وزارة البلديات والإسكان

Ministry of Municipalities and Housing

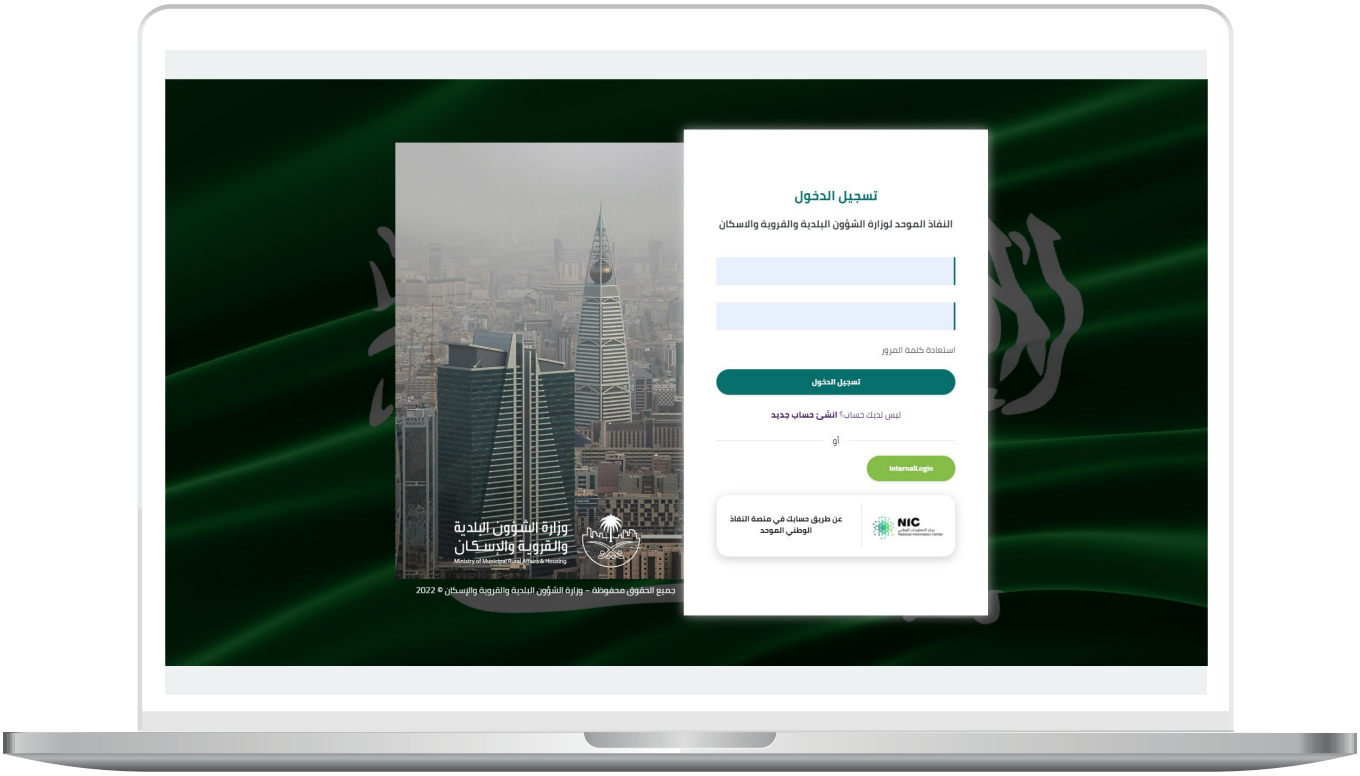
User Guide for

the Service of Building Permit Inquiry

Beneficiary's Copy

