



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Control Panel Service

Building Compliance Certificate Issuance

Beneficiary's
Copy

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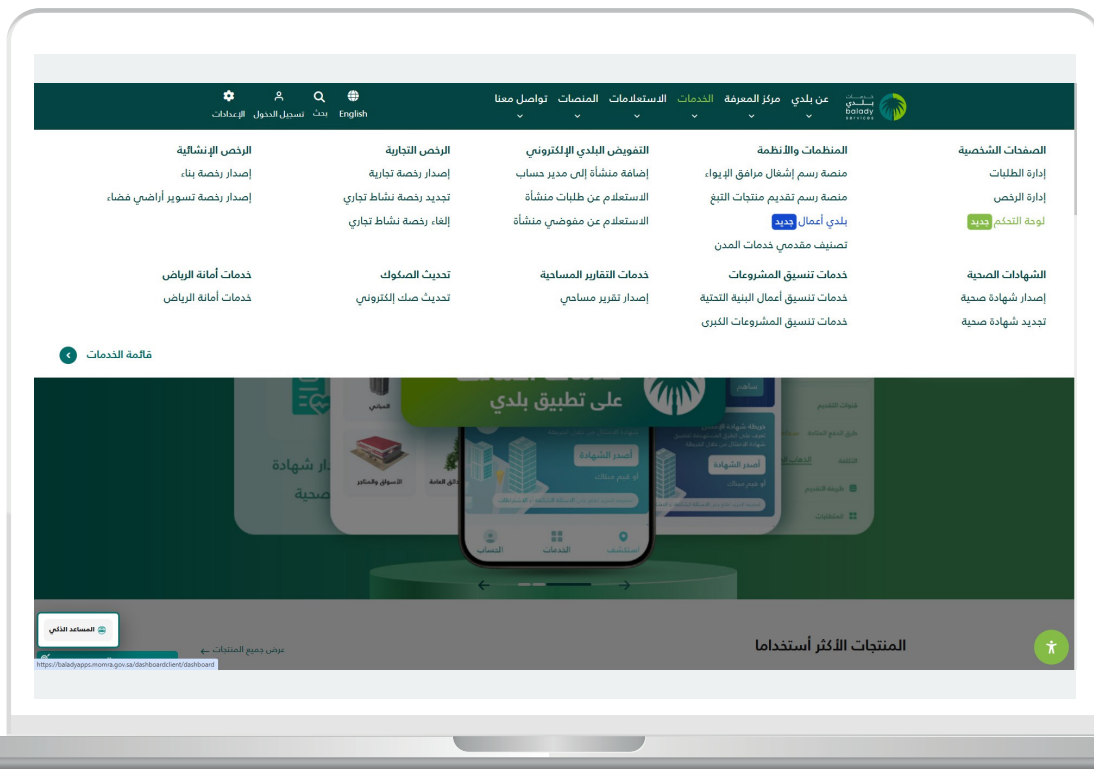


Steps to Request the Service

1) After accessing the (Balady) platform, the following screen will appear. Click on the (Services) menu.

