

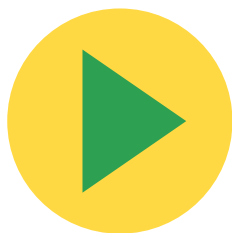
## Building Department Researches and Building Systems Section

# Design and Build - industrial buildings (Interactive Manual)

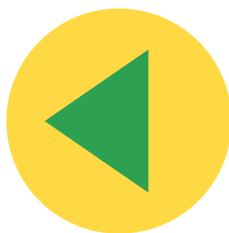
## Detailed Guide

# **Interactive booklet Gudie**

**Press on these buttons  
to navigate between pages faster**



**Next  
Page**



**Previous  
Page**



**Home**



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Create application

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# Section 1



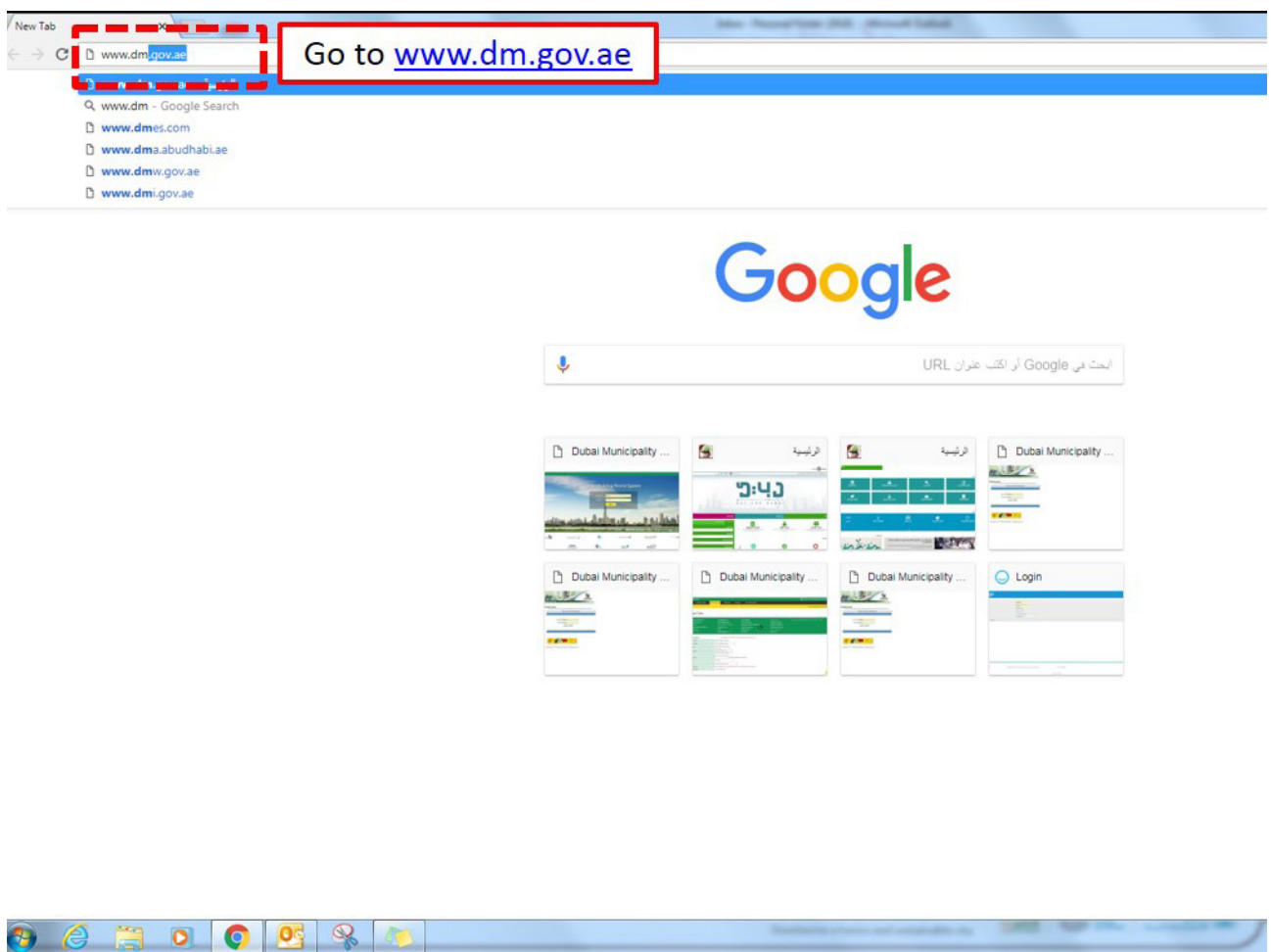
**Add Design & Build Activity to  
Company Profile**



