the **(Submit Evaluation)** button, the evaluation is successfully saved, as shown in the following screenshot.

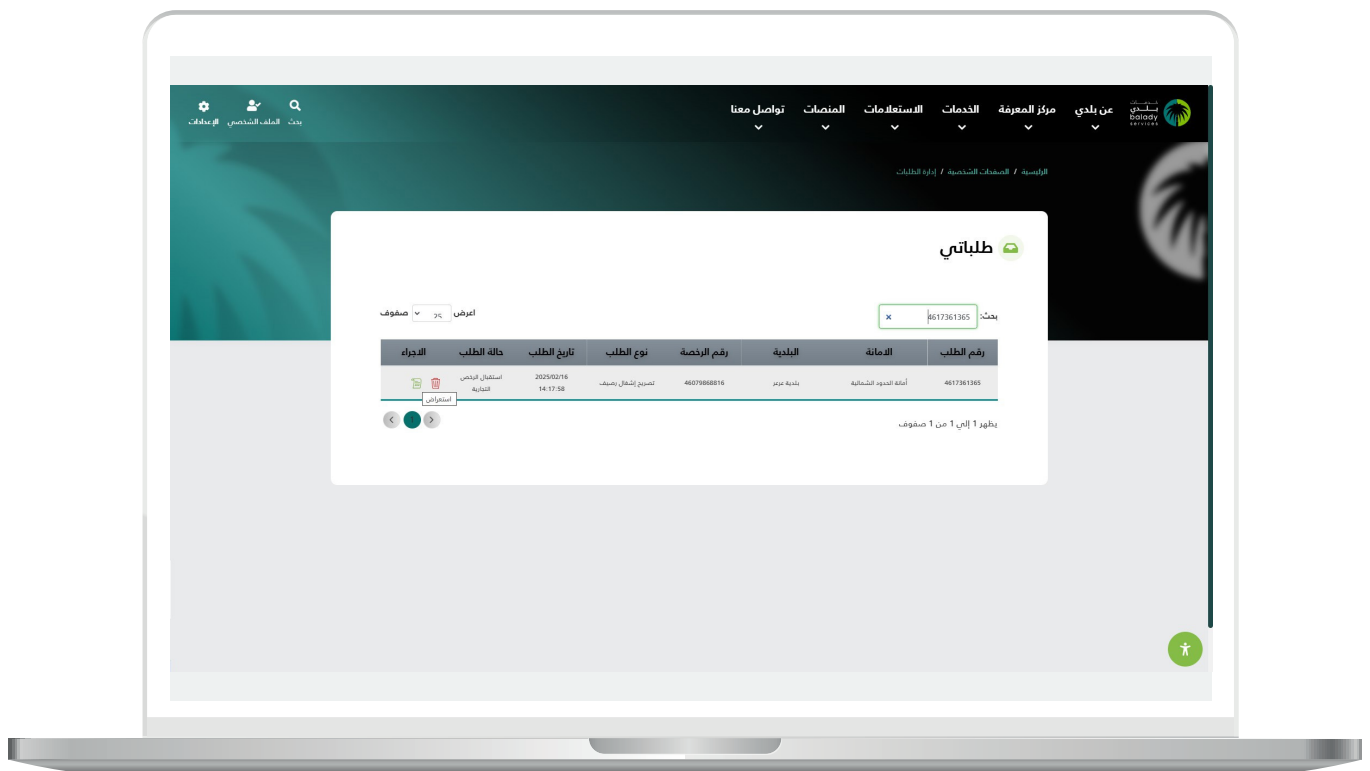


Follow-up on the Request

1) The user can follow up on the application through the (**My Applications**) screen, as shown in the following screenshot. The application status will be (**Receipt of Commercial Licenses**). Details of the application can be viewed by clicking the document icon.

Note:

If the (**Request to Cancel the Commercial License**) is approved, the (**Sidewalk Occupancy License**) will be automatically canceled.



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

عن بلدي

Baladi

مركز المعرفة

الخدمات

الاستعلامات

المنتجات

تواصل معنا

بحث

الملف الشخصي

الإعدادات

الرئيسية / الأراضي التجارية / خدمة إصدار رخصة اشتغال وصيوت

رقم الطلب: 4617365365

تنبيه

غير مسموح بالاعتراض

معلومة

الأمانة: أمانة الحدود الشمالية
البلدية: بلدية عرعر

بيانات مقدم الطلب

اسم مقدم الطلب

عبدالله شاذلي

رقم هوية مقدم الطلب

الدول

بيانات الطلب

نوع تقديم الطلب

1446/08/17

مالك الطلب

استثمار الرضخ التجارية

بيانات الرخصة التجارية

SMS Messages to the Beneficiary

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

- Dear Beneficiary, Ibrahim Ali, the payment invoice number 38182645632 for the Sidewalk Occupancy in front of a shop for application number 2448137144 has been issued, with an amount of 0.52 SAR. SADAD Biller Code for the Ministry of Municipal, Rural Affairs, and Housing is 771. You can evaluate the service through the following link: (<http://qcap.somra.gov.sa/EServices/Survey/#A768A282F37-611A-2D74-12DA-57D82DD1>).

- Permit number 2448137144 has been issued. You can print the license including the permit details.



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