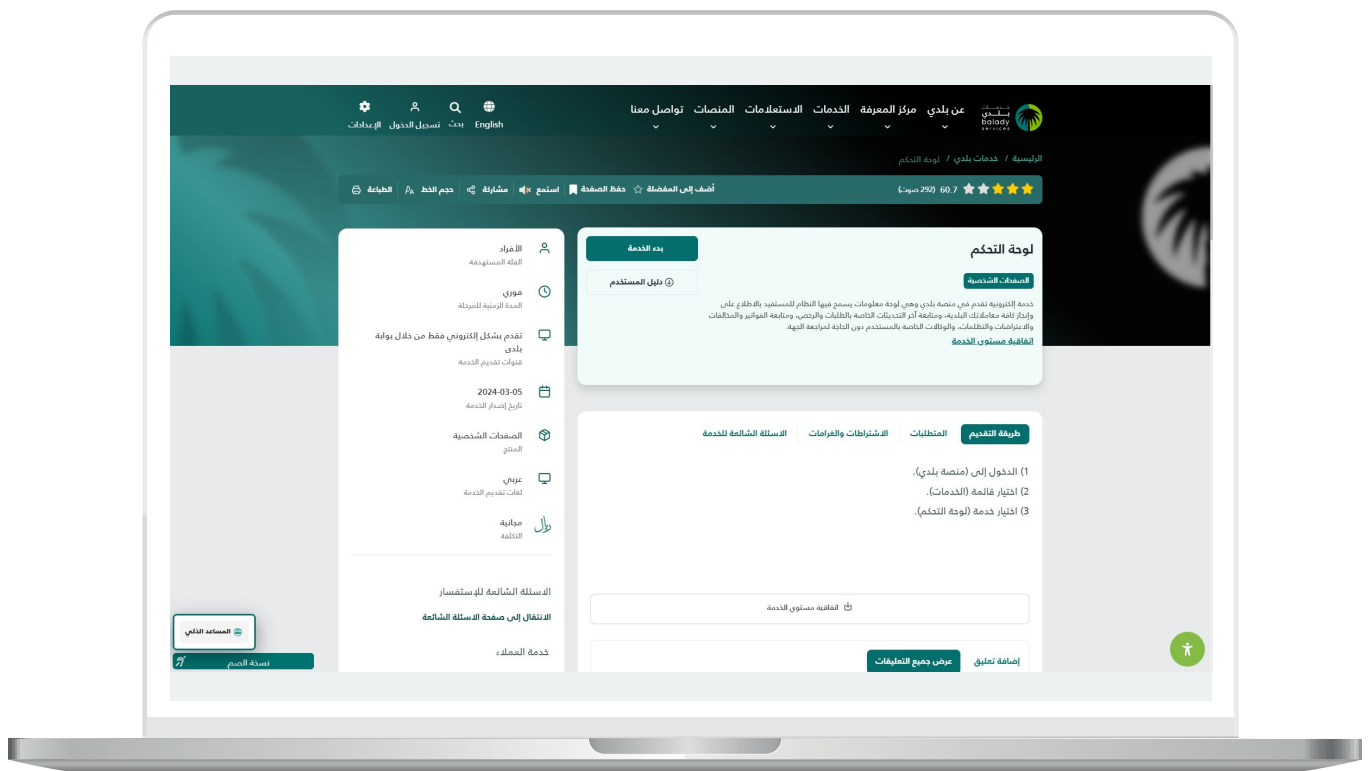


2) Select (Control Panel) from the (Personal Pages) section.

