

بلدية دبي إدارة رقابة البناء

دليل المستخدم

تصريح الاشغال المؤقت للأراضي
في نظام دبي لتراخيص البناء

User Manual

Temporary Permit To Occupy Parcel

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❖ تعريف :

تتيح الخدمة للمقاولين وشركات تأجير السيارات وممثلي الفنادق الحصول على تصريح إشغال مؤقت للأراضي للاستخدامات والأغراض التالية :

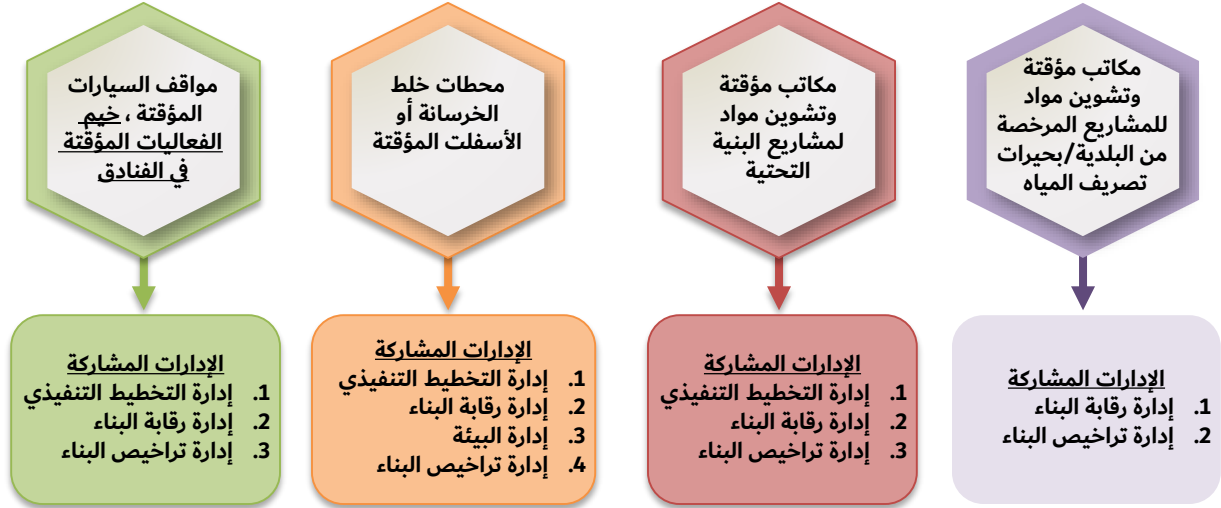
- مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء والمرخصة من البلدية.
- مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية.
- محطات خلط الخرسانة الموقعية المؤقتة.
- محطات خلط الأسفلت الموقعية المؤقتة.
- بحيرات تصريف المياه الجوفية المؤقتة.
- مواقف السيارات المؤقتة.
- خيم الفعاليات المؤقتة في الفنادق.
- أية استخدامات أخرى غير مصنفة متعلقة بالمشاريع قيد الإنشاء (مكتب مبيعات مؤقت ، مسجد مؤقت .. الخ)

❖ Definition:

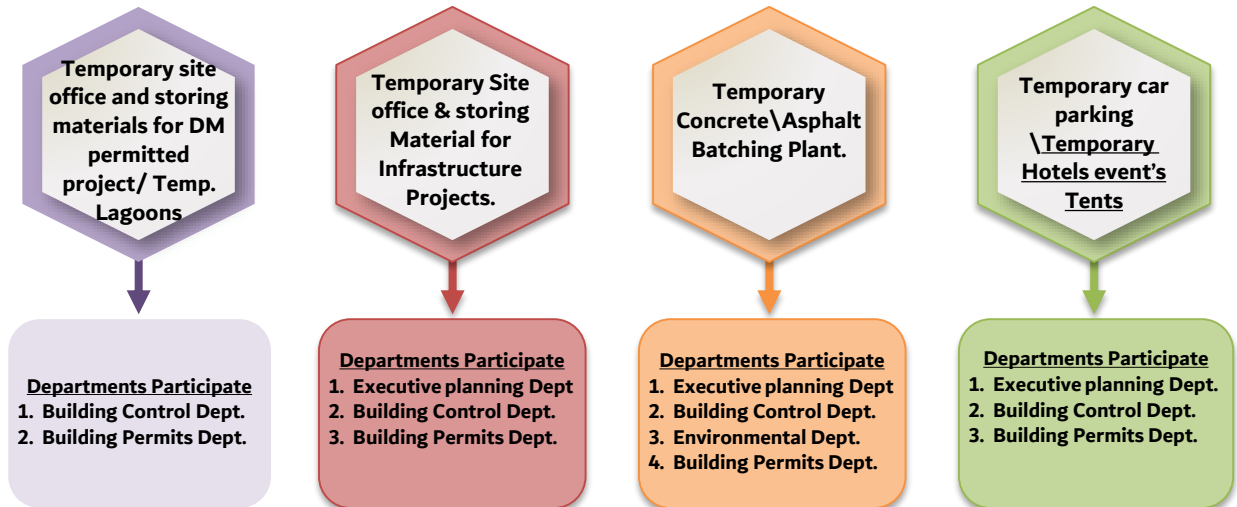
The Service Allow Contractor, Car Rental Companies and Hotel Representatives to get a temporary permit to occupy parcel for following usage:

- Temporary site office & storing material for Permitted project from DM.
- Temporary Site office & storing Material for Infrastructure Projects.
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.
- Temporary Car Parking.
- Temporary Hotels event's Tents
- Unclassified usage related to under construction projects like; (Sales Office, Temporary Mosque.. etc.)

إدارات البلدية المشاركة في كل خدمة على حسب الغرض من استغلال الأرض



Dubai Municipality Departments Participating in each service, according to the plot occupation purpose.



المستندات المطلوبة لإصدار التصريح الجديد

الغرض من الاستغلال	قائمة المستندات	مكاتب مؤقتة وتشوين مواد (المشاريع المرخصة من البلدية)	مكاتب مؤقتة وتشوين مواد (مشاريع البنية التحتية)	بحيرات تصريف المياه الجوفية	محطات خلط الخرسانة المؤقتة	محطات خلط الأسفلت المؤقتة	تأجير مواقف السيارات	خيم الفعاليات في الفنادق	استخدامات أخرى مؤقتة متعلقة بالمشاريع
رسالة عدم ممانعة من مالك الأرض المستغلة	✓	✓	✓	✓	✓	✓			✓
عقد إيجاري للأرض							✓		
رسالة من المطور أو مالك المشروع لتوضيح النشاط أو الغرض من الاستغلال	✓		✓	✓	✓	✓		✓	✓
مخطط يوضح أبعاد وإحداثيات الجزء المطلوب للاستغلال	✓ (اختياري)	✓	✓	✓ (اختياري)	✓	✓	✓ (اختياري)	✓	✓
صورة من الرخصة التجارية سارية المفعول	✓	✓			✓	✓	✓	✓	✓
مخططات انشائية في حال وجود مبنى أو منشأ مؤقت	✓ (اختياري)	✓			✓	✓		✓ (اختياري)	✓ (اختياري)
نسخة من السجل التجاري أو عقد تأسيس الشركة موضح قيمة رأس مال الشركة					✓	✓			
شهادة الضمان البنكي بقيمة 300,000 درهم إماراتي				✓					
موافقة مبدئية من هيئة الطرق والمواصلات لتحديد (المداخل والمخارج) للمعاملات الجديدة فقط							✓		
موافقة أولية من إدارة الصرف الصحي				✓					
تقرير فحص التربة والمياه الجوفية				✓					
نموذج طلب شهادة عدم ممانعة بيئية					✓	✓			

* ملحوظة: لمحطات خلط الخرسانة الموقعية المؤقتة فقط ، يجب الحصول على موافقة مبدئية من إدارة رقابة البناء قبل تقديم الطلب علي نظام دبي لتدخيص البناء.

المستندات المطلوبة لتجديد التصريح

الغرض من الاستغلال	مكاتب مؤقتة وتشوين مواد (المشاريع المرخصة من البلدية)	مكاتب مؤقتة وتشوين مواد (مشاريع البنية التحتية)	بحيرات تصريف المياه الجوفية	محطات خلط الخرسانة المؤقتة	محطات خلط الأسفلت المؤقتة	تأجير مواقف السيارات	خيم الفعاليات في الفنادق	استخدامات أخرى مؤقتة خاصة بالمشاريع
رسالة عدم ممانعة من مالك الأرض المستغلة	✓	✓	✓	✓	✓			✓
عقد إيجاري للأرض						✓		
رسالة من المطور أو مالك المشروع لتوضيح النشاط أو الغرض من الاستغلال		✓		✓	✓		✓	✓
صورة من الرخصة التجارية سارية المفعول		✓		✓	✓	✓	✓	✓
نموذج طلب شهادة عدم ممانعة بيئية				✓	✓			

Required Documents for New application

Occupation Purpose List of Documents	Temp. Offices and Storing Materials for permitted Under construction Projects from DM	Temporary Offices and Storing Materials for (Infrastructure Projects)	Temporary Lagoons	Temporary Concrete Batch Plant	Temp. Asphalt Plant	Temp. Car Parking	Temp. Tents (Hotel Tents)	Occupy Parcel for (others if any)
No Objection Letter from the Parcel Owner	✓	✓	✓	✓	✓			✓
Tenancy Contract from EJARI						✓		
Letter from the Requesting Party to clarify (Type & Purpose/Activity) for Occupancy		✓		✓	✓		✓	✓
Affection Plan which shows the Occupancy Location	✓ (optional)	✓	✓ (optional)	✓	✓	✓ (optional)	✓	✓
Copy of commercial / Industrial license		✓		✓	✓	✓	✓	✓
Structural Drawings (In case of there is a temp. structure)		✓ (optional)		✓	✓		✓ (optional)	✓ (optional)
Copy of the Company Commercial Register OR MOA for the capital cost value of the company.				✓	✓			
Bank Performance Guarantee Certificate with amount of :AED 300,000				✓				
Preliminary Approval from RTA to Specify the (Entrances & Exits) for new applications only						✓		
Preliminary Approval from Drainage Projects Department			✓					
Soil & groundwater Analysis Report				✓				
Environnemental No Objection Certificat Application				✓	✓			