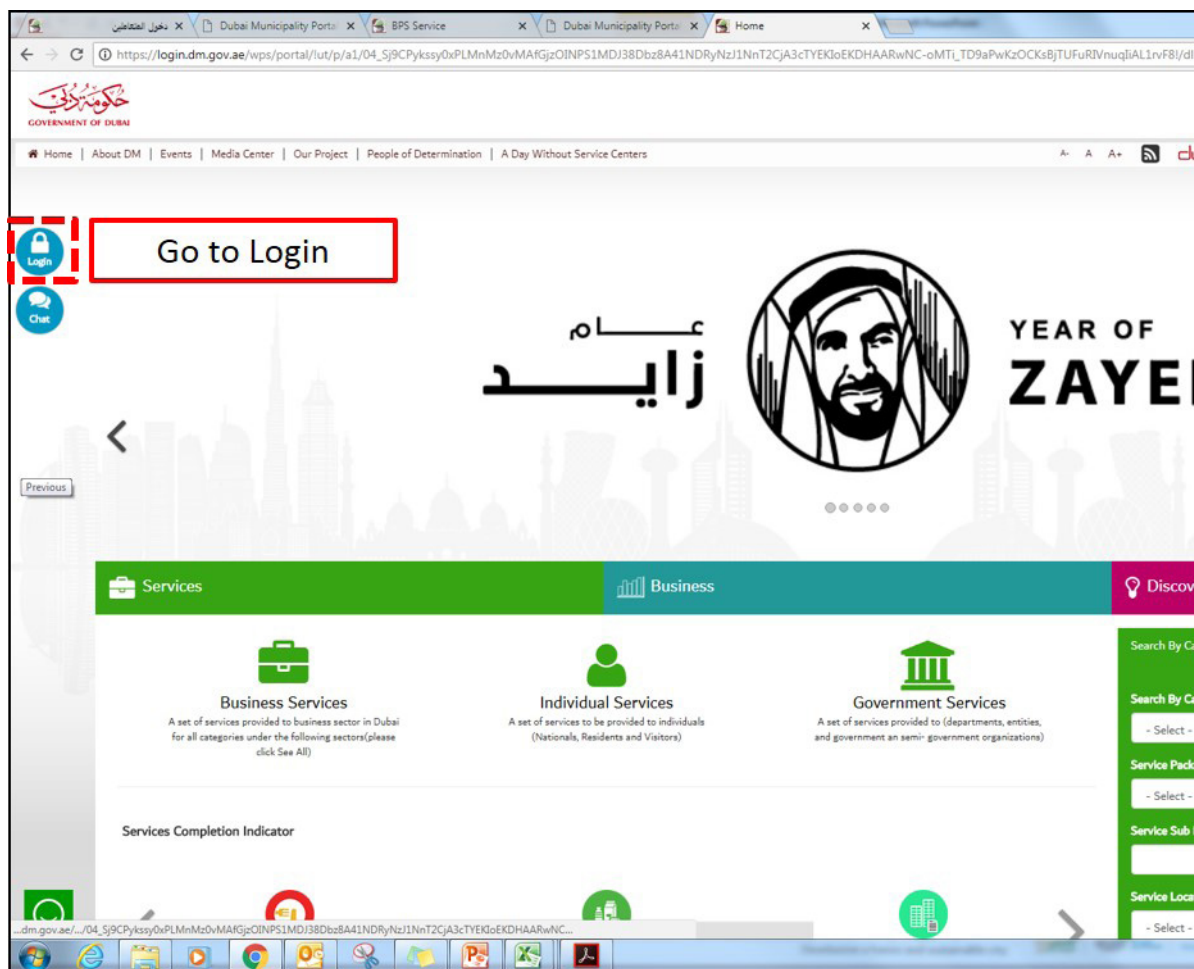
I-I

Login

## Step 1: Go to DM Website



## Step 2: Click on Login icon



## Step 3: Enter your Company's credentials ( as a contractor)

Government of Dubai Municipality Portal

Home | About DM | Events | Media Center | Our Project | People of Determination | A Day Without Service Centers

Services Business Discover

login

Username \* iconic.consultants

Password \* .....

Login Register Forgot Password?

login using DUBAI ID

Listen

Steps for Registration:

- Click on Login icon available on the left side of the page.
- Click on Register button
- Look into the respective Service as per your requirement, Business Services, Individual Services or Government Services
- Click on Company and Admin. User Registration (For Business and Government Services) or New User Registration

Company Registration

- Complete the Company Registration Form carefully ensuring all the mandatory details are provided.
- Fill the Company Details, Company Address Details and Company Activities.
- Print Manual Application Registration form which is attached in registration request.
- Fill application form with all mandatory information and sign it by the owner of your company or authorized person and attach it in your registration request.
- Attach a copy for company license in your registration request.
- From the list of Available Services, select needed Department, then tick required services.
- After reading Terms and Conditions and Privacy Policy, tick this option and click Next button.

Admin User Registration

- Please fill the Admin User Registration Form carefully, with the details of the main representative.
- Mention the preferred Mode of Communication and Preferred Language.
- Choose three user name accounts for administrative user and the system will check account name availability.
- After ticking on Terms and Conditions, click Next button.
- Then a confirmation message appears informing you that New Company Registration process has started. You will receive a confirmation number 0000-0000000 - Please write down this number

Navigation to Service Catalog

Dubai Municipality Portal allows DM services available to public and companies. On DM Smart Portal, www.dm.gov.ae municipality web page, click on English option. Click on Business Services or Government Services. Now Service Catalog for the selected Service appears. By default, the list of packages will be displayed. For example, it will show list of services available within this package. Department wise browsing can be performed, by clicking on the respective Department.

# Technical Staff Application Submission

## Step 1: Go to Login Screen Select (my services)

The screenshot shows the Dubai Municipality portal login screen. The URL in the browser is [https://login.dm.gov.ae/wps/myportal/customerlogin#Z7\\_11841BO0JOQ350A27C5CHR3055](https://login.dm.gov.ae/wps/myportal/customerlogin#Z7_11841BO0JOQ350A27C5CHR3055). The page has a navigation bar with 'Services', 'Business', and 'Discover' tabs. Below the navigation bar, there is a 'logout' link and a welcome message: 'Welcome to the portal, sadhnanisunil'. A 'Log Out' button is also present. A yellow banner at the top right says 'Please click here to view the browsers compatible with each service.' A blue banner below it says 'Please click here to know more about using the smart services.' Under the 'Available Services' section, there are three buttons: 'Submit notification', 'Central E-Payment System', and 'My Services'. The 'My Services' button is highlighted with a red dashed box. A red box with the text 'Select my services' points to the 'My Services' button. Below the 'My Services' button, there is a yellow banner that says 'Please click here to insert your company TAX NUMBER into your company profile.' Under the 'List of My Services' section, there is a list of services: Demarcation Service, Dubai BPS / Steps 2-5, Dubai BPS / Step 1, Gate Level Computation Service, Planning Permit Service, Site Plan Service, Structural Check / Completion Certificate / Deposit Refund, and Surveyor Certification Services. At the bottom of the page, there are several logos and links: 'e-Survey', 'ADHOC Online Payment', 'Dubai CAREERS وظائف', '800900', and 'Have Your : Suggestion and Comp'. The footer contains links for 'Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies'. It also mentions '© Dubai Municipality 2018, All Rights Reserved' and 'a maintained by Dubai Municipality'. The browser's address bar shows the URL and the page title 'transactions\_enu/'.

## Step 2: From my services list Select (Add technical staff)

City Portal x

https://portal.dm.gov.ae/SCWebUI/MyServices.aspx?page=myservices&tok1011=1xa32w4ds03s2w3sy5b4a3x93sy58u&tok1100=2x51i3s&tok1101=2xe53qc3c3e5r1&tok1110=&PageLang=en&color=

Events | Media Center | Our Project | People of Determination | A Day Without Service Centers

Services Business Discover

My Services  
My Transactions

Service Name Find

My Services

List View Rich View

Select Add technical staff

- Request for new registration - contracting companies
- Request to activate/renew contractor license
- Request to modify contractor's registration record data - [Local office]
- Request to modify contractor registration status - upgrade
- Request to suspend contractor's registration status
- Request for accreditation of technical staff
- Request to Release of a blocked contractors-exception request
- Request to permit carrying out site preparation &/or hoisting
- Request to permit carrying out site preparation &/or hoisting
- Request for New Building permit (Preliminary)
- Request for New Building permit (Final)
- Request to Permit modifications/additions for buildings - (Preliminary)
- Request to Permit modifications/additions for buildings - (Final)
- Request for a building permit renewal
- Request to extend the period for approved engineering drawings
- Request to approve a new building System
- Request for decoration permit
- Request for (simple) decoration permit
- Request Permit for decor work before issuance of completion certificate
- Request for temporary permit to occupy a location
- Request for Permit to carryout pavements Interlock
- Request for Painting permit
- Request for Maintenance permit
- Request to issue building Demolishing license
- Request to changing project's consultant/Contractor after Issuance of building permit
- Request to adopt changing project's consultant before Issuance of building permit
- Request for building permit cancellation before starting the work
- Request for Building permit application cancellation
- Request for the gate level of the entrance to the building
- Request to permit landscaping work within road corridor
- Request for reserving and use external pavement (Construction period)
- Request for No Objection Letter to increase electric current
- Request for DM No Objection Letter to add new electricity/water meter
- Request for exception
- Request to approve temporary connection of water & electricity services to projects before completion
- Request for copy of approved engineering drawings
- Request for "To Whom It May Concern" Certificate related to building issues
- Request to get a permit for sand transfer & Supply
- Request to Inquire about building violations
- Request for Foundation Inspection
- Request Completion certificate
- Request technical assessment report for the structural condition of a structure/building
- Request for structural license for (roof/pole)advertisement
- Request for planning permits
- Request to Release of a blocked contractors-exception request

SCWebUI/datadetails.aspx?servicecode=3402&DepthId=1

The portal will take you to the selected service catalogue

## Step 3: View the service requirements Then Select (Run service)

y/SCWebUI/datadetails.aspx?servicecode=3391&DeptId=1

Home / Services / Building Department / Consultants & Contractors Qualification Section / Request for accreditation of technical staff

Service Name on Portal: Request for accreditation of technical staff

Service Name on Mobile: Interview Technical Staff

**Building Department**  
Consultants & Contractors Qualification Section

**Service Details**

This service enables the customer to obtain a technical staff approval (examination) to fulfill the requirements for registration/renewal of license or to upgrade their category/grade, where this eligible by consultants/contractors/suppliers and manufacturers of building materials. This service is provided by building department.