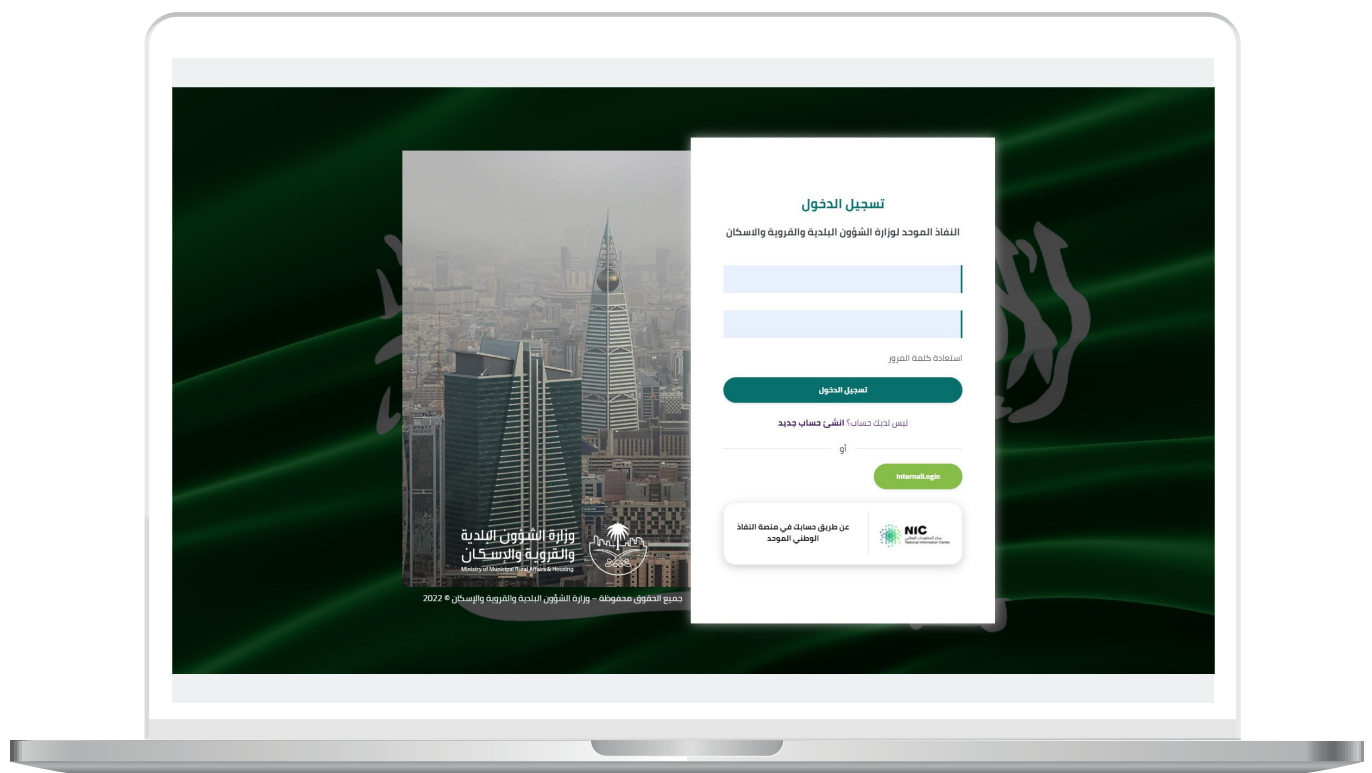


3) The **(Service Card)** screen will appear, allowing the user to view details such as **(How to Apply, Requirements, Conditions and Fines, etc.)**

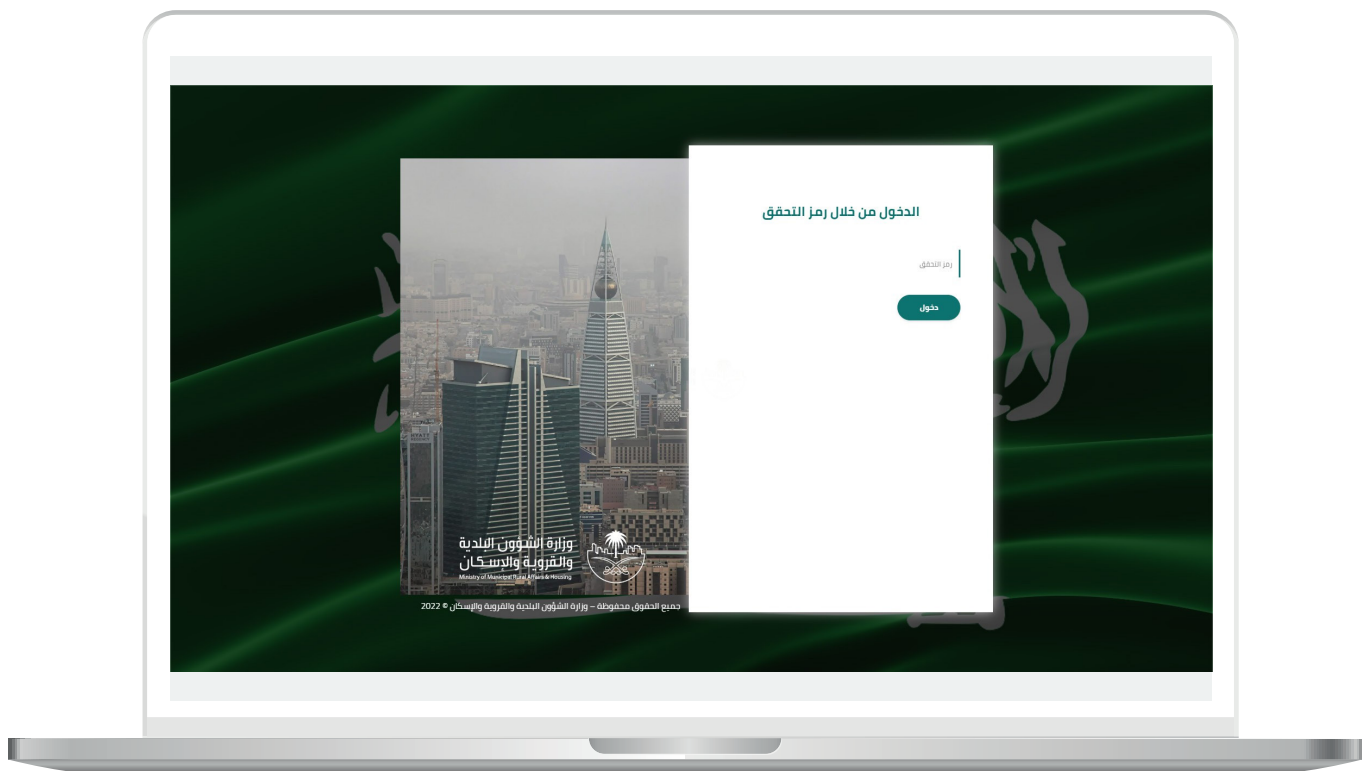
The user then clicks **(Start Service)**.