***Note :** for temporary concrete batching plant, preliminary approval from "Building Control Department" must obtained before submitting the application on "Dubai BPS"

Required Documents for Renewal

Occupation Purpose Required Documents	Temp. Offices and Storing Materials for permitted Under construction Projects from DM	Temporary Offices and Storing Materials for (Infrastructure Projects)	Temp. Lagoons	Temp. Concrete Batch Plant	Temp. Asphalt Plant	Temp. Car Parking	Temp. Tents (Hotel's Tents)	Occupy Parcel for (others if any)
No Objection Letter from the Parcel Owner	✓	✓	✓	✓	✓			✓
Tenancy Contract from EJARI						✓		
Letter from the Requesting Party to clarify (Type & Purpose/ Activity) for Occupancy		✓		✓	✓		✓	✓
Copy of commercial / Industrial license		✓		✓	✓	✓	✓	✓
Environmental No Objection Certificat Application				✓	✓			

❖ أولاً

خطوات تقديم طلب جديد لتصريح إشغال مؤقت للأراضي لغرض:

- مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء المرخصة من البلدية.
- مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية.
- محطات خلط الخرسانة الموقعية المؤقتة.
- محطات خلط الأسفلت الموقعية المؤقتة.
- بحيرات تصريف المياه الجوفية المؤقتة.

❖ First

Steps for submitting **New** application for Temporary Permit to Occupy Parcel for:

- Temporary site office & storing material for (Permitted project from DM)
- Temporary Site office & storing Material for (Infrastructure Projects)
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.

Temporary Permit To Occupy Parcel Submission Type (New)

طلب تصريح إشغال مؤقت للأراضي نوع التقديم (جديد)

In order to obtain temporary permit to occupy parcel for (Temporary site office & storing material , temporary concrete & asphalt batching plant and temporary lagoons) new submission for first time, follow below steps:

لتقديم طلب تصريح إشغال مؤقت للأراضي لغرض (مكاتب مؤقتة وتشوين مواد ، محطات خلط الخرسانة والأسفلت المؤقتة وبحيرات تصريف المياه الجوفية المؤقتة) تقديم جديد لأول مرة يجب اتباع الخطوات ادناه :

Contractor has to Log in to Dubai BPS using user name and password on following link:
Dubaibps.dm.gov.ae

يقوم **المقاول** بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط :
Dubaibps.dm.gov.ae

Create a new project on system using (New Project) link on the next page.

قم بإنشاء مشروع جديد على النظام بالضغط على رابط (مشروع جديد) في الصفحة التالية .

Building Permit Home Page

On the next page, fill all required data and enter the occupied parcel ID in (Parcel ID) text box , then agree the terms at bottom of application page then, save the data using (Save) button.

في الصفحة التالية قم بتعبئة جميع الخانات الإجبارية مع إدخال رقم (الأرض المستغلة) في خانة (رقم الأرض) والموافقة على الشروط والتعهدات في اسفل الصفحة ومن ثم قم بحفظ البيانات بالضغط على زر (حفظ)

Project Information

Project Description *			
Hotel or Owner Representative Contact Details			
Representative Contact Name *		Phone No. *	
Email Id *		Fax No. *	
Mobile No *	Select ▼	License No *	1000
Contractor Contact Details			
Contractor Name		Select	
Owner Contact Details			
Owner Password			
Owner Mobile *	Select ▼	Owner Email *	
Owner Phone No *			
Owner Dubai Id		Owner Emirates Id	
Preferred SMS Language	☒ English ☐ Arabic		
Parcel Information			
Parcel ID *	رقم الأرض المستغلة - Occupied Parcel		
	for "Temporary permit to occupy parcel" purpose, enter the Show Info Parcel Dtls Occupied parcel id Show Map		
Community Name			
Parcel Status			

Project Related to *	☐ Dubai Development Authority - DDA
	☐ Emmar Properties
	☐ Dubai Investment Park
	☐ Dubai Industrial City
	☐ Dubai Land
	☐ Cultural village - Al Jaddaf (DPG)
	☐ Mizin
	☐ Dubai Multi Commodities Centre – DMCC
	☐ Dubai Maritime City - DMC
	☐ Dubai Sport City
	☐ Dubai Properties Group
	☐ Meras
	☐ Meras/Jumeira Bay
	☐ Dubai Police
	☐ Business Bay- DPG
☐ DHA	
☐ Meydan	

- ☐ I undertake that I 'am appointed by the Parcel Owner to apply for the project and make all necessary modification, and I take the legal responsibilities for all.
- ☐ All non-complying works with planning & building rules and regulations, will be subjected to exceptions system, charges will be calculated as per the regulations.

Rule No. 10 for the year 2006

Reset Save

Select **(Permissions For Road Services and Temporary Works)** option from **(Process Group)** drop down list.

قم باختيار (رخص أعمال الطرق والأعمال المؤقتة) من خيارات (مجموعة الخدمات).

NOC History

Project Applications

* Non-governmental project

There are more than one open project on the project

Process Group*

Application Type *

Application Description*

New Project Description*

Current Project Description

Submission Type *

Permit Issued By*

Permit No*

Select Process Group

Adjustment/Additional/Demolition Permit Apps

Miscellaneous Services Regarding Permit Applications

Applications For Owners And Decor Companies

Permissions For Road Services And Temporary Works

Special Services & Exceptions

CR 4030 - Temporary Concrete Batch Plant

New

Select Please fill the space with your project/contract/Ejari Number

Select **(Temporary Permit To Occupy Parcel)** option from **(Application Type)** drop down list.

قم باختيار (تصريح إشغال مؤقت للأراضي) من خيارات نوع المعاملة.

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*

Application Type *

Application Description*

New Project Description*

Current Project Description

Submission Type *

Permit Issued By*

Permit No*

Occupy Parcel Purpose*

Do You have Owner Approval?

Select Application Type

Temporary permit to Occupy parcel

Pavement/Landscape Permit

Temporary Tents Permit

CR 4030 - Temporary Concrete Batch Plant

New

Select Please fill the space with your project/contract/Ejari Number

Select occupation purpose

Yes No

For occupying a parcel for under construction project having a building permit from Dubai Municipality, select **(DM)** from **(Permit Issued By)** drop down list and enter permit No. then click on **"Verify"** link to validate the permit No. and entering the project **Parcel ID** automatically.

إذا كان الغرض من الإشغال المؤقت للأرض لصالح مشروع قيد الإنشاء مرخص من البلدية قم باختيار **(DM)** من قائمة خيارات **(تم إصدار الرخصة من قبل)** ومن ثم قم بإدخال رقم الترخيص وأضغظ على رابط **(تحقق)** ، للتحقق من رقم الترخيص وإدخال رقم أرض المشروع تلقائياً.

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	Select Others
Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
DM Permit No*	RTA DEWA Verify
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	☐ Yes ☒ No

Submission Type *	New
Permit Issued By*	DM
DM Permit No*	123456-1-1
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo
Co ordinates*	Click here to enter coordinates
Project Owner*	Roads and Transport authority (RTA)
Expected Project Completion Date*	01/02/2020
Do You have Owner Approval?	☒ Yes ☐ No

For Infrastructure projects, select the owner of the project from options of **(Permit Issued By)** drop down list or select **(other)** to enter it manually.

في حالة مشاريع البنية التحتية يجب اختيار مالك المشروع من ضمن خيارات **(تم إصدار الرخصة من قبل)** أو اختيار **(أخرى)** لإدخال اسم مالك المشروع يدوياً

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	Select Others
Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
DM Permit No*	RTA DEWA Verify
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	☐ Yes ☒ No

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	Select Others
Permit Issued By*	DM Please fill the space with your project/contract/Ejari Number
Permit No*	RTA DEWA
Occupy Parcel Purpose*	ation purpose
Do You have Owner Approval?	☐ Yes ☒ No

Select occupation purpose from (Occupy Parcel Purpose) drop down list.

قم باختيار الغرض من إشغال الأرض من قائمة خيارات (سبب إشغال الأرض).

New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	
Occupy Parcel Purpose*	Select occupation purpose - Temporary Offices and Storing Materials for (Infrastructure Projects) - Temporary Concrete Batch Plant - Temporary Offices and Storing Materials for (DM Permitted Projects) - Temporary Asphalt/Wet-Mix Plant - Temporary Lagoon
Do You have Owner Approval?	
Contr. Name	
☐ I undertake to abide by all regulations and	
Regulations	

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application Save Application

There is an opened (Occupy Parcel Permit) application in this project, you can't submit a new one of the same type unless the first application is approved or cancelled

[Click here to view details](#)

Fill remaining required data like (Application Description, expected project completion date.. etc.) and agree the undertaking, then save the entered data by clicking (Save Application) button.

قم بتعبئة بقية البيانات المطلوبة (وصف المعاملة ، التاريخ المتوقع لإنجاز المشروع .. الخ) ثم قم بالموافقة على الشروط والتعهدات المطلوبة وحفظ البيانات بالضغط علي زر (حفظ المعاملة) اسفل الصفحة .