Note:  
-Technical staff is tested /registered/suppliers and manufacturers of building materials only for one activity of the contractor/consultant domain of work. (Civil/Electrical/Mechanical/Architect/), where consultant/contractor should request for this services for each activity they want to be licensed for as per the adopted activities in DM.

**Fees Details**

Payment Methods:

- Online الإلكتروني

Fees Category	Service Fees
Request to interview technical staff	400AED

**Customer Procedures and Documents**

Procedures	Documents Required	Location
Apply for the service	1.Educational certificates copies( BSC / DIPLOMA) + Attestation from UAE or (UAE Embassy/Or The Ministry Of Foreign Affairs), 2.A recent copy of the trade/professional license/ Industrial, 3.passport copy and valid visa copy, 4.photograph of the technical staff, 5.No objection letter from the sponsor of the technical staff, 6.Society of Engineers membership	DM Website (Online)
Receive notice of payment in the case of requirements completion and request approval within 3 working days then pay assigned fees	Payment voucher (received from service provider counter/ Online Service)	- DM Website (Online) (E-Dirham & E-Pay) - M-Pay Application Or - Cash through from Al Ansari Braches
Receive interview within 3 working days/ technical test Date	-	DM Website (Online)
Attend the meeting/Test with DM officials	1. ID certificate (passport copy, driving license,...etc) 2. Original professional certificates (and a copy of them)	DM main office -Building department
Check assesment result within 3 working days	-	DM Website (Online)

The Specified time to complete the service (3 Working days)

Rate this Service

Click run service

ADHOC Online Payment

DUPAI careers وظائف

800900

Have Your Say

Gover

The portal will update the service screen, and takes you to Application Form Screen

**Step 4:** Fill all details then click (save)

**V.I Note: please write in the activity (steel structure - Design and Build)**

The screenshot displays the 'Request Details' form within the Dubai Municipality Portal. The form is titled 'Request Details' and is part of an 'Interview Technical Staff Request' process. It includes a progress bar with four steps: 1. Request Details, 2. Attachments, 3. Review, and 4. Record Issuance. The form is divided into two main sections: 'INTERVIEW RESULT' and 'COMPANY DETAILS'. The 'INTERVIEW RESULT' section contains fields for 'Committee Team', 'Qualified On', and 'Interview Result'. The 'COMPANY DETAILS' section contains fields for 'Trade Name', 'License No', 'License Type', 'Grade', 'Fax No', 'Email Address', and 'Mobile No'. A red arrow labeled 'Fill' points to the 'Trade Name' field. A red arrow labeled 'Scroll down and fill' points to the 'Interview Result' field. A red text box at the bottom right of the form contains the text: 'V.I. Note : please write in the activity (steel structure - Design and build)'. The portal's header includes the Dubai Municipality logo and navigation links. The footer shows the date and time as 10:40 AM on 02/07/2018.

Request Details

INTERVIEW RESULT  
The Result will be shown in the following field within 3 working days.

Committee Team:

Qualified On:

Interview Result:

COMPANY DETAILS

\*Trade Name:

\*License No:

\*License Type:

\*Grade:

\*Fax No:

\*Email Address:

\*Mobile No:

V.I. Note : please write in the activity (steel structure - Design and build)



**Step 5: Add Attachments then click (save)**  
once all attachments are uploaded click (next)

الاستطلاع الإلكتروني  
e-Survey



The portal will show a display off attached documents and all the details

**Step 6:** make sure to review the attachments before moving to next step by clicking (continue request)

General.aspx

Business Discover

Interview Technical Staff Request

1 Request Details 2 Attachments 3 Review 4 Record Issuance

Continue Application

ov. To make any changes to a section please click on the section title above, or click "Continue Application" to submit.

Record Type

Interview Technical Staff Request

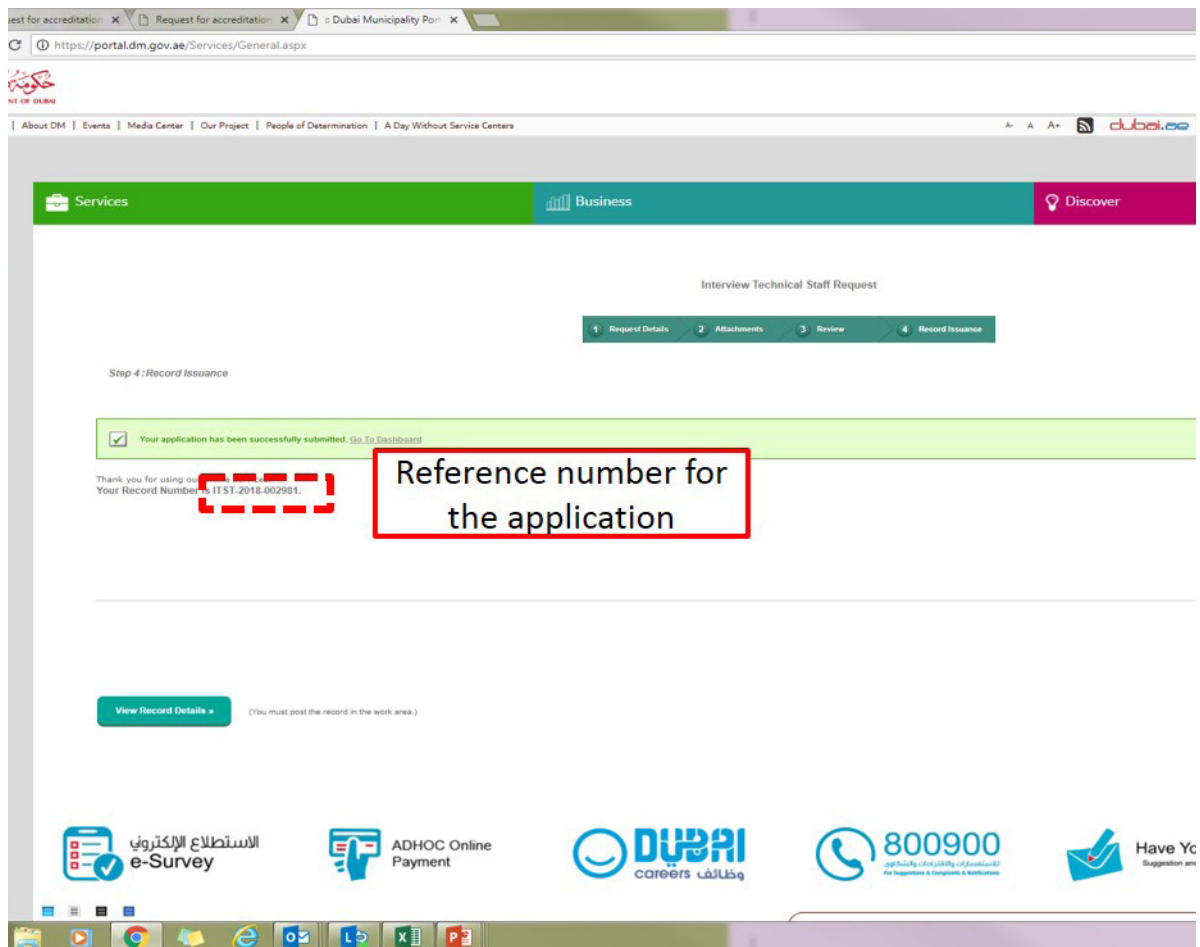
1-Review attached documents

Scroll down and click continue

dsada  
519686  
Contractor  
G+1  
9714852376  
ndmetal@eim.ae  
00971506544501  
97148523678