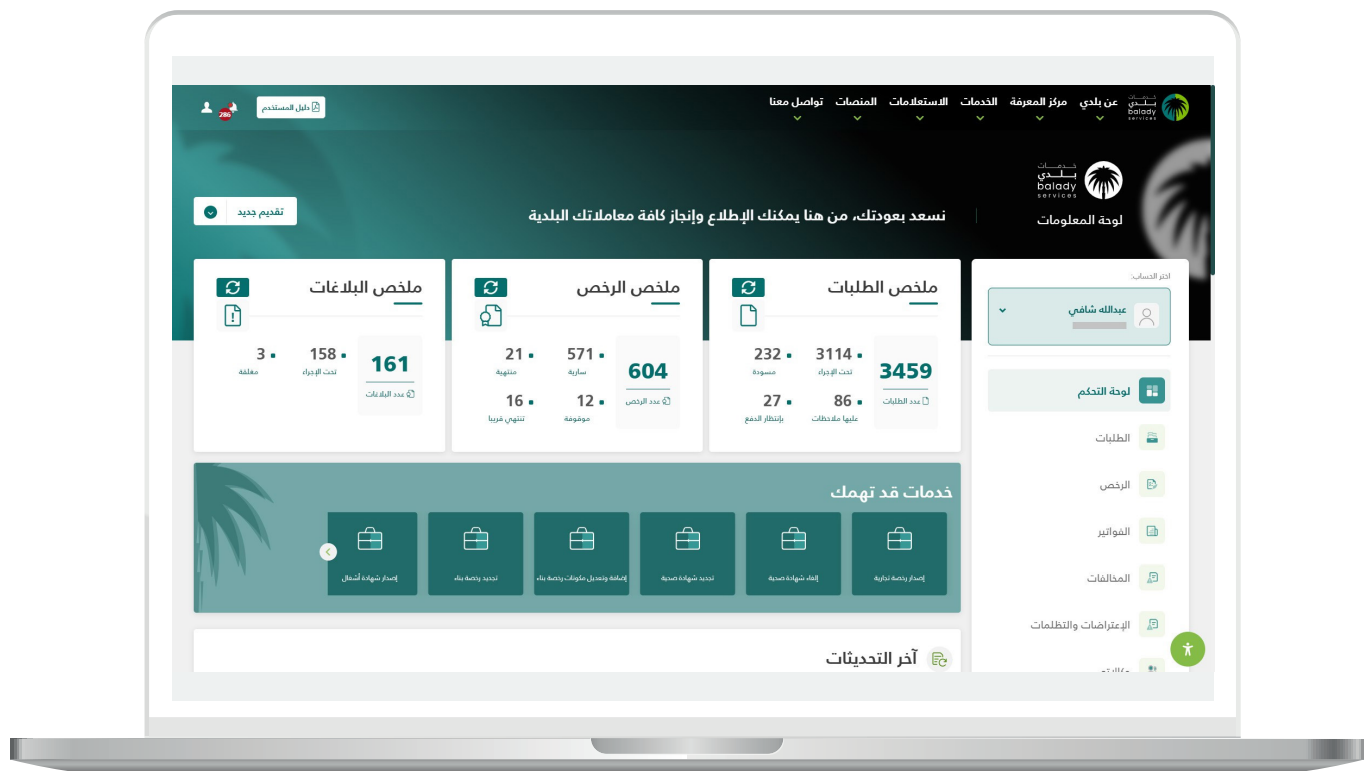
4) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



5) 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.