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Occupy Adjacent plot
Submission Type *	New
Permit Issued By*	RTA Please fill the space with your project/contract/Ejari Number
Permit No*	RTA/0001
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo
Co ordinates*	Click here to enter coordinates
Project Owner*	Roads and Transport authority (RTA)
Expected Project Completion Date*	01/02/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	
☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.	
Regulations	

Secondary & Sub Contractors

[Click Here To View Application Summary](#)

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Attachments

Save

Submit Application Save Application Delete

After saving data using (**Save Application**) link, the (**Attachments**) button will appear, click on it to add the required documents which is depend on the application type.

بعد حفظ البيانات باستخدام رابط (**حفظ المعاملة**) ، سيظهر زر (**المرفقات**) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة وذلك حسب نوع المعاملة .

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Occupy Adjacent plot
Submission Type *	New
Permit Issued By*	RTA Please fill the space with your project/contract/Ejari Number
Permit No*	RTA/0001
Occupy Parcel Purpose*	Temporary Offices and Storing Materials fo
Co ordinates*	Click here to enter coordinates
Project Owner*	Roads and Transport authority (RTA)
Expected Project Completion Date*	01/02/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.
Regulations

Secondary & Sub Contractors
Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

  ☐ Attachments

Save

Submit Application **Save Application** **Delete**

Add the required attachments and go back to application page using (**Permit Application**) button which is located at the bottom of page.

قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى صفحة المعاملة الرئيسية بالضغط على زر (**معاملة الترخيص**) اسفل الصفحة.

Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documents
1. Permit Documents								
Affection Plan which shows the Occupancy Location*			Check	Select Type		☐	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		☐	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		☐	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		☐	Attachment	
2. Drawings								
				Documents Scale Size	Select Type			
Architectural			Check	Select Type	Select Type	☐	Attachment	
Structural			Check	Select Type	Select Type	☐	Attachment	
Survey/Mapping			Check	Select Type	Select Type	☐	Attachment	

☐ I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize .

Save

  **Permit Application**

Review the all entered data to make sure it's correct and then click on **(Submit application)** to submit the request to DM.

قم بمراجعة البيانات المدخلة مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر **(تقديم المعاملة)** لتقديم الطلب للبلدية

نظام دبي لتراخيص البناء
Dubai BPS

Home About Dubai BPS Company Name: Logout عربي

Other applications App. Follow Up Working Area Charges More Information

drawings- part of the drawings- submitted for building permits

Permit Application

Project >> Application >> Versions >> Permit Application

Application No.	d 432819 - d 1 - d1	Project Desc.	
Cons. Name		Application creation date	2019-12-09
Parcel ID	3473939	Acceptance Date	
Applicant	Contractor		
Status	NEW		

NOC History
Project Applications

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group* Permissions For Road Services And Temporary Works

Application Type* Temporary permit to Occupy parcel Working Procedure

Application Description* Occupy Adjacent plot

Submission Type* New

Permit Issued By* RTA Please fill the space with your project/contract/Ejari Number

Permit No* RTA/0001

Occupy Parcel Purpose* Temporary Offices and Storing Materials for

Co ordinates* Click here to enter coordinates

Project Owner* Roads and Transport authority (RTA)

Expected Project Completion Date* 01/02/2020

Do You have Owner Approval? Yes No

Contr. Name

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors
Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

☐ Attachments

Save

Submit Application Save Application Delete

View All Notes & Conditions

❖ ثانياً:

خطوات تقديم طلب **جديد** لتصريح إشغال مؤقت للأراضي لغرض:

- مواقف السيارات المؤقتة.
- الخيم المؤقتة وخيم الفعاليات في الفنادق.
- اية استخدامات أخرى غير مصنفة (مكتب مبيعات مؤقت ، مسجد مؤقت ، سكن عمال مؤقت .. الخ)

❖ Second:

Steps for submitting **New** application for Temporary Permit to Occupy Parcel for:

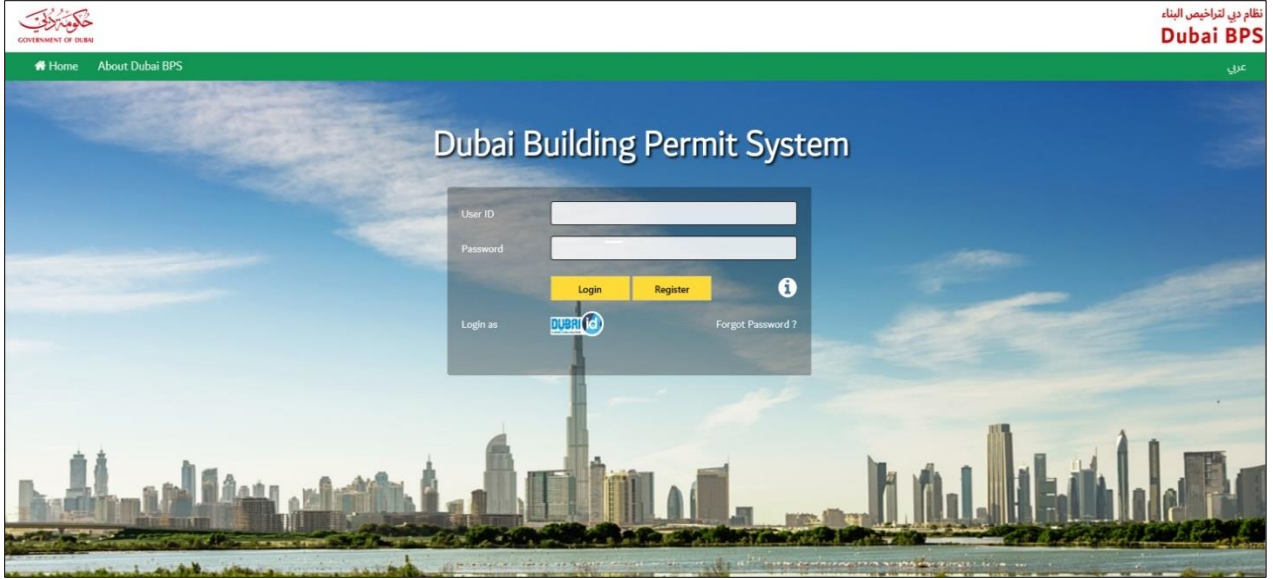
- Temporary Car Parking.
- Temporary Hotels event's Tents
- Unclassified usage like; (Sales Office, Temporary Mosque, Temporary Labor Camp .. etc.)

In order to occupy a parcel for **(Temporary Car Parking , Temporary Tent or any unclassified usage related to projects)**, new submission for the **first time**, follow below steps:

لتقديم طلب تصريح إشغال مؤقت للأراضي لغرض (مواقف سيارات مؤقتة ، خيم الفعاليات المؤقتة في الفنادق أو أية استخدامات أخرى غير مصنفة متعلقة بالمشاريع) تقديم جديد لأول مرة يجب اتباع الخطوات ادناه :

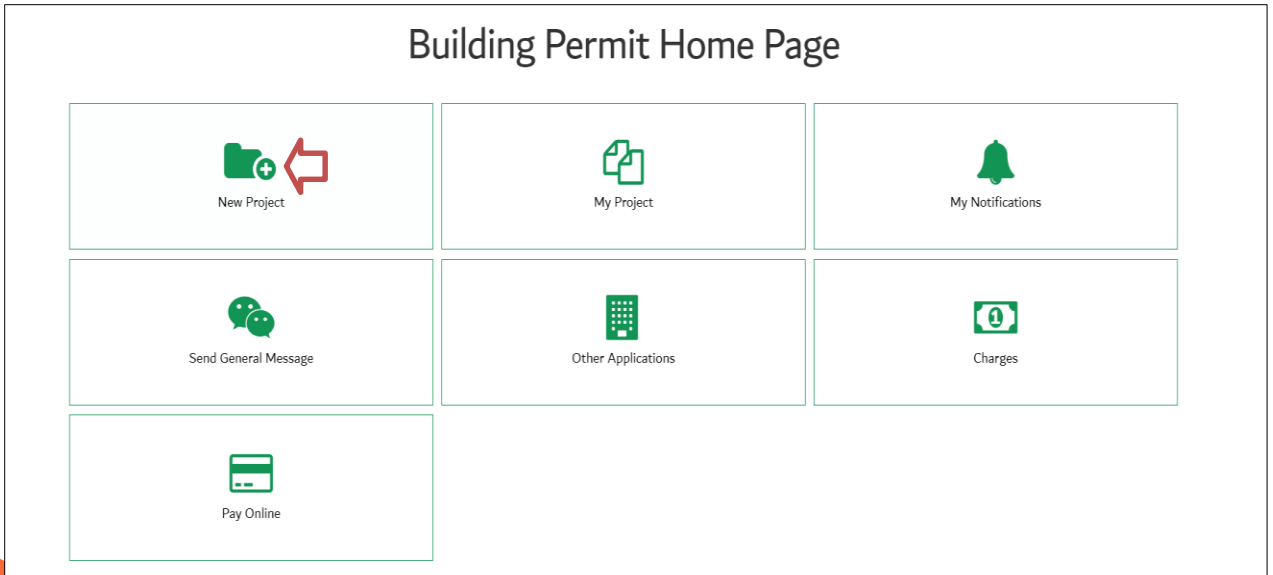
Applicant has to Log in to Dubai BPS using username and password on following link:
Dubaibps.dm.gov.ae

يقوم مقدم الطلب بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط :
Dubaibps.dm.gov.ae



Create a new project using **(New Project)** link on next page.

قم بإنشاء مشروع جديد على النظام بالضغط على رابط (مشروع جديد) في الصفحة التالية .



On the next page, fill all required data and enter the occupied parcel ID in (**Parcel ID**) text box , then agree the terms at bottom of application page and then, save the data using (**Save**) button.