مصدر مسجل في  
مقرات تكي: الإمارات العربية المتحدة - دبي  
الرجوع إلى  
Australia  
الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري  
Algeria  
البحري  
1957

## Step 7: The Portal will show now the message of successful submission and the reference number of the application



I-III

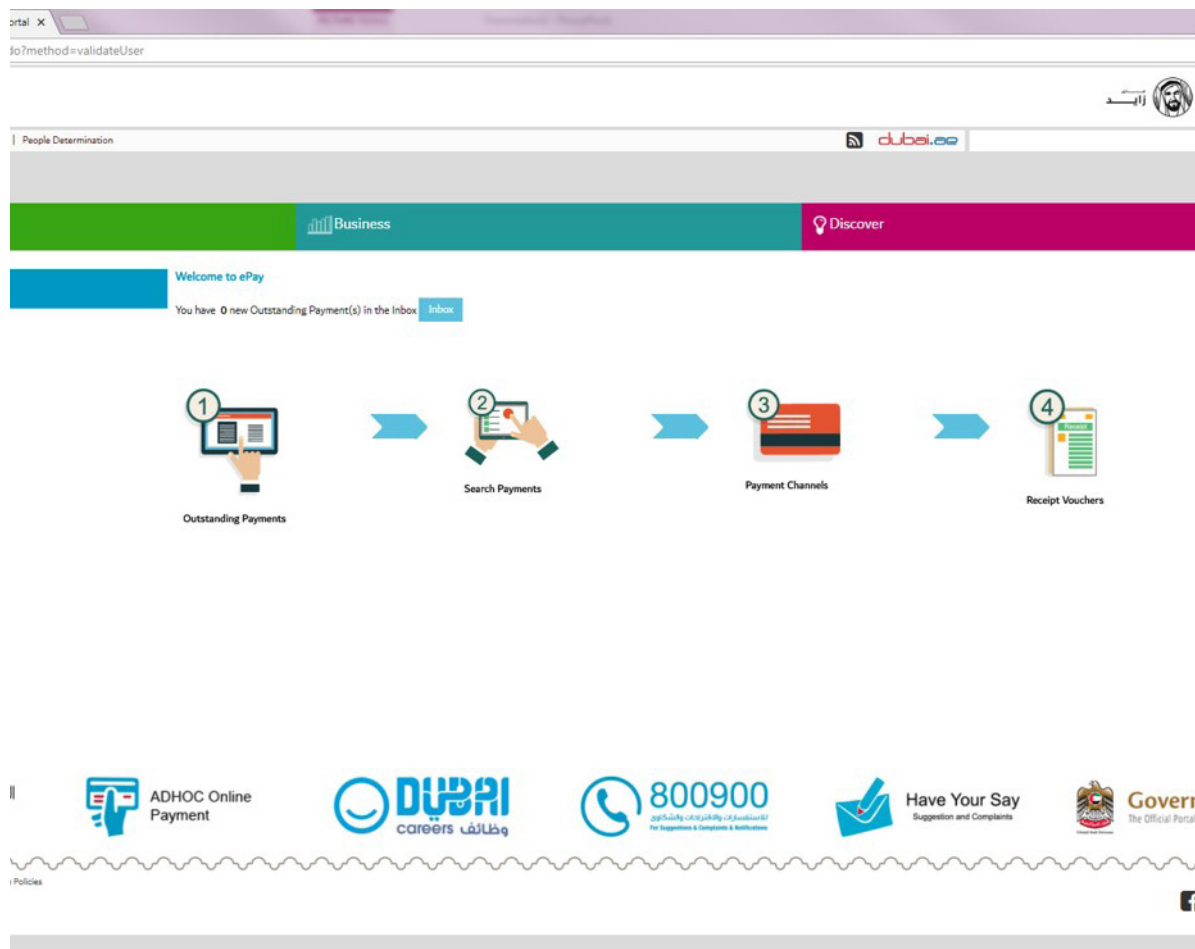
## Charges Payment

Once the application is approved you will receive  
a notification on (my transaction)  
you can pay charges from DM-Home page

### Step 1: Select (central payment system)

The screenshot displays the Dubai Municipality website interface. At the top, there is a navigation bar with the 'dubai.ae' logo and a search bar. Below this, a banner area contains links for 'Business' and 'Discover'. A central section titled 'Available Services' features several links: 'Central payment system' (highlighted with a red box), 'Central E-Payment System', 'My Transaction' (both enclosed in a red dashed box), and 'My application for notification' (highlighted with a red box). Below this, a 'List of My Services' section lists various government services, including 'ADHOC Online Payment', 'Dubai BPS / Step 1', 'Structural Check / Completion Certificate / Deposit Refund', 'Dubai Careers', '800900', 'Have Your Say', and 'Government.ae'. The footer of the page includes social media icons and a timestamp of 11:02 AM on 02/07/2018.

## Step 2: Continue paying the application approval fees as usual



Once the fees are paid successfully you will receive the date of the technical exam (in my application)

## Step 3: Check (transaction) to check the result of the exam

The screenshot shows the Dubai Municipality portal interface. At the top, there is a header with the URL [m.gov.ae/wps/myportal/customerlogin#Z7\\_1I841BO0JOQ350A27C5CHR3055](http://m.gov.ae/wps/myportal/customerlogin#Z7_1I841BO0JOQ350A27C5CHR3055) and the Dubai Municipality logo. Below the header, there is a navigation bar with links: Media Center, Our Project, People of Determination, and A Day Without Service Centers. The main content area features a green bar with 'Business' and 'Discover' buttons. Below this, there are two informational banners: one about browser compatibility and another about smart services. The 'Available Services' section contains a grid of links: Submit notification, Central E-Payment System, User Management, My Transaction (highlighted with a red dashed box), and My Dashboard. A red box with the text 'My application for notification' is placed over the 'Submit notification' link. Below the services grid, there is a warning banner about inserting a company TAX NUMBER. The 'List of My Services' section shows 'Dubai BPS / Step 1' and 'Structural Check / Completion Certificate / Deposit Refund'. The footer contains various logos and links, including 'e-Survey', 'ADHOC Online Payment', 'Dubai careers', '800900', 'Have Your Say', and 'Gover'. The bottom of the page shows a Windows taskbar with icons for various applications.