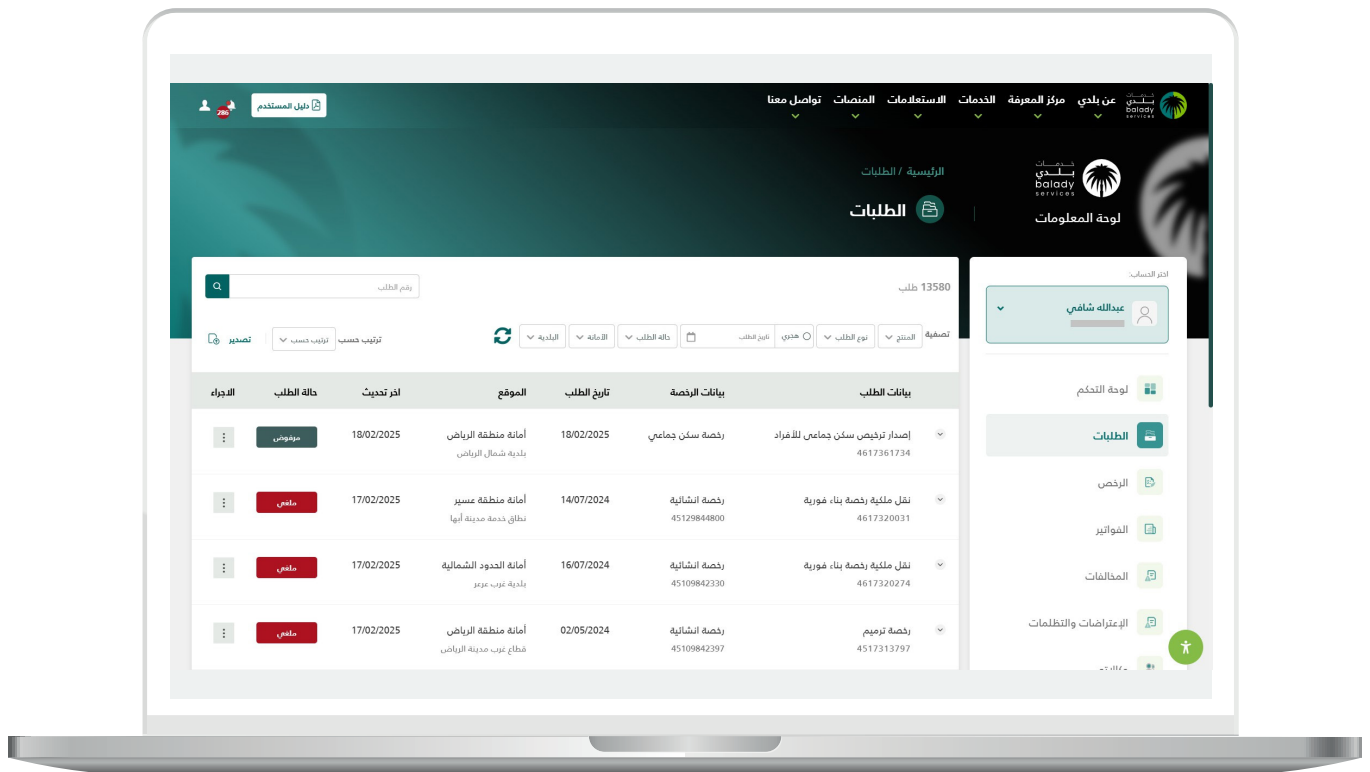


6) The (User Information Panel) will then appear, displaying.