في الصفحة التالية قم بتعبئة جميع الخانات الإجبارية مع إدخال رقم (الأرض المستغلة) في خانة (رقم الأرض) ، والموافقة على الشروط والتعهدات في اسف الصفحة ، ومن ثم قم بحفظ البيانات بالضغط على زر (حفظ).

نظام دبي لتراخيص البناء
Dubai BPS

Home About Dubai BPS Company Name: Mohanad User: Hotel or Owner Representative Logout عربي

Other applications App. Follow Up Working Area Charges More Information

al drawings "part of the drawings" submitted for building permits

Project Information

Project Description *

Hotel or Owner Representative Contact Details

Representative Contact Name* Phone No.*

Email Id* Fax No.*

Mobile No* Select License No* 1000

Contractor Contact Details

Contractor Name Select

Owner Contact Details

Owner Password

Owner Mobile* Select Owner Email*

Owner Phone No*

Owner Dubai Id

Owner Emirates Id

Preferred SMS Language English Arabic

Parcel Information

Parcel ID *

Occupied Parcel - رقم الأرض المستغلة

*Temporary permit to occupy parcel - purpose, enter the Occupied parcel

Show Map

Project Related to *

Emmar Properties

Dubai Investment Park

Dubai Industrial City

Dubai Land

Cultural village - Al Jaddaf (DPG)

Mizin

Dubai Multi Commodities Centre - DMCC

Dubai Maritime City - DMC

Dubai Sport City

Dubai Properties Group

Meras

Meras/Jumeira Bay

Dubai Police

Business Bay- DPG

DHA

Meydan

I undertake that I 'am appointed by the Parcel Owner to apply for the project and make all necessary modification, and I take the legal responsibilities for all.

All non-complying works with planning & building rules and regulations, will be subjected to exceptions system, charges will be calculated as per the regulations.

Rule No. 10 for the year 2006

Reset Save

Select **(Permissions For Road Services and Temporary Works)** option from **(Process Group)** drop down list.

قم باختيار (رخص أعمال الطرق والأعمال المؤقتة) من خيارات (مجموعة الخدمات).

Other applications App. Follow Up Working Area Charges More Information

Application No. d 432835 - d 1 - d1 Project Desc. test

Cons. Name

Parcel ID 3450897 Application creation date 9/12/2019

Applicant Hotel or Owner Representative

Status NEW Acceptance Date

View Exceptions

NOC History

Project Applications

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group* Select Process Group

Application Type* Permissions For Road Services And Temporary Works

Application Description*

Contr. Name

☐ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments.

Submit Application Save Application

Select **(Temporary Permit To Occupy Parcel)** option from **(Application Type)** drop down list.

قم باختيار (تصريح إشغال مؤقت للأراضي) من خيارات نوع المعاملة.

Project >> Application >> Permit Application

Application No. d 432835 - d 1 - d1 Project Desc. test

Cons. Name

Parcel ID 3450897 Application creation date 9/12/2019

Applicant Hotel or Owner Representative

Status NEW Acceptance Date

View Exceptions

View FIC

NOC History

Project Applications

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group* Select Process Group

Application Type* Temporary permit to Occupy parcel Working Procedure

Application Description*

Submission Type* New

Permit Issued By* Select Please fill the space with your project/contract/Ejari Number

Permit No*

Occupy Parcel Purpose* Select occupation purpose

Do You have Owner Approval? ☐ Yes ☒ No

If the occupation of the land is related to project belongs to a another authority or based on a rental contract , choose the owner from a **(Permit Issued By)**drop down list, or select **(Other)** to enter the owner's name manually and then enter the project number, contract No. or Ejari No. **(Permit No)**.

في حال كان سبب إشغال الأرض متعلق بمشروع يتبع لجهة غير البلدية أو بناءً على عقد إيجاري ، فقم باختيار المالك من قائمة **(تم إصدار الرخصة من قبل)** إذا كان من ضمن الخيارات ، أو اختار **(Other)** لإدخال اسم المالك يدوياً ومن ثم أدخل رقم المشروع أو العقد أو رقم إيجاري في خانة **(رقم الرخصة)**.

Applicant
Status
View Exceptions
View FIC
NOC History
Project Applications
* Non-governmental project
There are more than one open project on the parcel. To check these projects click Here

Acceptance Date

Process Group*
Application Type *
Application Description*
Submission Type *
Permit Issued By*
Permit No*
Occupy Parcel Purpose*
Do You have Owner Approval?
Contr. Name
I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.
Regulations

Permissions For Road Services And Temporary Works
Temporary permit to Occupy parcel
Temp. Rental Car Parking
New
Others
Please fill the space with your project/contract/Ejari Number
0120190000000
Select occupation purpose
No
Project No. or contract No. or Ejari Number

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application
Save Application

Select occupation purpose from **(Occupy Parcel Purpose)** drop down list, and in case of unclassified occupation purpose, select **(other)** and enter the occupation purpose manually.

قم باختيار الغرض من إشغال الأرض من قائمة خيارات **(سبب إشغال الأرض المؤقت)** وفي حالة كان الغرض من الإشغال ليس من ضمن الخيارات ، فقم باختيار **(Other)** ومن ثم قم بإدخال سبب إشغال الأرض المؤقت يدوياً

* Non-governmental project
There are more than one open project on the parcel. To check these projects click Here

Process Group*
Application Type *
Application Description*
Submission Type *
Permit Issued By*
Permit No*
Occupy Parcel Purpose*
Other Occupy Parcel Reason*
Project Owner*
Expected Project Completion Date*
Do You have Owner Approval?
Contr. Name
I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Permissions For Road Services And Temporary Works
Temporary permit to Occupy parcel
Temp. Rental Car Parking
New
Others
Please fill the space with your project/contract/Ejari Number
Select occupation purpose
Occupy Parcel for (others if any)
Temporary car parking
Temporary Tents (Hotel's Tents)
Select Project Owner
No

Fill remaining required data like (Application Description, expected project completion date .. etc.) and you have to agree the terms, then save the entered data by clicking (**Save Application**) button.

قم بتعبئة بقية البيانات المطلوبة مثل (وصف المعاملة ، التاريخ المتوقع لإنجاز المشروع .. الخ) ثم قم بالموافقة على التعهدات المطلوبة وحفظ البيانات بالضغط علي زر (**حفظ المعاملة**) اسفل الصفحة .

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Occupy parcel for Temp. Sales Office
Submission Type *	New
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for (others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Project Owner*	Other
Project Owner Others*	## Real State
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application

Save Application

After saving data using (**Save Application**) link, the (**Attachments**) button will appear, click on it to add the required documents which is depend on the application type.

بعد حفظ البيانات باستخدام رابط (**حفظ المعاملة**) سيظهر زر (**المرفقات**) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة حسب نوع المعاملة .

Submission Type *	New
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for (others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Co ordinates*	Click here to enter coordinates
Project Owner*	Other
Project Owner Others*	## Real State
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:



Attachments

Save

Submit Application

Save Application

Delete

View All Notes & Conditions

Add the required attachments and go back to application page using **(Permit Application)** button which is located at the bottom of page.

قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى صفحة المعاملة الرئيسية بالضغط على زر (معاملة الترخيص) اسفل الصفحة.

Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documents
1. Permit Documents								
Affection Plan which shows the Occupancy Location*			Check	Select Type		☐	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		☐	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		☐	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		☐	Attachment	
2. Drawings								
Documents Scale Size: Select Type								
Architectural			Check	Select Type	Select Type	☐	Attachment	

Structural			Check	Select Type	Select Type	☐	Attachment	
Survey/Mapping			Check	Select Type	Select Type	☐	Attachment	

☐ I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize .

Save

➔  Permit Application

Review the all entered data to make sure it's correct and then click on **(Submit application)** to submit the request to DM.

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية .

Submission Type *	New
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	121000210
Occupy Parcel Purpose*	Occupy Parcel for (others if any)
Other Occupy Parcel Reason*	Temp. Sales Office
Co ordinates*	Click here to enter coordinates
Project Owner*	Other
Project Owner Others*	### Real State
Expected Project Completion Date*	01/05/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

 Attachments

Save

➔ Submit Application Save Application Delete

❖ ثالثاً:

خطوات تقديم طلب تجديد / تعديل لتصريح إشغال مؤقت للأراضي لغرض:

- مكاتب مؤقتة وتشوين مواد للمشاريع قيد الإنشاء المرخصة من البلدية.
- مكاتب مؤقتة وتشوين مواد لمشاريع البنية التحتية.
- محطات خلط الخرسانة الموقعية المؤقتة.
- محطات خلط الأسفلت الموقعية المؤقتة.
- بحيرات تصريف المياه الجوفية المؤقتة.
- مواقف السيارات المؤقتة.
- خيم الفعاليات المؤقتة في الفنادق .
- اية استخدامات اخرى غير مصنفة (مكتب مبيعات مؤقت ، مسجد مؤقت ، سكن عمال مؤقت .. الخ)

❖ Third

Steps for submitting **Renew / Modification** application for Temporary Permit to Occupy Parcel for:

- Temporary site office & storing material for (Permitted project from DM)
- Temporary Site office & storing Material for (Infrastructure Projects)
- Temporary Concrete Batching Plant.
- Temporary Asphalt/wet mix plant.
- Temporary Lagoons.
- Temporary Car Parking.
- Temporary Hotels event's Tents
- Unclassified usage like; (Sales Office, Temporary Mosque, Temporary Labor Camp .. etc.)