Logging into the System

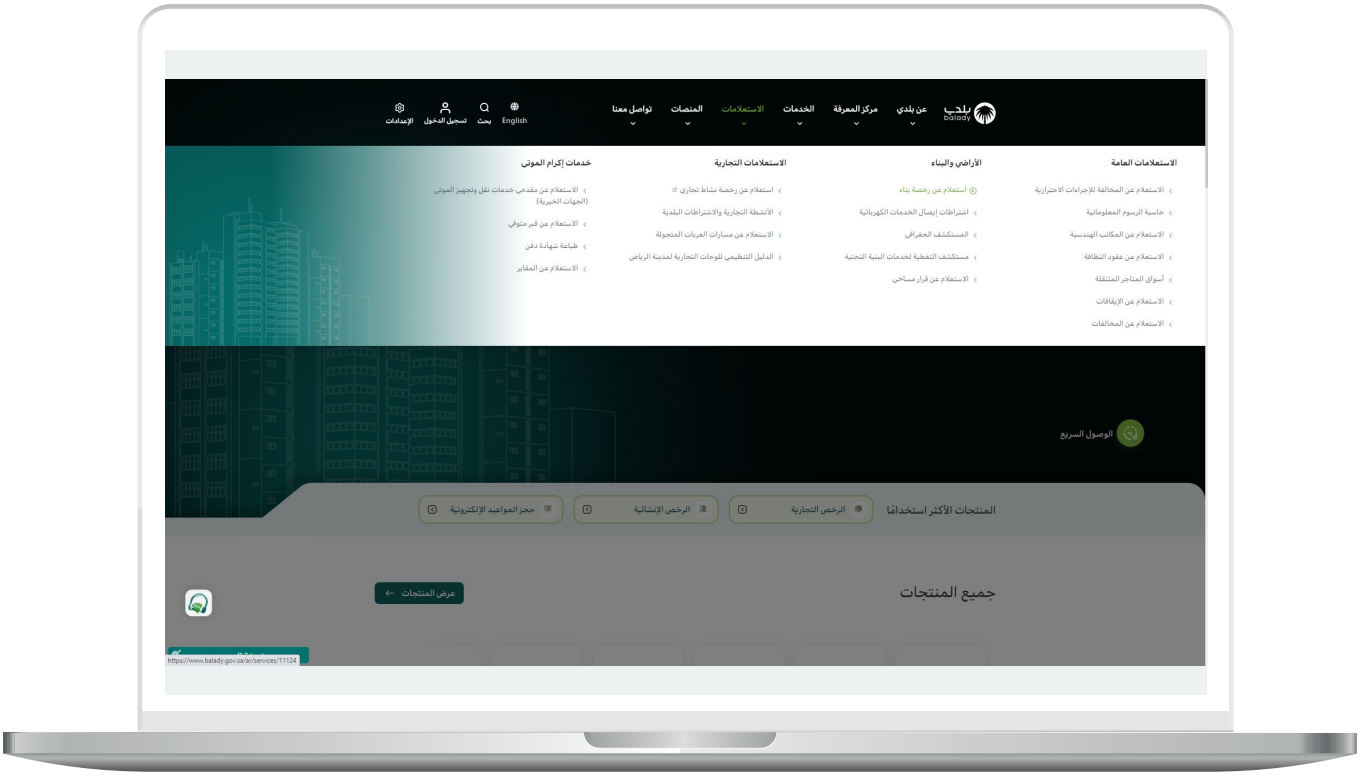
1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



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.