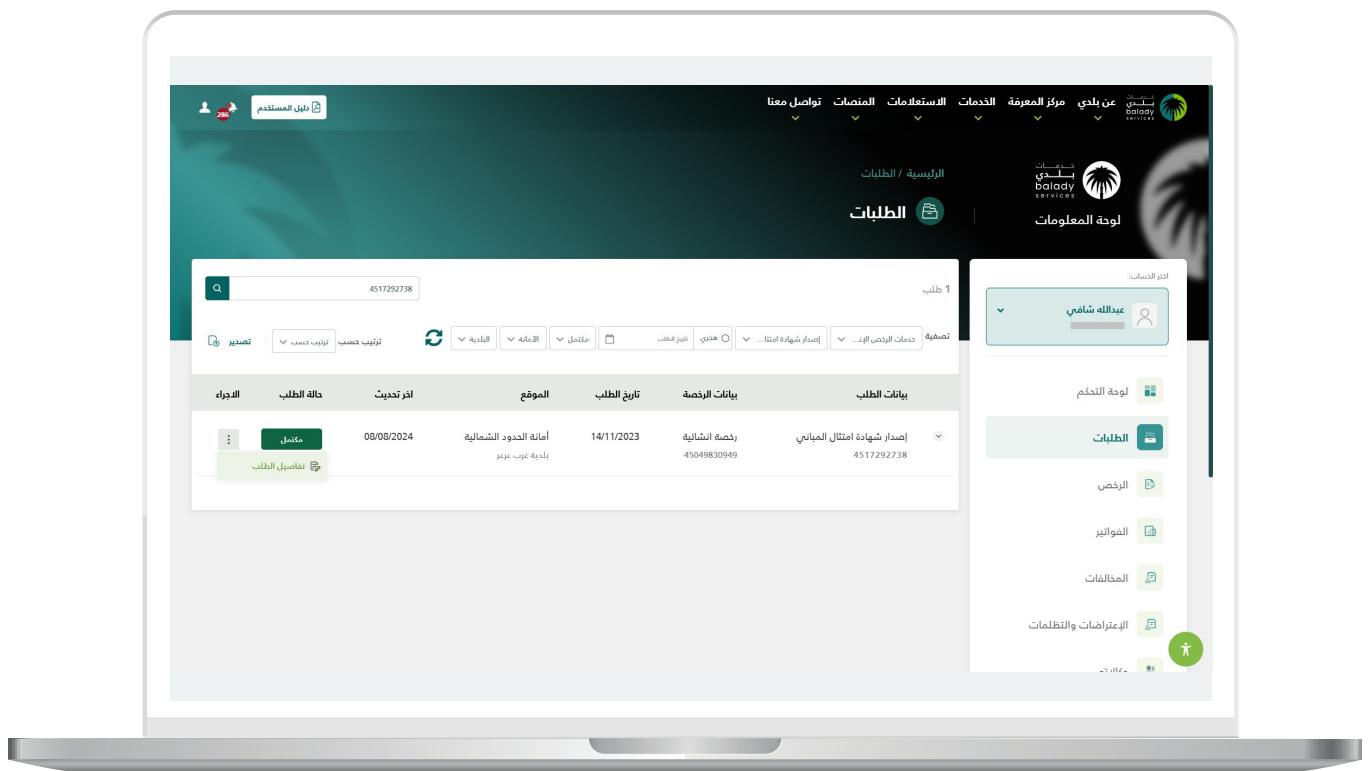


Service Request Steps

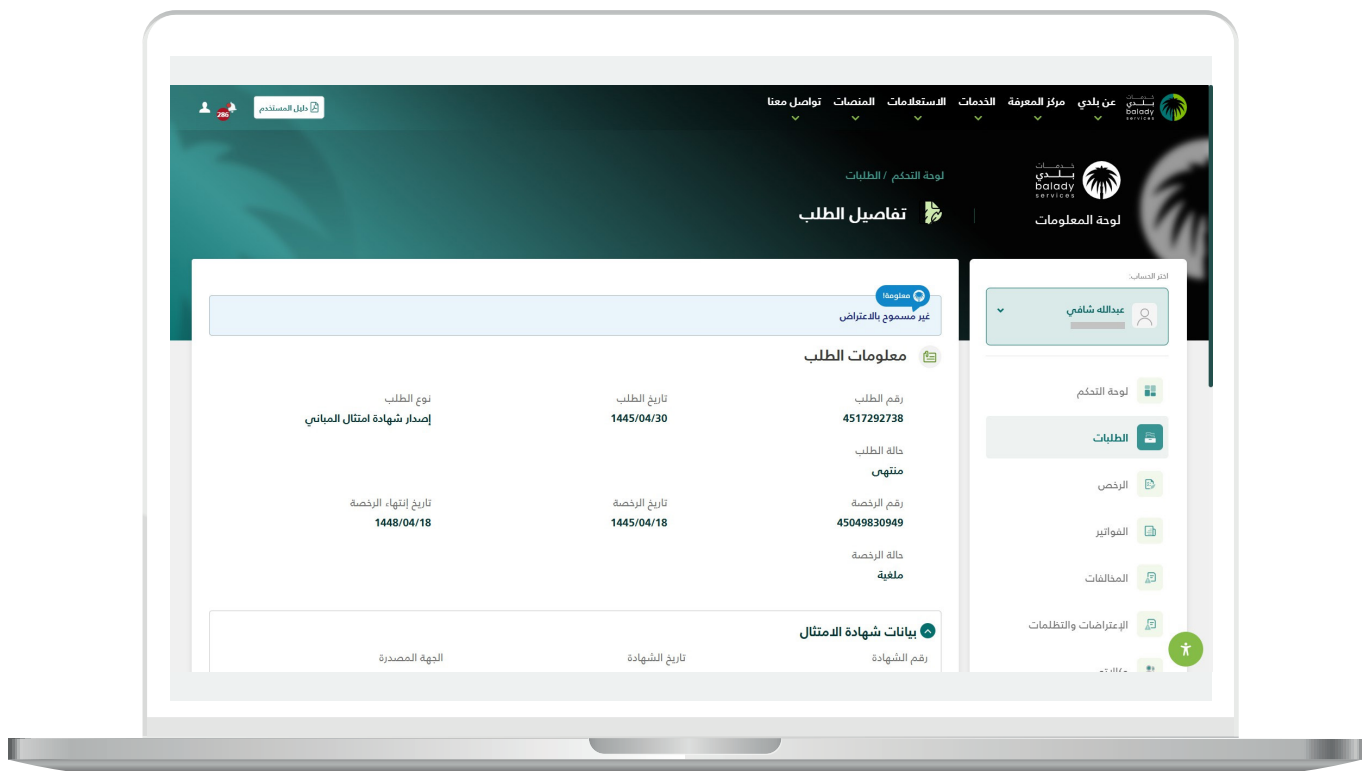
1) In the **(Requests)** section, the user searches for the request by entering a value in the **(Request Number)** field at the top left of the screen and then clicking the search tool.