Temporary Permit To Occupy Parcel (Renewal / Modification)

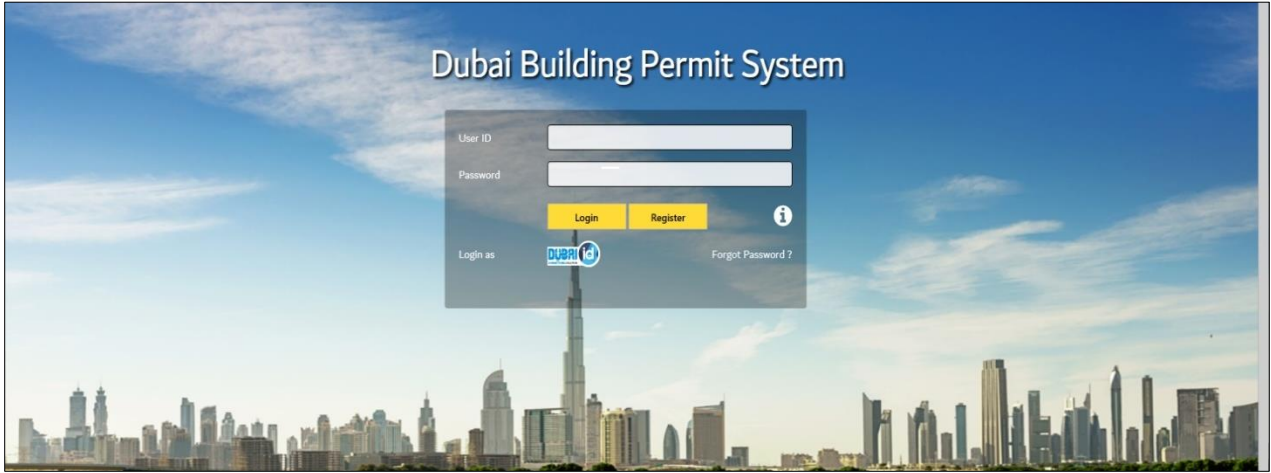
طلب تصريح إشغال مؤقت للأراضي (تجديد / تعديل)

To **(renew)** or **(modified)** a temporary permit to occupy parcel for (Temporary site office & storing material , temporary concrete & asphalt batching plant , temporary lagoons, temporary car parking, temporary tents .. etc.) follow below steps:

لتقديم طلب **(تجديد)** أو **(تعديل)** التصريح السابق للإشغال المؤقت للأراضي لغرض (مكاتب مؤقتة وتشوين مواد ، محطات خلط الخرسانة والأسفلت المؤقتة وبحيرات تصريف المياه الجوفية ، مواقف سيارات مؤقتة ، خيم الفعاليات المؤقتة في الفنادق .. الخ) يجب اتباع الخطوات ادناه :

Applicant of the previous application has to Log in to Dubai BPS using username and password on following link: Dubaibps.dm.gov.ae

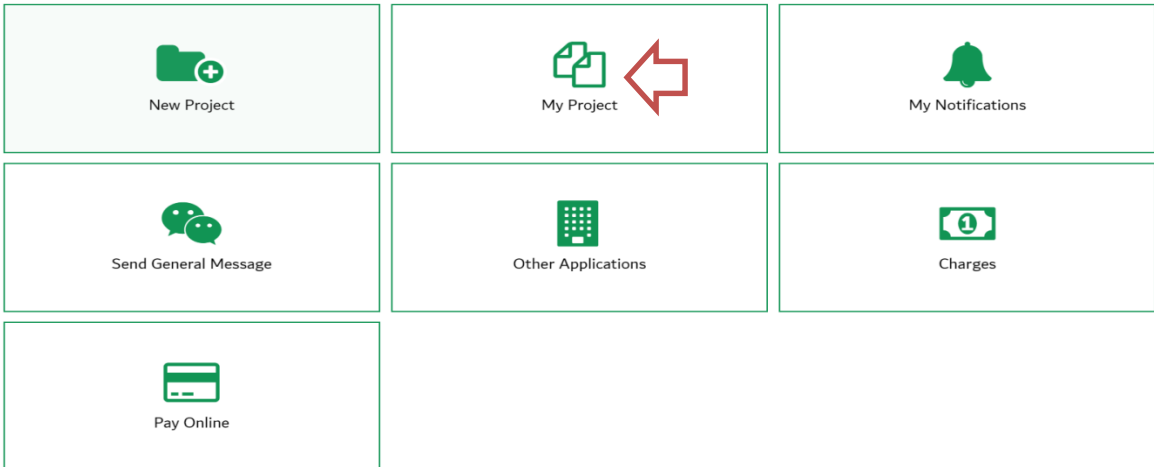
يقوم مقدم الطلب السابق بالدخول إلى نظام دبي لتراخيص البناء من خلال إدخال اسم المستخدم وكلمة المرور على الرابط : Dubaibps.dm.gov.ae



Enter to the link **(My Project)** on the next page.

قم بالدخول علي رابط **(مشاريعي)** من الصفحة التالية

Building Permit Home Page



Find the permit to **renew** or **modified** using search criteria or go to the page bottom and find the project within the list of all previously submitted application.

قم بالبحث عن المعاملة **للتجديد** او **التعديل** مستخدماً محدّدات البحث المتاحة ، او بالنزول الى اسفل الصفحة والبحث عن المعاملة ضمن جميع قائمة جميع مشاريع المقاول أو مندوب المالك او الفندق .

Working Area

Land Department - Parcel Pricing
Reports & Enquiries
Advanced Search
Project Closing
Statistical Reports

Completion Certificate Stamping
Contractor Bank Guarantee
General Appointment
Inquiry
Appointments (1)

Follow up Site Visit (0)
Service Decision Follow Up

Search Criteria

New Project

Project No.	
Parcel ID	
Owner Name	
From Project Date	
From Submission Date	
From Acceptance Date	
Draft Project	☐ Draft Project
Contractor	(License No)
Application Type	Select Application Type
Application Status	Select Application Status
Contractor Selection	Select Contractor Status
Attachments Available	☐ Attachments Available
Projects	BPCS Projects
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water, Preliminary NOC Clear Selection

App. No	
Project Description	
Consultant	(License No)
To Project Date	
To Submission Date	
To Acceptance Date	
View Projects	Open Projects

Contractor Selection	Select contractor Status
Attachments Available	☐ Attachments Available
Projects	BPCS Projects
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water, Preliminary NOC Clear Selection

Search

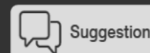
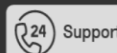
Delete Project

Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys	No. Of App	Delete
Open	320750	Hotel tent	1	2630768	10/12/2019	View	No	View App.	☐
Open	320749	Hotel tent	1	6220137	10/12/2019	View	No	View App.	☐
Open	d 432838	Hotel tent	1	6220133	10/12/2019	View	No	View App.	☐
Open	d 432835	test	1	3450897	28/11/2019	View	No	View App.	☐
Open	320745	Test_6	1	2840474	28/11/2019	View	No	View App.	☐

1 2 3 4 5 6 7 8 9 10 Next
Total(1108)

[Contact Us](#) [Careers](#) [FAQ](#) [Useful Links](#) [Sitemap](#) [Website Policies](#)

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Website Version no: v 1.0 | Last Modifications: 28 January 2018



Click on **(View App)** on the next page

قم بالضغط على رابط **(عرض المعاملات)** في الصفحة التالية

Service Entry (Use CTRL to select multiple)

RTA(Metro)
\Master\Phaliminsar\NOC

Clear Selection

Search

Delete Project

Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320744	تجديد التصريح الخاص بمكتب المبيعات لمشروع العمر	2	3120226	28/11/2019	View	No	View App.	☐
Open	320740	تعديل مساحة المواقف وإضافة مدخل ومخرج	3	3550410	25/11/2019	View	No	View App.	☐
Open	320737	CR 4030 - Occupy Parcel for others if any	3	3473939	20/11/2019	View	No	View App.	☐
Open	320741	مواقف سيارات	1	3120891	18/11/2019	View	No	View App.	☐
Open	320734	Temp Occupy_Temp.Tent_TEST_3	2	4210530	10/11/2019	View	No	View App.	☐

Back 1 2 3 4 5 6 7 8 9 10 11 Next
Total(1108)

Create a new application on the same open project using **(New Application)** button

قم بإنشاء معاملة جديدة على نفس المشروع باستخدام زر **(معاملة جديدة)**

Home About Dubai BPS Company Name: Mohanad User: Hotel or Owner Representative Logout عربي

Other applications App. Follow Up Working Area Charges More Information

Permit Applications

Projects >> Applications

Search For Application No. Go **New Application**

Project No. 320737 Project Desc. CR 4030 - Occupy Parcel for others if any

Parcel No. 3473939 Consultant.

Application No.	Work Desc.	Application Type	Old System?	Current Status	Versions
1	Occupy Parcel for others if any	Temporary permit to Occupy parcel	No	Permit Delivered	3

1

Select **(Permissions For Road Services and Temporary Works)** option from **(Process Group)** drop down list.

قم باختيار **(رخص أعمال الطرق والأعمال المؤقتة)** من خيارات **(مجموعة الخدمات)**.

NOC History

Project Applications

* Non-governmental project

There are more than one open project on

Process Group*

Application Type *

Application Description*

New Project Description*

Current Project Description CR 4030 - Temporary Concrete Batch Plant

Submission Type * New

Permit Issued By* Select Please fill the space with your project/contract/Ejari Number

Select Process Group

Adjustment/Additional/Demolition Permit Apps

Miscellaneous Services Regarding Permit Applications

Applications For Owners And Decor Companies

Permissions For Road Services And Temporary Works

Special Services & Exceptions

Select **(Temporary Permit To Occupy Parcel)** option from **(Application Type)** drop down list.

قم باختيار **(تصريح إشغال مؤقت للأراضي)** من خيارات نوع المعاملة.