**If the engineer passed the exam  
you have to create a consultant account  
as explained in Section II of this manual**

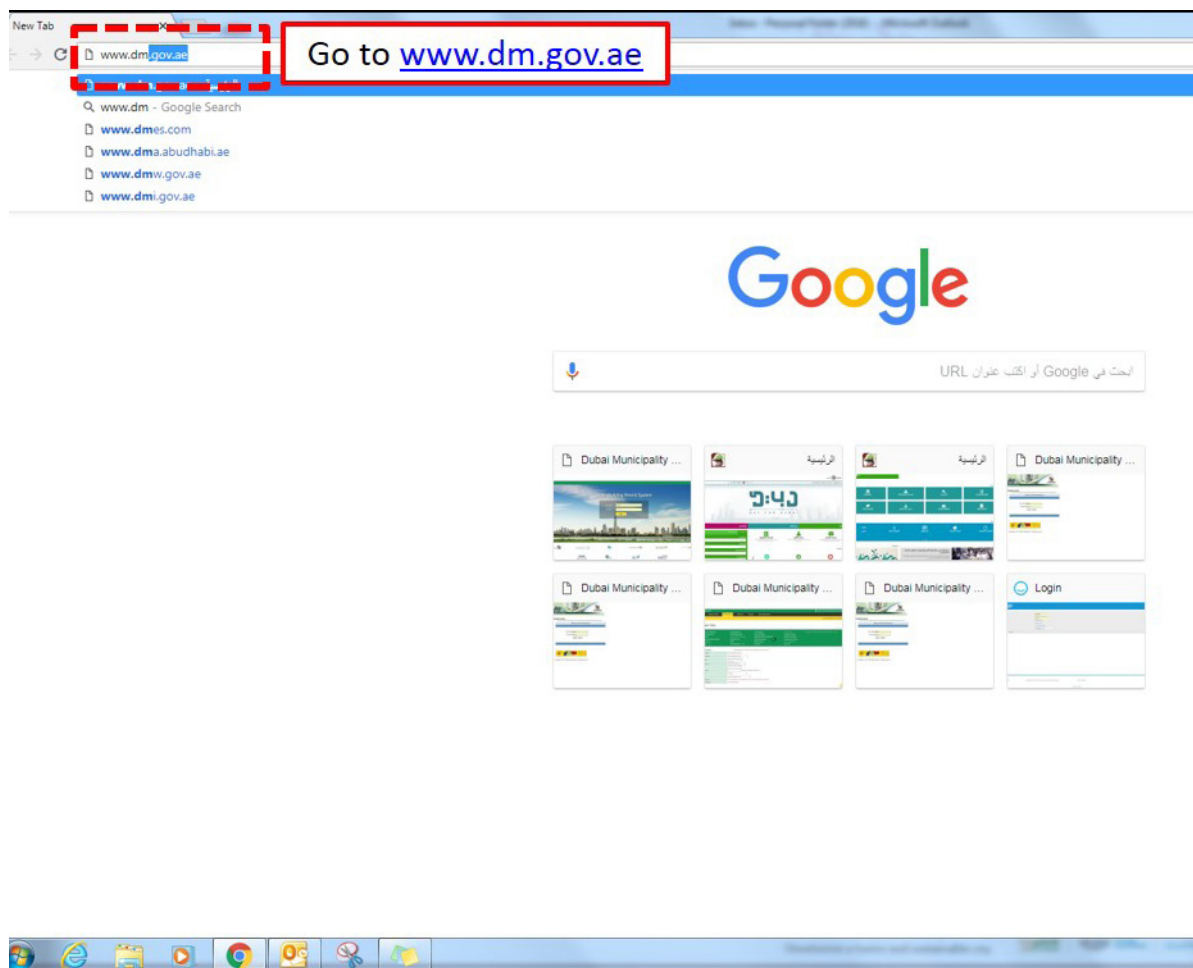
## Section 2

### Create a Consultant Account

II-I

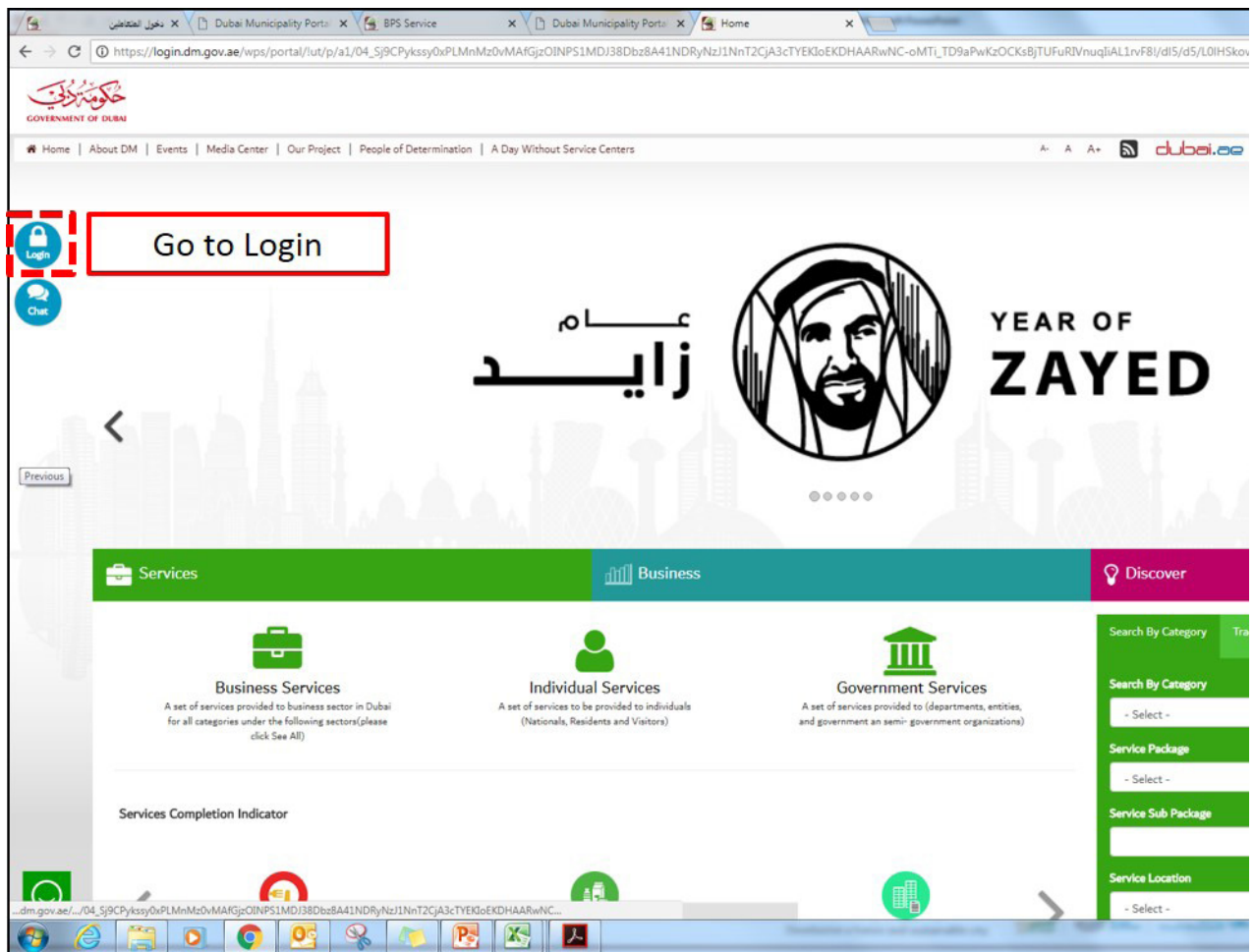
## Login

### Step1: Go to DM Website





## Step 2: Click on Login icon



## Step 3: Enter your company's credentials (as an Administrator)

The screenshot shows the Dubai Municipality Portal login page. The browser address bar displays <https://login.dm.gov.ae/wps/portal/customerlogin>. The page features a header with navigation links: About DM, Events, Media Center, Our Project, People of Determination, and A Day Without Service Centers. The main content area is divided into three sections: Services, Business, and Discover. The login form is located under the 'login' heading and includes fields for Username (containing 'iconicconsultants') and Password (masked with dots). A red dashed box highlights these fields, and a red box with the text 'Enter credentials' is overlaid on the password field. Below the fields are buttons for 'Login', 'Register', and 'Forgot Password?'. The page also includes a 'Listen' button and a 'login using DUBAI id' option. On the right side, there are sections for 'Steps for Registration', 'Company Registration', 'Admin User Registration', and 'Navigation to Service Catalog'. The footer contains a note about the portal's purpose and a link to the service catalog.