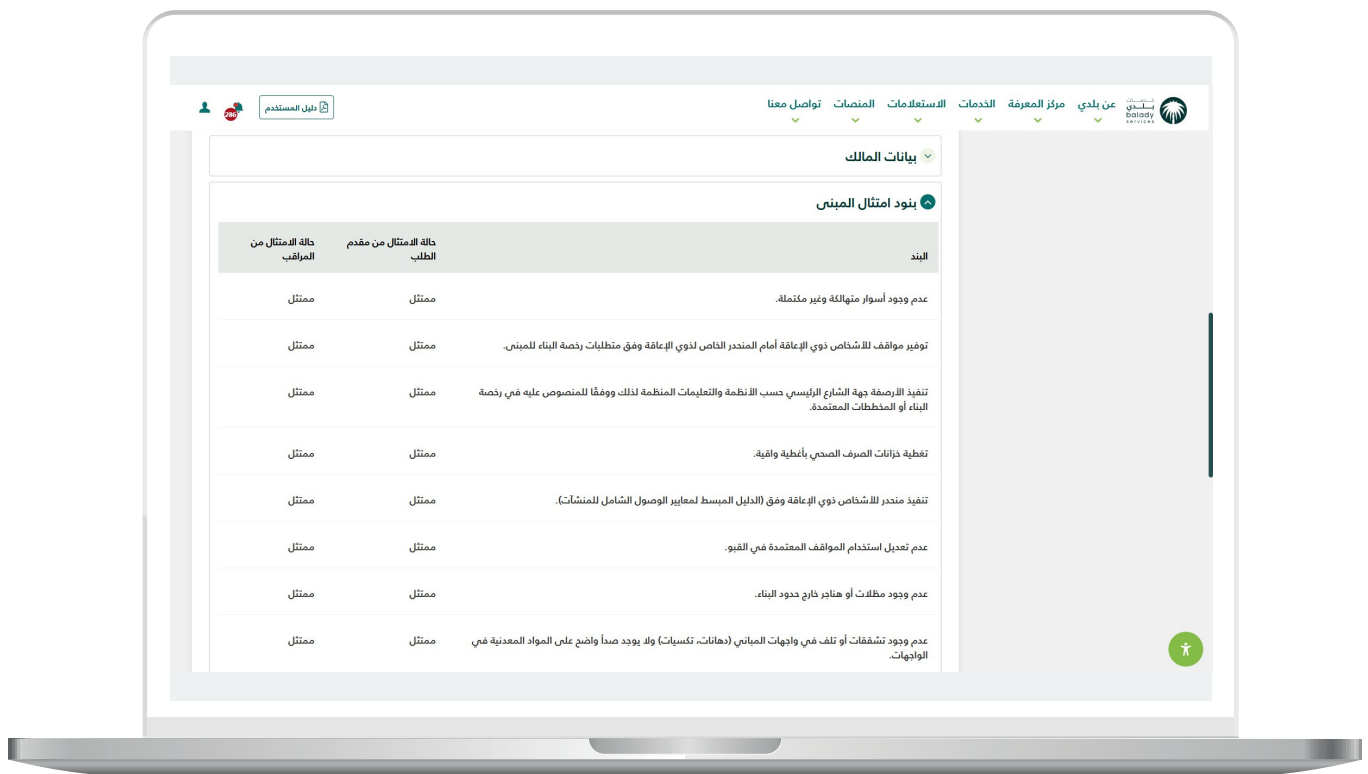
2) If a result is found, the user clicks (**Request Details**) from the three dots in the (**Action**) column.