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Temporary Works
Application Type *	Select Application Type Temporary permit to Occupy parcel Pavement/Landscape Permit Temporary Tents Permit
Application Description *	Working Procedure
New Project Description*	
Current Project Description	CR 4030 - Temporary Concrete Batch Plant
Submission Type *	New
Permit Issued By*	Select Please fill the space with your project/contract/Ejari Number
Permit No*	
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	☐ Yes ☒ No

Select the **(Renew)** or **(Modification)** from the **(Submission type)** drop down list.

قم باختيار إما **(تجديد)** أو **(تعديل)** من قائمة خيارات (نوع التقديم).

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description *	
New Project Description*	
Current Project Description	تعديل مساحة المواقف وإضافة مدخل ومخرج
Submission Type *	Select submission type
Permit Issued By*	Select submission type Renewal Modification
Permit No*	space with your project/contract/Ejari Number
Occupy Parcel Purpose*	Select occupation purpose
Do You have Owner Approval?	☐ Yes ☒ No
Contr. Name	

☐ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application Save Application

Select the last delivered permit from **(Permit to Renew)** drop down list.

قم باختيار اخر رخصة مسلمة من ضمن قائمة المعاملات في لسته خيارات (الرخصة للتجديد).

Current Project Description	تعديل مساحة المواقف وإضافة مدخل ومخرج
Submission Type *	Modification
Permit to Renew *	Select
Permit Issued By*	Select Please fill the space with your project/contract/Ejari Number
Permit No*	320740-3-1 320740-1-1 320740-2-1
Occupy Parcel Purpose*	on purpose
Do You have Owner Approval?	☐ Yes ☒ No
Contr. Name	

☐ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

After select the permit to renew, some data which related to previous application will filled automatically like; (**Occupy Parcel Purpose, Project Owner, Permit No.. etc.**), then agree terms and save the data using (**Save**) button.

بعد اختيار المعاملة للتجديد ، سيقوم النظام بتعبئة بعض البيانات الخاصة بالمعاملة السابقة تلقائياً مثل (سبب الإشغال المؤقت للأرض، مالك المشروع ، رقم الرخصة .. الخ) ، قم بعدها بالموافقة على الشروط وحفظ البيانات بالضغط علي زر (حفظ)

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Renewal TEST
New Project Description*	Renewal TEST
Current Project Description	تعديل مساحة المواقف وإضافة مدخل ومخرج
Submission Type *	Renewal
Permit to Renew*	320740-3-1
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	10000000123
Occupy Parcel Purpose*	Temporary car parking
Project Owner*	Dubai Municipality
Expected Project Completion Date*	30/12/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Submit Application Save Application

After saving data using (**Save Application**) link, the (**Attachments**) button will appear, click on it to add the required documents which is depend on the application type.

بعد حفظ البيانات باستخدام رابط (حفظ المعاملة) سيظهر زر (المرفقات) ، قم بالضغط عليه للدخول لمرفقات المعاملة وإضافة المستندات المطلوبة وذلك على حسب نوع المعاملة .

Permit No*	RTA/0001
Occupy Parcel Purpose*	Temporary Offices and Storing Materials for
Co ordinates*	Click here to enter coordinates
Project Owner*	Roads and Transport authority (RTA)
Expected Project Completion Date*	01/02/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Attachments

Save

Submit Application Save Application Delete

Add the required attachments and go back to application page using **(Permit Application)** button which is located at the bottom of page.

قم بإضافة المرفقات المطلوبة حسب نوع المعاملة ، ومن ثم قم بالرجوع الى الصفحة الرئيسية للمعاملة بالضغط على زر **(معاملة الترخيص)** اسفل الصفحة.

Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?	Upload/Download	View Documents
1. Permit Documents								
Affection Plan which shows the Occupancy Location*			Check	Select Type		☐	Attachment	
Copy of Commercial/Industrial License*			Check	Select Type		☐	Attachment	
Letter from the Requesting Party to clarify (Type Purpose/Activity) for Occupancy*			Check	Select Type		☐	Attachment	
No Objection Letter from the Parcel Owner*			Check	Select Type		☐	Attachment	
2. Drawings								
Documents Scale Size					Select Type			
Architectural			Check	Select Type	Select Type	☐	Attachment	
Structural			Check	Select Type	Select Type	☐	Attachment	
Survey/Mapping			Check	Select Type	Select Type	☐	Attachment	
☐ I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize .								
Save 								

Review the all entered data to make sure it's correct and then click on **(Submit application)** to submit the request to DM.

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر **(تقديم المعاملة)** لتقديم الطلب للبلدية .

Submission Type *	Renewal
Permit to Renew*	320740-3-1
Permit Issued By*	Others Please fill the space with your project/contract/Ejari Number
Permit No*	10000000123
Occupy Parcel Purpose*	Temporary car parking
Co ordinates*	Click here to enter coordinates
Project Owner*	Dubai Municipality
Expected Project Completion Date*	01/12/2020
Number Of Renewes	
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	
☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.	
Regulations Secondary & Sub Contractors Click Here To View Application Summary	
Check if you have any modifications in the following items: Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:	
 ☐ Attachments Save Submit Application Save Application Delete	

Review the all entered data to make sure it's correct and then click on **(Submit application)** to submit the request to DM.

قم بمراجعة البيانات مرة اخيرة للتأكد من صحتها ، ومن ثم قم بالضغط على زر (تقديم المعاملة) لتقديم الطلب للبلدية .

Submission Type *	New
Permit Issued By *	Others Please fill the space with your project/contract/Ejari Number
Permit No *	121000210
Occupy Parcel Purpose *	Occupy Parcel for (others if any)
Other Occupy Parcel Reason *	Temp. Sales Office
Co ordinates *	Click here to enter coordinates
Project Owner *	Other
Project Owner Others *	Real State
Expected Project Completion Date *	01/05/2020
Do You have Owner Approval?	☒ Yes ☐ No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

☐ Attachments

Save

Submit Application Save Application Delete

Creating a (New Version) from a (Returned Application)

إنشاء (نسخة جديدة) من معاملة (معادة)

Login to the system and locate the **(returned)** application using **search criteria** or in list of all submitted project.

قم بالدخول على النظام ، والبحث عن المعاملة (المعادة) بواسطة **محددات البحث** المتاحة او في قائمة جميع المشاريع المقدمة

Working Area

Land Department - Parcel Pricing
Reports & Enquiries
Advanced Search
Project Closing
Statistical Reports

Completion Certificate Stamping
Contractor Bank Guarantee
General Appointment
Inquiry
Appointments (1)

Follow up Site Visit (0)
Service Decision Follow Up

Search Criteria

New Project

Project No.		
Parcel ID		
Owner Name		
From Project Date		GO
From Submission Date		GO
From Acceptance Date		GO
Draft Project	☐ Draft Project	
Contractor	(License No)	
Application Type	Select Application Type	
Application Status	Select Application Status	
Contractor Selection	Select Contractor Status	
Attachments Available	☐ Attachments Available	
Projects	BPCS Projects	
Service Entity (Use CTRL to select multiple)	RTA(Metro) Water Preliminary NOC	Clear Selection

App. No	
Project Description	
Consultant	(License No)
To Project Date	
To Submission Date	
To Acceptance Date	
View Projects	Open Projects

Search

Delete Project

Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320766	طلب ترخيص ملحق على الأرض رقم 2260726	1	2260726	16/12/2019	View	No	View App.	☐
Open	320739	test	3	8884511	21/11/2019	View	No	View App.	☐
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	View	No	View App.	☐
Open	320743	Temporary Offices	2	1130114	18/11/2019	View	No	View App.	☐
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	View	No	View App.	☐

1 2 3 4 5 6 7 8 9 10 Next
Total(787)

Click on (**View App**) link then version and then click on (**New Version**) button at the top of the page.

قم بالضغط علي رابط (**عرض المعاملة**) ثم رابط عدد النسخ ثم الضغط علي زر (**نسخة جديدة**) اعلى الصفحة.

[Search](#)
[Delete Project](#)

Project Status	Project No.	Project Desc.	No. Of App	Parcel No.	Project Date	Display Buildings	Old Sys		Delete
Open	320766	طلب ترخيص ملحق على الأرض رقم 2260726	1	2260726	16/12/2019	View	No	View App.	☐
Open	320739	test	3	8884511	21/11/2019	View	No	View App.	☐
Open	320738	CR 4030 - Temporary Concrete Batch Plant	1	3450897	20/11/2019	View	No	View App.	☐
Open	320743	Temporary Offices	2	1130114	18/11/2019	View	No	View App.	☐
Open	320764	Temp_Car ParkingTEST_3	1	3473939	10/11/2019	View	No	View App.	☐

1 2 3 4 5 6 7 8 9 10 Next
Total(787)

Permit Applications

Projects >> Applications

Project No. 320718 Project Desc. Temporary Asphalt Plant_TEST_2
Parcel No. 2640985 Consultant.

Application. No.	Work Desc.	Application Type	Old System?	Current Status	Versions
1	محطة اسفلت مؤقتة	Temporary permit to Occupy parcel	No	RETURNED	2

1

Application Versions

Project >> Application >> Version

Project No. 320718 Project Desc. Temporary Asphalt Plant_TEST_2
Parcel No. 2640985 Application. No. 1

Version No.	Application Type	Status	Review Date	App. Details	Delete
2	Temporary permit to Occupy parcel	RETURNED	03/11/2019	View	
1	Temporary permit to Occupy parcel	RETURNED	31/10/2019	View	

1

In the next page agree the comments on the returned application and then click on **(Go to new version application)**.

في الصفحة التالية ، قم بالموافقة على الملاحظات التي بسببها تم رفض المعاملة ، ثم قم باختيار رابط **(الذهاب الى نسخة المعاملة الجديدة)**

Agree

Working Instructions

- By clicking (I Agree) all notes mentioned will be considered as Accepted - charges will be generated- & there will be No option to create a new appointment.
- By clicking (Cancel) the action will be canceled, you can still go back to permit application to create a new appointment.