Username \* iconicconsultants

Password \*

Login Register Forgot Password?

login using DUBAI id

Enter credentials

Steps for Registration:

- Click on Login icon available on the left side of the page.
- Click on Register button
- Look into the respective Service as per your requirement, Business Services, Individual Services or Government Services
- Click on Company and Admin. User Registration (For Business and Government Services) or New User Registration

Company Registration

- Complete the Company Registration Form carefully ensuring all the mandatory details are provided, without any omissions.
- Fill the Company Details, Company Address Details and Company Activities.
- Print Manual Application Registration form which attached in registration request.
- Fill application form with all mandatory information and sign it by the owner of your company or an authorized signatory.
- Attach a copy for company license in your registration request.
- From the list of Available Services, select needed Department, then tick required services.
- After reading Terms and Conditions and Privacy Policy, tick this option and click Next button.

Admin User Registration

- Please fill the Admin User Registration Form carefully, with the details of the main representative who will manage the system.
- Mention the preferred Mode of Communication and Preferred Language.
- Choose three user name accounts for administrative user and the system will check account name availability and create accounts.
- After ticking on Terms and Conditions, click Next button.
- Then a confirmation message appears informing you that New Company Registration process has been completed. Please write down this number 0000-0000000 - Please write down this number

Navigation to Service Catalog

Dubai Municipality Portal allows DM services available to public and companies.

On DM Smart Portal, [www.dm.gov.ae](http://www.dm.gov.ae) municipality web page, click on English option. Click on Business Services or Individual Services. Now Service Catalog for the selected Service appears. By default, the list of packages will be displayed. From this drop-down menu, select the required package. For example, It will show list of services available within this package. Department wise browsing can be performed, by selecting the Department.

II-II

## Create Username and password

### Step 1: Go to Login Screen Select (user management)

The screenshot shows the Dubai Government Portal (dubai.ae) interface. The top navigation bar includes the Dubai Government logo, the text 'YEAR OF ZAYED', and the text 'دولة الإمارات العربية المتحدة'. Below the navigation bar, there is a search bar and a 'dubai.ae' logo. The main content area is divided into sections: 'Business' (green), 'Discover' (purple), and 'Available Services'. The 'Available Services' section contains a grid of service tiles. The 'User Management' tile is highlighted with a red dashed border. A red box with the text 'Select manage user' is placed over the 'User Management' tile. Below the 'Available Services' section, there is a 'List of My Services' section. The footer of the page includes logos for 'ADHOC Online Payment', 'DUBAI CAREERS', '800900', 'Have Your Say', and 'Government.ae'.

The portal will take you to manage users screen

## Step 2: Select (create users)

enter | Our Project | People of Determination | A Day Without Service Centers

Business Discover

Home / User Management / Business Services / Home Page

Welcome to the User Management System.

Please select one of the following options

Select create user

Create Users إضافة مستخدمين

Add Services/Company Profile إضافة خدمات للشركة

Change Services(Role Access for Users) تغيير خدمات و صلاحيات المستخدمين

Search for Users البحث عن مستخدمين

Change Your Password تغيير كلمة المرور الخاصة بك

Retrieve Your Security Details استعادة المعلومات السرية

Change Company Profile Information

Reset Password for User

Cancel Users

Change Your Profile Information

Change Your Security Question

الاستطلاع الإص urvey

الدفع المباشر

دوبيي careers وظائف

800900

قل كلمتك

للأفترحات و الشكاوي

px?PageLang=ar&tok1011=2x1w98b3si42d6a8b0dw9e23s8tok1100=2x...

The portal will update the request screen , and show more fields of information to be filled for the new user

## Step 3: Fill all details of the new user then scroll down

The screenshot shows the 'User Registration Form' on the Municipality Portal. The form is titled 'Personal Details' and includes the following fields:

- Segment (Please Select...)
- First Name (الاسم الأول)
- Father's Name (الاسم الأب)
- Last Name (الاسم الأخير)
- Nationality (الجنسية)
- Gender (Female / Male)
- If you are a disabled person, please identify your disability (Mental Retardation, Physical Impairment, Speech Disorders)
- Date of Birth (تاريخ الميلاد)
- Primary Mobile Number (رقم الهاتف الجوال الرئيسي) - Code and Number
- Home Phone Number (رقم هاتف المنزل) - Country code-area code-phone number e.g 971-40000000

Annotations on the screenshot:

- A red arrow pointing to the form fields is labeled '1.Fill all detail'.
- A red arrow pointing down the left sidebar is labeled '2.Scroll down and fill'.