3) Clicking on **(Request Details)** displays the request details.



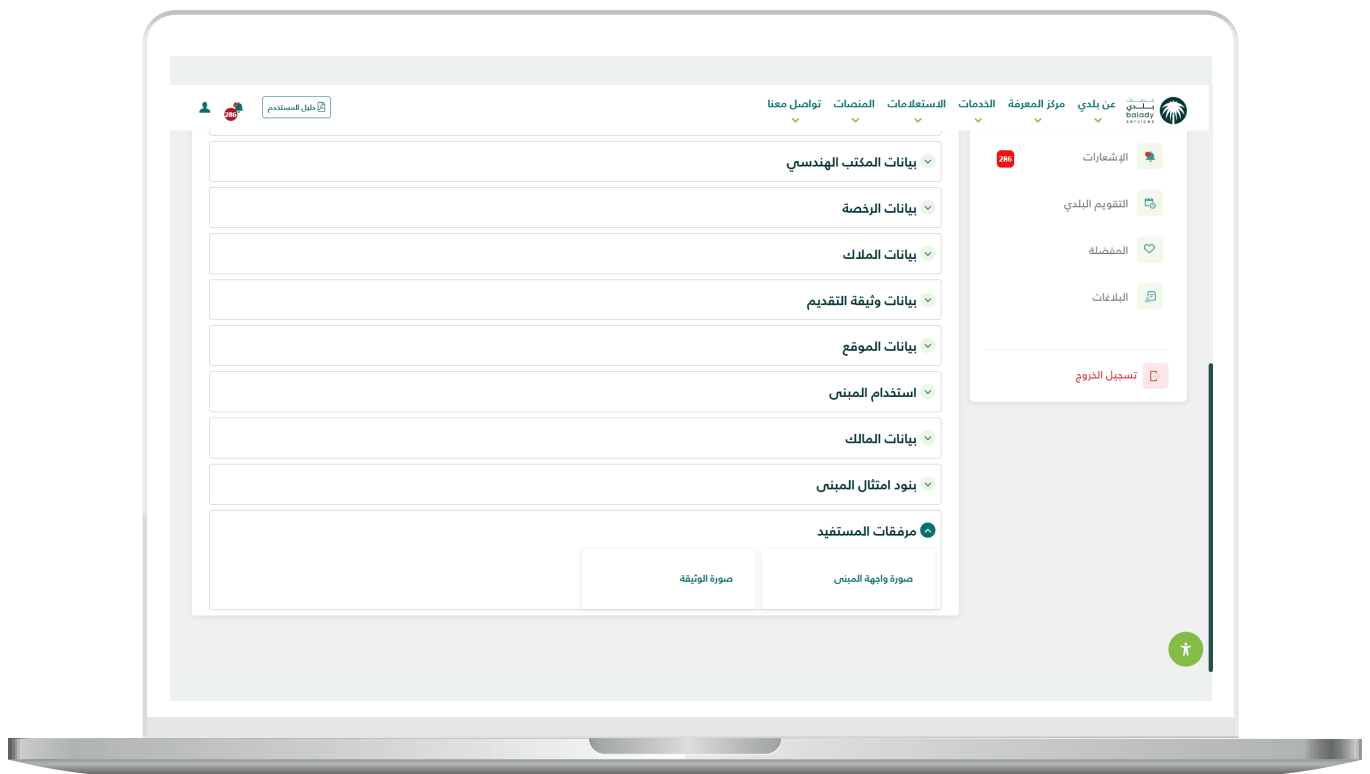
4) The user can view the details of any section by clicking on it. The following example shows the user viewing details in the **(Building Compliance Items)** section.



5) The following example shows the user viewing details in the (Beneficiary Attachments) section.

Note:

After completing (Issuance of the Occupancy Certificate), the (Compliance Certificate) will be issued automatically.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