Project >> Application >> Versions >> Agree

☒ There are unconfirmed notes available. Do you agree to pay for those notes?

List of Application Notes

Process Group / Employee Name	Sub Note Desc	Engineer Note	Reply Type	Reply Message	Notes Decision	Penalty	Penalty Reason
Supervision Inspector		مرفوضة من البيئة					



I Agree

Cancel

Home About Dubai BPS

Company Name: AL BASTI & MUKTHA (L.L.C) User: Contractor Logout عربي

Other applications App. Follow Up Working Area Charges More Information

Very soon... electrical drawings "part of the drawings" submitted for building permits

Create Application New Version

*Application New Version Created Successfully

Back To Versions Page Go To New Version Application



A typical version of returned application will created even attachments. Edit the data or attachments as required and then click on **(Save Application)** to apply the modifications and then submit the application

سيقوم النظام بإنشاء نسخة طبق الأصل من المعاملة المعادة بكل بياناتها وحتى المرفقات ، قم بتعديل البيانات أو المرفقات حسب المطلوب ثم قم بالضغط على **(حفظ المعاملة)** لتطبيق التعديلات على المعاملة ومن ثم قم بتقديم المعاملة .

Do You have Owner Approval? ☒ Yes ☐ No

Contr. Name

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:



☐ Attachments

Save

Submit Application

Save Application



Review and approval

دراسة واعتماد المعاملة

After submitting application successfully, the application will study and review by the relevant departments according to the occupation purpose; (Building Control Department, Building Permits Department, Executive Planning Department, Environment Department) and if all application requirements are met, then the application will **approved** and the applicant will be notified by **SMS** and **notification page** on the system.

بعد تقديم الطلب بنجاح ، سيتم دراسة الطلب بواسطة الإدارات المعنية على حسب الغرض من الإشغال المؤقت للأرض (إدارة رقابة البناء ، إدارة تراخيص البناء ، إدارة التخطيط التنفيذي ، إدارة البيئة) وفي حال استيفاء جميع متطلبات المعاملة من معلومات مدخلة ومرفقات ، فإنه يتم اعتماد المعاملة من طرف الموظفين المعنيين وسيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وصفحة التنبيهات على النظام.

Other applications

App. Follow Up

Working Area

Charges

More Information

Tasks & Messages

Search Criteria

Select Search Criteria

Selected Messages

Last Received Message for Every Application

Search

Message Date	Sender	Message	App. Type	App Status	Parcel No.	App. No
10/12/2019 08:28	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Permit Delivered	2840474	320745-1-1
10/12/2019 08:24	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Approved		320707-2-1
10/12/2019 08:22	Building Permit and Systems section	Application is approved, please review. Charges Select Contractor	Temporary permit to Occupy parcel	Permit Delivered	3120226	320744-2-1

Permit Application

To Print permit :	
Kindly pay the fees to receive the permit	
Project >> Application >> Versions >> Permit Application	
Application. No.	320707 - 2 - 1
Cons. Name	
Parcel ID	1170906
Applicant	Hotel or Owner Representative
Approval Expiry Date	2020-09-10
Status	Approved
Project Desc.	Renewal permit
Application creation date	2019-11-28
Review Date(2 Working days)	2019-12-02
Approval Date	2019-12-10
Acceptance Date	2019-11-28

NOC History

Project Applications

Maximum building height 8.0 meters

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Follow up application and replying to comments and missing documents

متابعة الطلب ، والرد على الملاحظات واكمال النواقص في المعاملة

In case of missing data or attachment in the application, the applicant will be notified by SMS and notification screen on the system. To review comments, the applicant must enter to the main page of the application then he will be able to review and respond to the comments and complete the "CFR" to return back the application to the Municipality.

في حالة وجود ملاحظات أو نواقص في المعاملة ، سيتم تنبيه مقدم الطلب بواسطة الرسائل القصيرة وفي شاشة التنبيهات، ولاستعراض الملاحظات واستيفائها ، يجب على مقدم الطلب الدخول لصفحة المعاملة الرئيسية لاستعراض الملاحظات والرد عليها لإعادة الطلب للبلدية مرة أخرى.

Other applications

App. Follow Up

Working Area

Charges

More Information

Tasks & Messages

Search Criteria

Select Search Criteria ▼

Selected Messages

Last Received Message for Every Application ▼

Search

Message Date	Sender	Message	App. Type	App Status	Parcel No.	App. No
16/12/2019 08:29	Building Permit and Systems section	Your submission completed on 16-12-2019 08:29:44 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	Temporary permit to Occupy parcel	CFR	473939	320764-1-1
16/12/2019 08:19	Building Permit and Systems section	Your submission completed on 16-12-2019 08:19:02 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	Temporary permit to Occupy parcel	IN Progress	2640748	320731-3-1
16/12/2019 08:12	Building Permit and Systems section	Your submission completed on 16-12-2019 08:12:38 You can follow our internal procedure concerning your application thru FOLLOW UP screen.	Temporary permit to Occupy parcel	IN Progress	8884511	320739-3-1

Permit Application

Project >> Application >> Versions >> Permit Application

Application. No.	320726 - 1 - 1
Cons. Name	
Parcel ID	3230555
Applicant	Contractor
Status	CFR

Project Desc. Santha test for CR 4030

Application creation date	2019-11-04
Review Date(2 Working days)	2019-11-06
Acceptance Date	2019-11-04

[View FIC](#)

[NOC History](#)

[Project Applications](#)

Maximum building height 33.0 meters

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	
Submission Type *	New
Permit Issued By*	DM
DM Permit No*	320383-1-3

Update Application

☐ CFR Completed

Resubmit

Follow up Dubai BPS Engineers

[Version Notes](#) | [Appointments](#) | [View All Notes & Conditions](#) | [Permit Conditions](#)

Creation Date	Process Group	Employee Name	Remarks	Status
2019-11-04 12:28	Environmental License and Evaluation Engineer	Neelagandan Ulaga Nathan	test	CFR
2019-11-04 12:28	Executive Planning Department Engineer			APPROVED
2019-11-04 12:28	Supervision Inspector	Neelagandan Ulaga Nathan	test	CFR

1

Create Comment

General Application Comments

Comment Date	Position	Comments	Delete
2019-11-04 13:48	IT Administrator	CFR Consultant for review.	

Update Application

☐ CFR Completed

Resubmit

Follow up Dubai BPS Engineers

[Version Notes](#) | [Appointments](#) | [View All Notes & Conditions](#) | [Permit Conditions](#)

Creation Date	Process Group	Employee Name	Remarks	Status
2019-11-04 12:28	Environmental License and Evaluation Engineer	Neelagandan Ulaga Nathan	test	CFR
2019-11-04 12:28	Executive Planning Department Engineer			APPROVED
2019-11-04 12:28	Supervision Inspector	Neelagandan Ulaga Nathan	test	CFR

1

Permit Application

Project >> Application >> Versions >> Permit Application

Application. No.	320738 - 1 - 1	Project Desc.	CR 4030 - Temporary Concrete Batch Plant
Cons. Name			
Parcel ID	3450897	Application creation date	2019-11-20
Applicant	Contractor	Review Date(2 Working days)	2019-11-24
Status	CFR Completed	Acceptance Date	2019-11-20

[View Exceptions](#)
[View FIC](#)
[NOC History](#)
[Project Applications](#)

Maximum building height 37.0 meters

* Non-governmental project

There are more than one open project on the parcel. To check these projects click Here

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	Temporary Concrete Batch Plant

Paying deposit and fees after Approval

دفع التأمينات والرسوم بعد اعتماد المعاملة

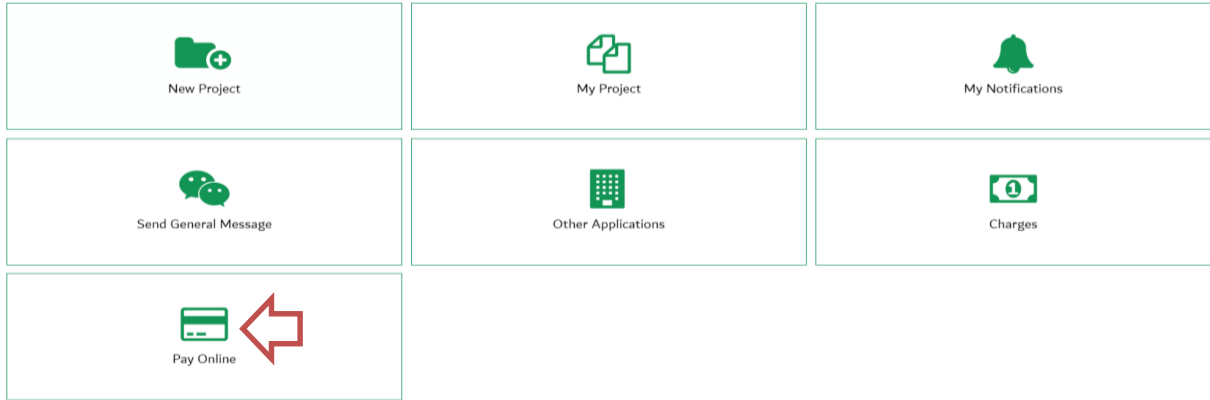
Applicant can paid the charges either **online** or **cash** as his wish.