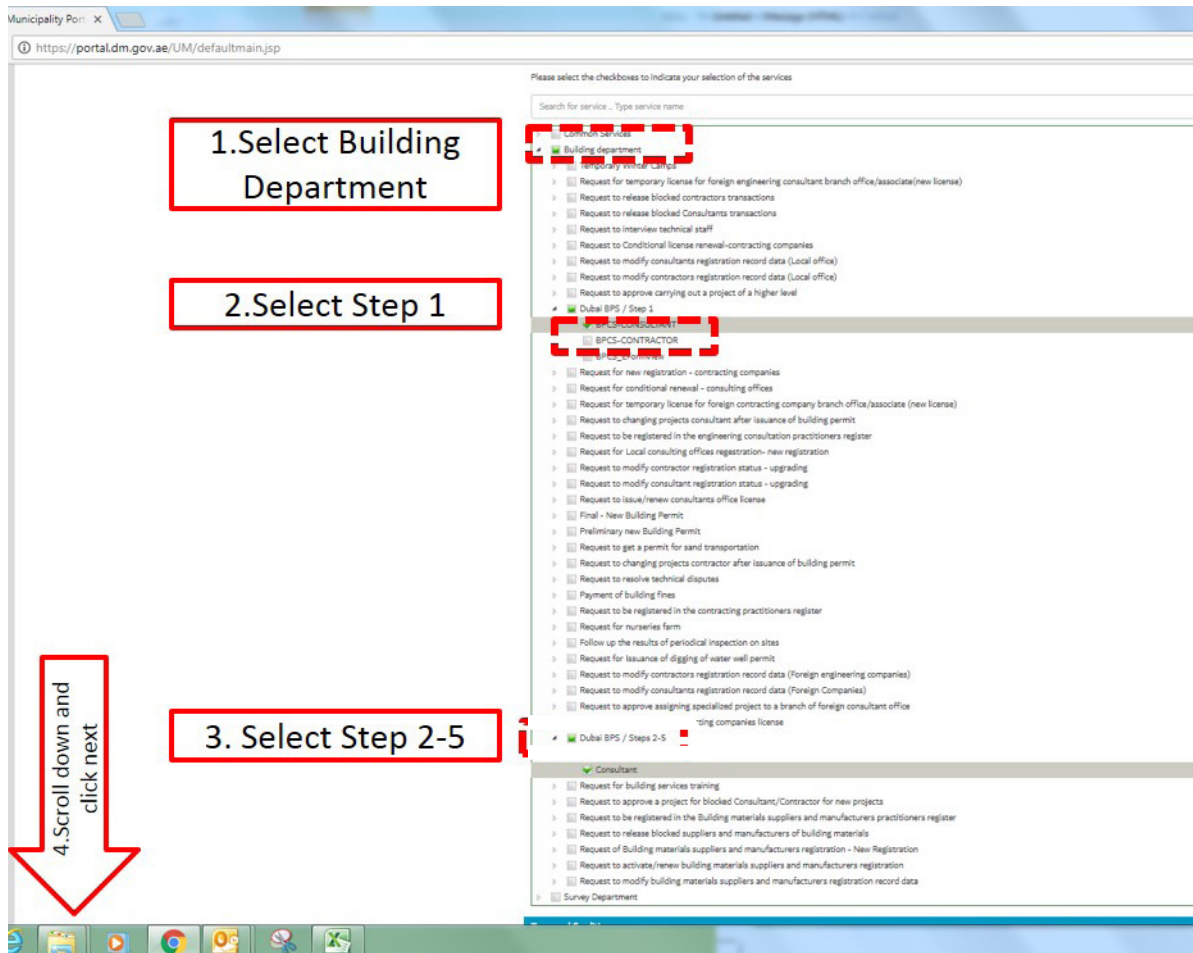
At the bottom of the form, a note states: 'Note: Please enter a valid e-mail to be able to receive your user ID and password.'

In the same screen from (available services and roles)  
only select from (Building department):

## Step 4:

1. Dubai BPS-Step 1 (Consultant)

Then Scroll down and Click (Next)



**Step 5:** The portal will update the screen and ask you for 3 options for the account username add them then click (Next)

The screenshot shows the 'User Registration Form' on the Government.ae portal. The form is titled 'User ID Choice' and includes instructions: 'Enter three choices for User ID, User ID must be at least 8 characters'. Below this, there is a recommendation box stating: 'We recommend that you follow the convention **firstname.lastname**. for example if your name is Mohammed Ahmad Abdullah you can give the following choices: First choice as (الاختيار الأول): mohammed.abdullah, Second choice as (الاختيار الثاني): mohammed.ahmad, Third choice as (الاختيار الثالث): ahmad.abdullah'. The form has three input fields for 'Choice 1 (الاختيار 1)', 'Choice 2 (الاختيار 2)', and 'Choice 3 (الاختيار 3)'. Below these fields is a 'Type characters shown below' section with a box containing 'W8 M1 5 9'. At the bottom right, there are 'Back' and 'Next' buttons. The page footer includes logos for 'الدفع المباشر', 'DUBAI careers وظائف', 'DM Contact Center', and 'Government.ae The Official Portal of the UAE Government'.

1. Enter all options

2. Enter the validation letters all in uppercase

3. Click next



The Portal will display the entered details for your review, make sure to review carefully

## Step 6: scroll down

bai Municipality Portal x

https://portal.dm.gov.ae/UM/defaultmain.jsp

About DM | Events | Media Center | Our Project | People of Determination | A Day Without Service Centers

Services Business Discover

Welcome, emenco.admin

They are a group of packaged services that are offered to the business sector in Dubai.  
مجموعة من الخدمات التي يتم تقديمها لم قطاع الأعمال في دبي.

Business Services خدمات الأعمال

Access for Business Users دخول المستخدم إلى الخدمات الإلكترونية

DM User Registration تسجيل مستخدم جديد

FAQ استفسار

User Registration Form

General Information

Complete Name (الاسم الكامل):	SAYED AHMED REDA
Segment (القطاع):	Expatriate
First Name (الاسم الأول):	SAYED
Last Name (الاسم الأخير):	REDA
Nationality (الجنسية):	Egyptian
Gender (الجنس):	Male
Disability (إعاقات):	
Date of Birth (تاريخ الميلاد):	1989-10-18
Primary Mobile Number (الرقم الهاتفي المحمول الرئيسي):	0527725042
Email Address (البريد الإلكتروني):	rboudi@dm.gov.ae

Address Details

Country (الدولة):	United Arab Emirates
Emirate/City (الإمارة/المدينة):	Dubai
Makani Number (رقم مكاني):	
Makani URL (رابط مكاني):	location
Floor Number (رقم الطابق):	
Unit no. (رقم الوحدة السكنية):	1
P.O. Box (صندوق البريد):	1

Identity Details

ID Type (نوع الرقم التعريفي):	Emirates ID
ID Number (الرقم التعريفي):	784198957368164
ID Expiry Date (تاريخ الانتهاء):	2019-05-15

Requested Services and Roles

Service (الخدمة)	Role (الوظائف)
Dubai BPS / Steps 2-5	Consultant
Dubai BPS / Step 1	BPCS-CONSULTANT