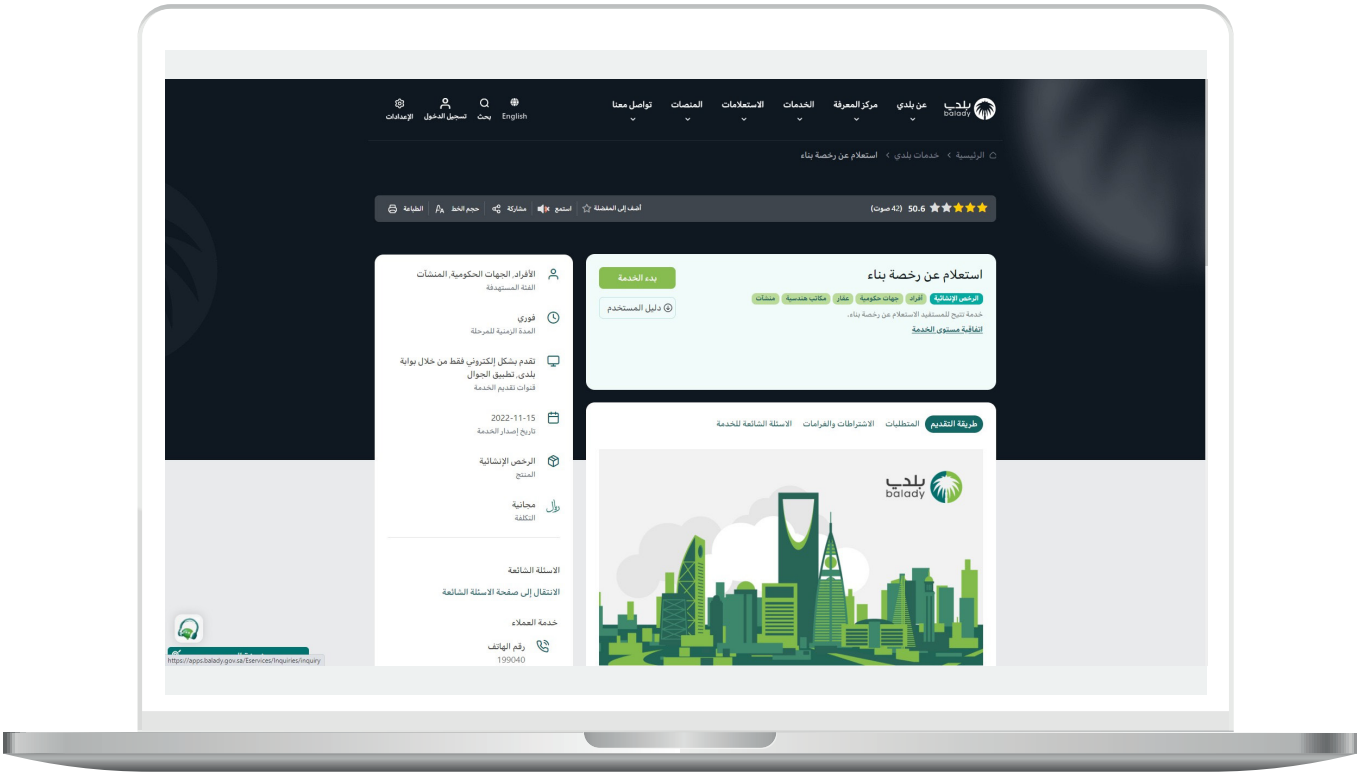
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

From the (**Inquiries**) menu, select (**Building Permit Inquiry**).

