Procedure of Issuing Building Permit & Building Completion Certificate from DM

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01 - Villas

Responsibility	Steps & Procedures	How to Submit	Comments
Consultant	**Step 1 :** **Request To Obtain Building Permit**	نظام دبي لتراخيص البناء **Dubai BPS** ONLINE	Applications are submitted through Dubai BPS while applicant has to attach all required drawings, documents and fill building card information in addition to pay permit fees. Then, applications are received by Governmental Authorities, participants through unified Dubai BPS window, to review them and upload required NOC thru Dubai BPS while DM issues the Building Permit and stamps all drawings. Contractor or Consultant can print them online.
Consultant & Contractor	**Step 2 :** **Request for Structural Inspection on:** 1-Shoring Works & Foundations. 2- Cast concrete slabs or Steel structures	Dubai (BPS) ONLINE	All Applications types for Structural Inspection will be received Online. Inspection done by Building Control Department and Inspection on foundations only will be conducted thru a Unified Inspection Committee which includes DM concerned departments : Building Control Department and Survey Department.
Consultant & Contractor	**Step 3 :** **Request for Final Inspection for Completion & Services Connection**	Dubai (BPS) ONLINE	Contractor & consultant must notify DM that the work is finished on site thru Dubai BPS, all Completion & Services Connection applications are received Online. Inspection on new building will be conducted thru a joint working team between all concerned government authorities (Building Control Department, Survey Department, etisalat & Du) while task for Dubai Civil Defense is generated if required only. Then, completion certificate shall be issue and necessary connections are made. Inspection on adjustments/additions and decor work is done through DM Building Control Department only and task for Dubai Civil Defense is generated if required only.