يمكن دفع الرسوم **إلكترونياً** أو **نقداً** حسب رغبة مقدم الطلب

For paying the application charges **online** after approval, login to the link Dubaibps.dm.gov.ae and then click on (**Pay Online**) and find the voucher which is related to your application and then complete the payments procedure by entering the required data like : (Card type, Card No, Pin code ..etc)

لدفع الرسوم **إلكترونياً** بعد اعتماد المعاملة ، قم بالدخول الى النظام عبر الرابط Dubaibps.dm.gov.ae ومن ثم الضغط على (**الدفع إلكترونياً**) والبحث عن رقم اذن الدفع الخاص بالمعاملة ضمن القائمة ، ومن ثم اكمال خطوات الدفع الألكتروني المعتادة (اختيار نوع البطاقة ، ادخال رقم البطاقة والرقم السري .. الخ)

Building Permit Home Page



Online Payment

EPAYMENT HUB

- Payment Hub
- Reports

Welcome to ePay

You have **4** new Outstanding Payment(s) in the Inbox Inbox

The flowchart illustrates the online payment process in four steps: 1. Outstanding Payments (represented by a hand pointing to a screen), 2. Search Payments (represented by a hand pointing to a screen), 3. Payment Channels (represented by a credit card), and 4. Receipt Vouchers (represented by a receipt). Arrows connect the steps in sequence.

Outstanding Payments

Please note that Deposits PVs type cannot paid along with other PVs types, and each deposit PV should be paid in single receipt

List of Outstanding Payments

Pay Selected

1 - 4 of (4)

#	Reference number	Voucher Number	Source Voucher No	Voucher Date	Payment Voucher Type
+	WIFUF014520	RSBSPS201300327580	WIFUF014520	03/04/2013	Revenues - Services
+	128065-	RFESSA201900519923	WIFCT128065	18/07/2019	Revenues - Fines
+	128064-	RFESSA201900519880	WIFCT128064	18/07/2019	Revenues - Fines

For paying the application charges **Cash**, you can do the payment at (**Al Ansari Exchange**), also you can paid using Credit card or E-dirham at **Collection Offices** in the Service Centers of DM like (Al-Tawar Center, Al-Manarah Center .. etc.) and you have to provide them **voucher No.** of the application which you can find it in the application main page.

لدفع الرسوم نقداً ، فيمكن الدفع لدي (الأنصاري للصرافة) ، أيضاً يمكن الدفع بواسطة بطاقات الائتمان أو بطاقة الدرهم الإلكتروني لدي مكاتب التحصيل في المراكز الخارجية التابعة لبلدية دبي (مركز الطوار ، مركز المنارة .. الخ) ، ويلزمك حينها تزويدهم برقم إذن الدفع والذي يمكن استخراجه من النظام من على صفحة المعاملة الرئيسية.

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	استغلال ارض الجار
Submission Type *	New
Permit Issued By*	DM
DM Permit No*	320383-1-3
Permitted Parcel ID*	3230555
Occupy Parcel Purpose*	Temporary Offices and Storing Materials for (DM Permitted Projects)
Work type	New building
Validity Period	From 28/10/2019 To 27/04/2020
Do You have Owner Approval?	Yes
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

Regulations

Secondary & Sub Contractors

Click Here To View Application Summary

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

☐ Attachments

☐ Charges

Application Charges

Click here to view and pay online

Parcel ID 3927016 Project No. 320710 Application. No 1

Contractor must pay the Deposit before starting the work.

Click here to see Charges on this project

Payment Status	Voucher Number	Voucher Date	Charges Type	Total Amount (AED)	Payment side	Payee Name	Project - Application - Version	Application Type/ Bldg Type	Receipt Voucher No.	Refund Status
unpaid	BPC1025884	9-10-28	CONTRCATOR DEPOSIT	2000.0	APPLICANT	AL BASTI & MUKTHA (L.L.C)	320710-1-1	Temporary permit to Occupy parcel-		
unpaid	WIFBP1025883	9-10-28	PERMIT & LOCAL FEES	545.0	APPLICANT	AL BASTI & MUKTHA (L.L.C)	320710-1-1	Temporary permit to Occupy parcel-		

Downloading The permit after Paying deposit and fees

تنزيل التصريح بعد دفع الرسوم والتأمينات

After paid the deposit and fees, login to main page of the application and download a copy of electronic stamped permit using (**download permit**) button which is located at bottom of the application page.

بعد دفع الرسوم والتأمينات ، قم بالدخول لصفحة المعاملة الرئيسية ، وباستخدام زر (**تنزيل الرخصة**) اسفل الصفحة يمكن تنزيل نسخة من التصريح معتمدة ومختومة إلكترونياً

GOVERNMENT OF DUBAI

نظام دبي لتراخيص البناء
Dubai BPS

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[Charges](#)
[More Information](#)

Permit Application

Project >> Application >> Versions >> Permit Application

Application No.	320739 - 2 - 1	Project Desc.	test
Cons. Name			
Parcel ID	8884511	Application creation date	2019-11-28
Applicant	Contractor	Review Date(2 Working days)	2019-12-02
Approval Expiry Date	2020-09-10	Approval Date	2019-12-10
Permit Issue Date	2019-12-10	Permit Renew Date	
Status	Permit Delivered	Acceptance Date	2019-11-28

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* Non-governmental project

Process Group*	Permissions For Road Services And Temporary Works
Application Type *	Temporary permit to Occupy parcel Working Procedure
Application Description*	test
New Project Description*	test
Current Project Description	CD 4020 - Unregistered parcel test
Renewal periods	1
Validity Period	From 05/12/2019 To 25/12/2019
Permitted Occupied Area	200 Square Meter
Number Of Renewals	1
Do You have Owner Approval?	No
Contr. Name	

☒ I undertake to abide by all regulations and requirements related to the building type and usage as per the following regulations.

[Regulations](#)

☒ Environmental Clearance conditions for Temporary Asphalt/Wet-Mix Plant

Contractor should Submit Annual Emission Inventory Form to Environment department after 3 months of starting the operations if applicable

[Download the Annual Emission Inventory Form](#)

[Secondary & Sub Contractors](#)

[Click Here To View Application Summary](#)

Check if you have any modifications in the following items:

Fill the information in the following order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

☐ Attachments

☐ Charges

[Download Permit](#)

Sample of
(Temporary Permit to Occupy Parcel)

نموذج
(تصريح إشغال مؤقت للأراضي)

		نظام دبي لتراخيص البناء Dubai BPS	
تصريح إشغال مؤقت		رقم التصريح : 320739 - 2 - 1	
تاريخ الطابعة : 10/12/2019	تاريخ الإصدار : 2019/12/10	اسم مقدم الطلب : ()	
رقم الهاتف :	اسم المالك : افتراضي لغاية التسجيل الرسم / ميذا اوسيجيس	اسم المالك :	
اسم المنطقة :	اسم المنطقة :	رقم ارض المشروع :	
اسم المنطقة : Unregistered	اسم المنطقة :	رقم الأرض المستغلة :	
رقم رخصة البناء : RTA-001		وصف المشروع : test	
الغرض من استغلال الأرض : محطة خلط اسفلت مؤقتة		المساحة المصرح بها : 200.00	
مدة التصريح : من تاريخ : 2019/12/05 إلى تاريخ : 2019/12/25		قيمة الرسوم : 545	
قيمة التأمين :		رقم الإيصال : 0	
التاريخ :		التاريخ :	
			
المنطقة المصرح بها			
اشتراطات عامة :		اشتراطات خاصة :	
1. الالتزام بالفترة المذكورة اعلاه ومراجعة قسم المساحة لأخذ العلام. 2. على الجهة الحاصلة على التصريح إزالة جميع المخلفات وتنظيف الموقع عند انتهاء صلاحية التصريح أو متى طلبت البلدية ذلك. 3. يعتبر هذا التصريح مؤقت ويحق للبلدية وقفه أو إلغاؤه دون المطالبة بالتعويض. 4. يعتبر هذا التصريح لاغيا بانتهاء المشروع والحصول على شهادة الإنجاز. 5. يجب إبلاغ قسم الطوارئ في حال حدوث أي إصابات أو أضرار في الأفراد أو الممتلكات أو الجوار. 6. يجب إتباع الأوامر المحلية والقوانين والاشتراطات الخاصة بالبناء .		هاتف طوارئ البلدية : (8004999).	
		التاريخ : 10/12/19 رقم الأرض : 8884511 رقم المعاملة : 320739-2-1 إدارة تراخيص البناء	

Getting help and support

الحصول على الدعم والمساعدة

For more inquiries related to the service or the steps of submitting the application on the system, a (general message) can be sent to: (Engineering Supervision Services - Occupy parcel permit for under construction project).

لأي استفسارات إضافية متعلقة بالخدمة أو حول طريقة تقديم الطلب علي النظام ، يمكن ارسال (رسالة عامة) الى (خدمات الإشراف الهندسي - إشغال مؤقت للأراضي).

Building Permit Home Page

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Message Type*	Please Select Message Type	
Attachments	Attachment	
Mobile No*		
Message:*		
		Send Message Reset

General Messages >> Send General Messages [Back](#)

Message Type*	Please Select Message Type
Attachments	Suggestions - YOUR OPINION MATTERS Allow more than one consultant on the same parcel
Mobile No*	BIM Studies Civil defense fees Complaints & Appeals Delayed Applications Drawings Stamping problems Dubai Lamp - inquiries
Message:*	Engineering Supervision Service (Occupy parcel permit for under construction projects) Engineering Supervision Service (Permit cancellation before start of work & renew permit for 6 months) Engineering Supervision Services (Periodical Inspection /Training on building control sys.) Engineering Supervision Services (Sand shifting) Engineering Supervision Services (Structural Inspection before casting the concrete/ Issuing of completion certificate/ NOC for temporary connection before completion) Green Building Comments IT Related - System Issues Others Parcels without owners' names Permit Delivery Prequalification Section inquiries Researches and Studies section (Cladding/Green Building Saafat/New building system)

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