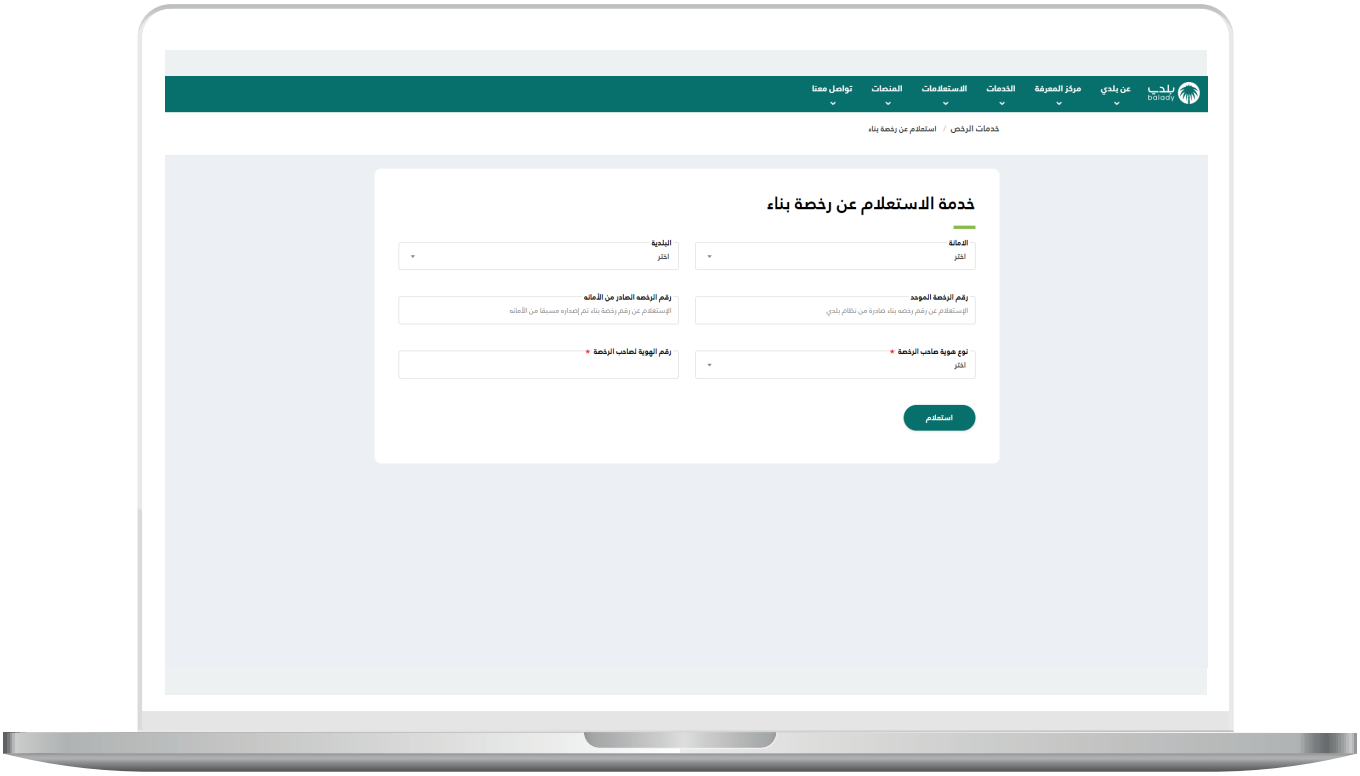


Steps to Request the Service

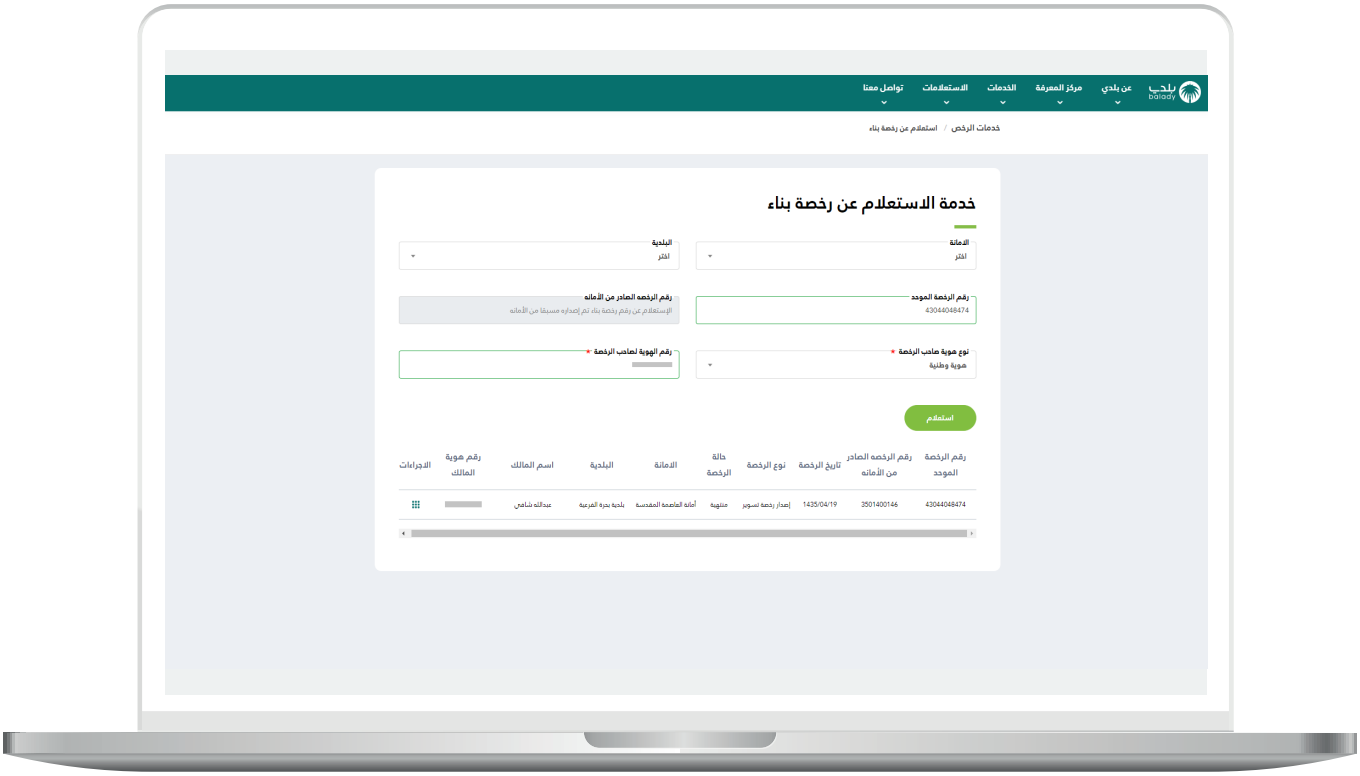
1) On the main screen, click (**Start Service**), as shown below.



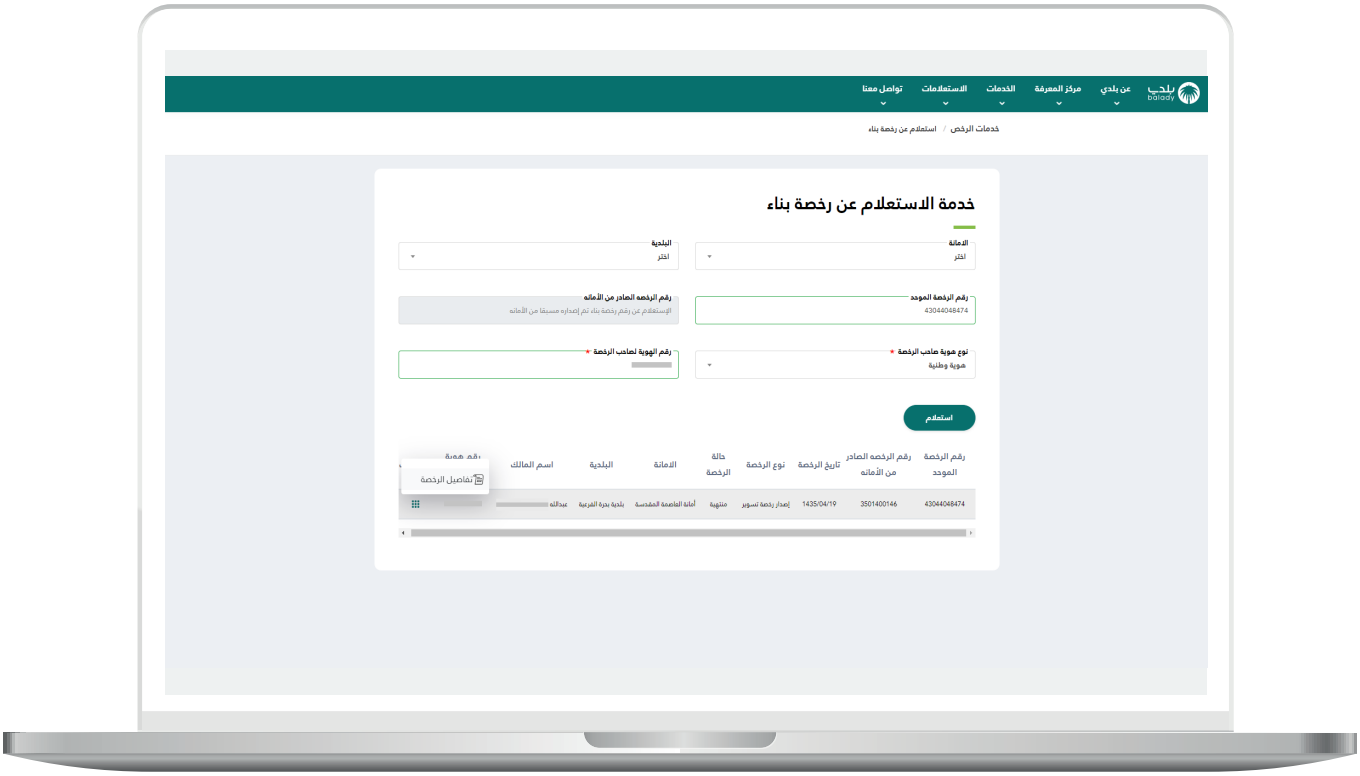
2) The following screen appears, allowing the user to inquire about any building permit by entering the following search criteria: (**Municipality, Secretariat, Unified Permit Number, Permit Number Issued by the Municipality, Permit Holder's ID Type, Permit Holder's ID Number**), then clicking (**Search**).



3) The search results are then displayed as shown below.

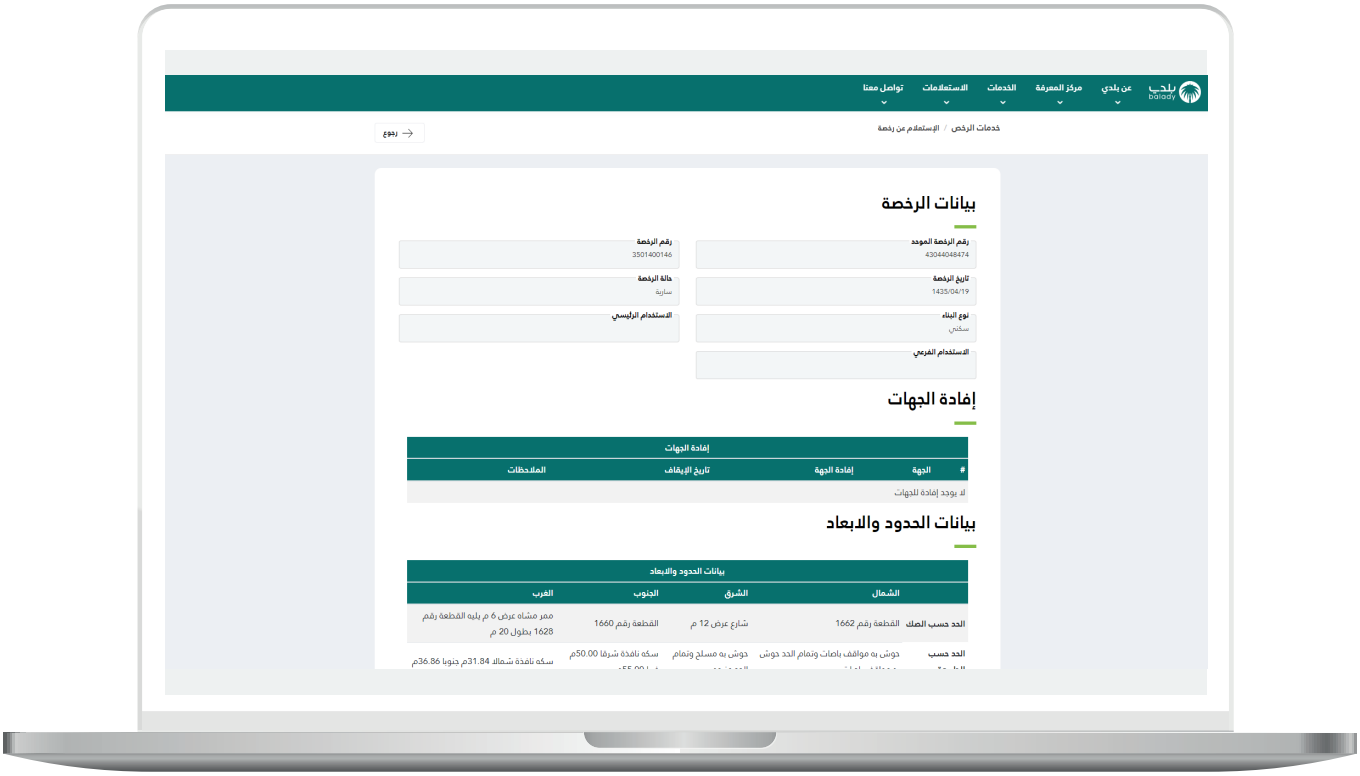


4) The user can view the permit details by clicking the small green square in the (**Actions**) column, as shown in the following screen, then selecting (**Permit Details**).



5) The permit details are then displayed, including: (**Permit Data, Entity Confirmation, Boundary and Dimension Data, Building Components, Land Plot Data, Insurance Information, Geographic Location Data**).

The user can return to the previous screen by clicking (**Back**).



199040 Direct Contact Number

@Balady_CS Customer Service