Login Details

Scroll down



## Continue reviewing the details

### Step 7: Select one of the available options for username then click (Submit Registration form)

الدفع المباشر

دبي Careers وظائف

800900

قل كلمتك

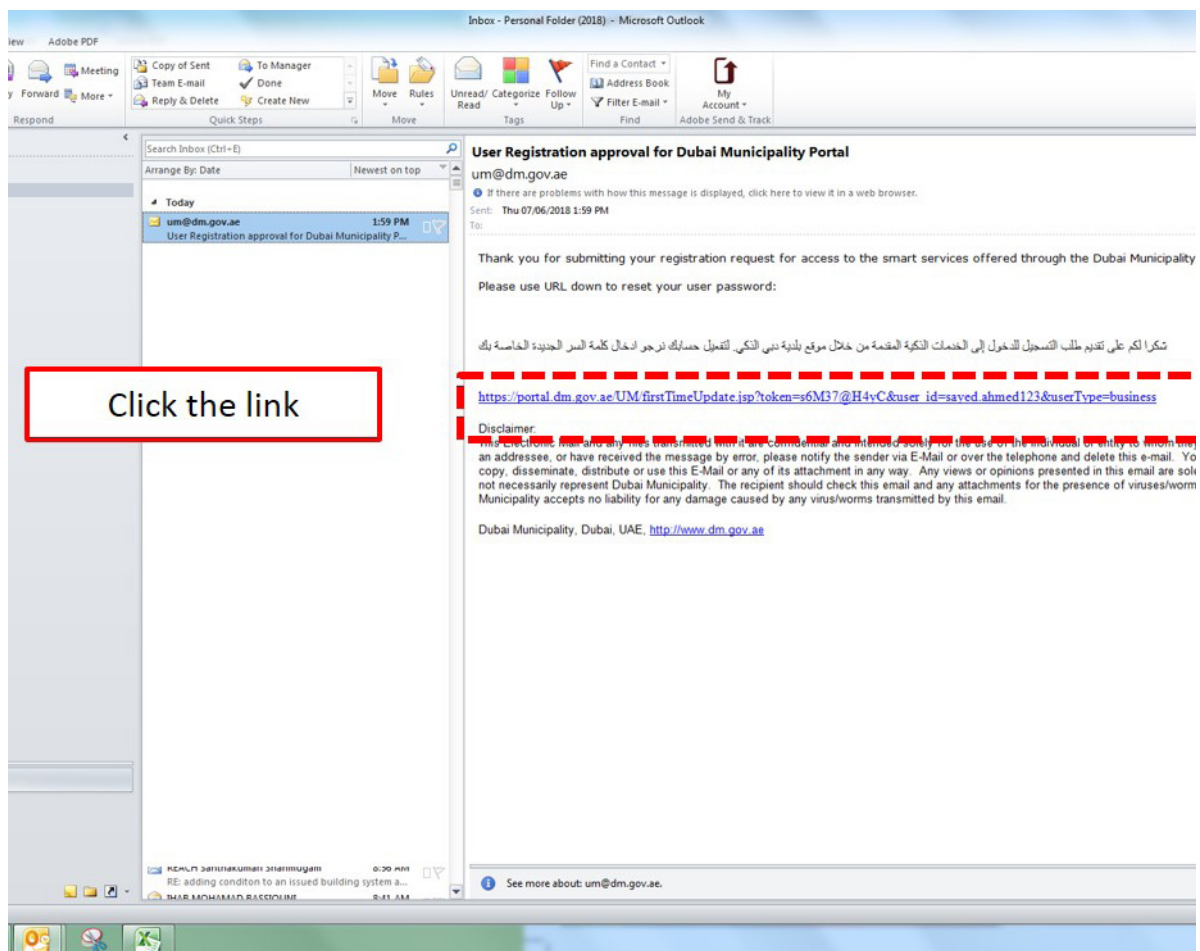
للإقتراحات والشكاوي

Government The Official Portal of the Government of Dubai

2. Click submit reg. form

You will receive an email from [um@dm.gov.ae](mailto:um@dm.gov.ae) containing your username and a link to create the password

## Step 8: Click the link



The link will open the create password screen

## Step 9: Enter your password confirm it once more then Click (Next)

late.jsp?token=s6M37@H4yC&user\_... :: Dubai Municipality Portal :: E... :: Dubai Municipality Portal ... X

connect ARIS Publisher Basement Construction C... Control System Login... Control System Doing Business - Measuri... Doing Business in United ... dubai - Google Maps

etermination | A Day Without Service Centers

Business Discover

Home / User Management / Business Services / Activate Profile

are offered to the business sector in Dubai.

مجموعة من الخدمات التي يتم تقديمها للقطاع الأعمال في دبي.

Activate Profile Form

Thank you for submitting your registration request for access to the e-services offered through the Dubai Municipality Smart Government Portal. To activate please enter your new password.

تفضل بكتابة الجيدة (\*) بكلمة المرور الخاصة بك لتفعيل الحساب.

خدمات الأعمال

Credential Details

1. Enter and confirm the password

User ID (الرقم التعريفى)

New Password (الرقم التعريفى)

Confirm new Password (الرقم التعريفى)

User Security Information

Security Question (الرقم التعريفى)

Please select

Security Answer (الرقم التعريفى)

2. Click next

الاسم

ADHOC Online Payment

دبي careers وظائف

800900

Have Your Say

Gove

**Your account as a consultant  
is ready to use!if you face any problems  
make sure to send\* the company name ,  
trade license no,  
username and the password to  
[Amheissat@dm.gov.ae](mailto:Amheissat@dm.gov.ae)  
follow-up with Eng. Abed al Fattah Heissat  
on **04-2063255****

**\*press on the email here to send your details Immediately**



## Section 3

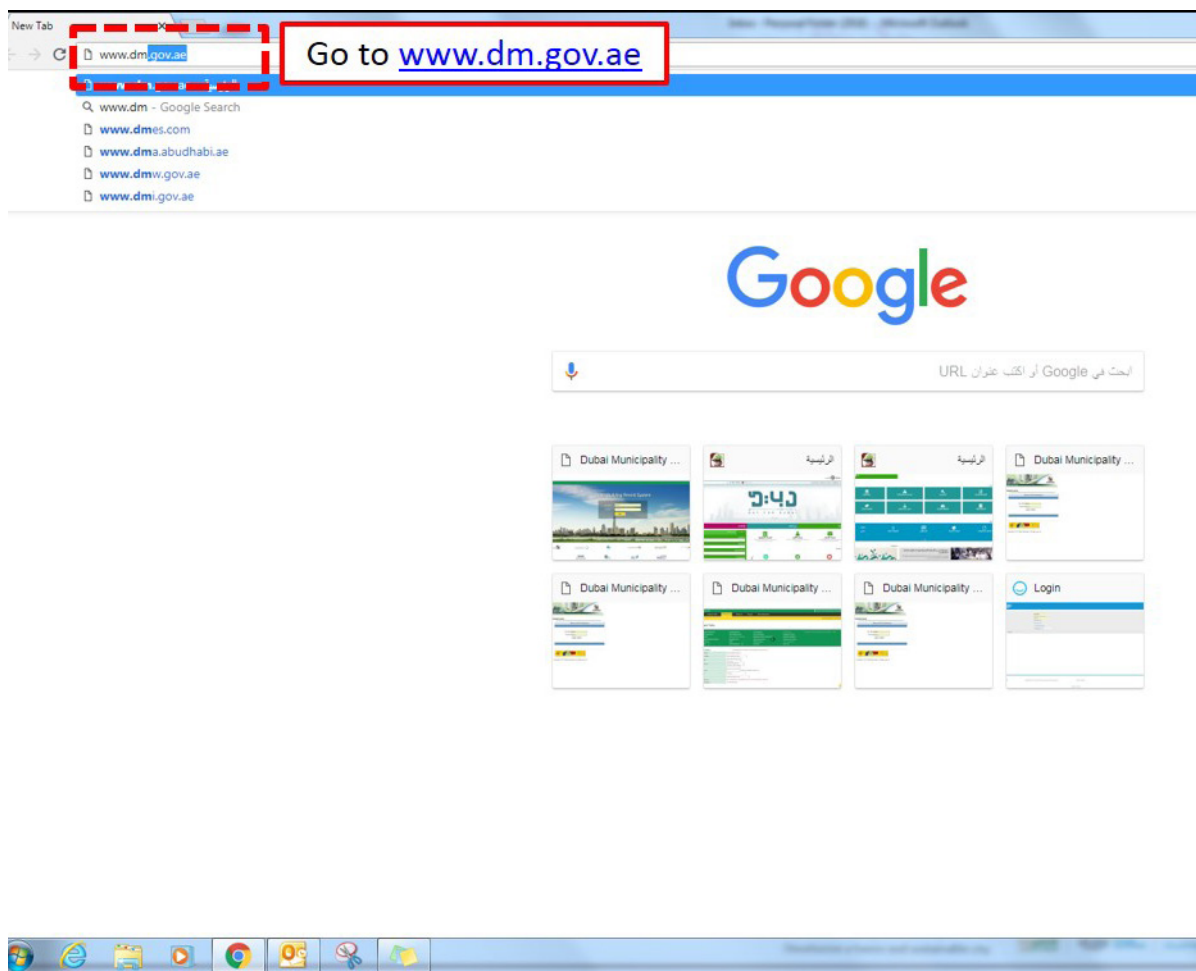


**Submit For Building Permit**

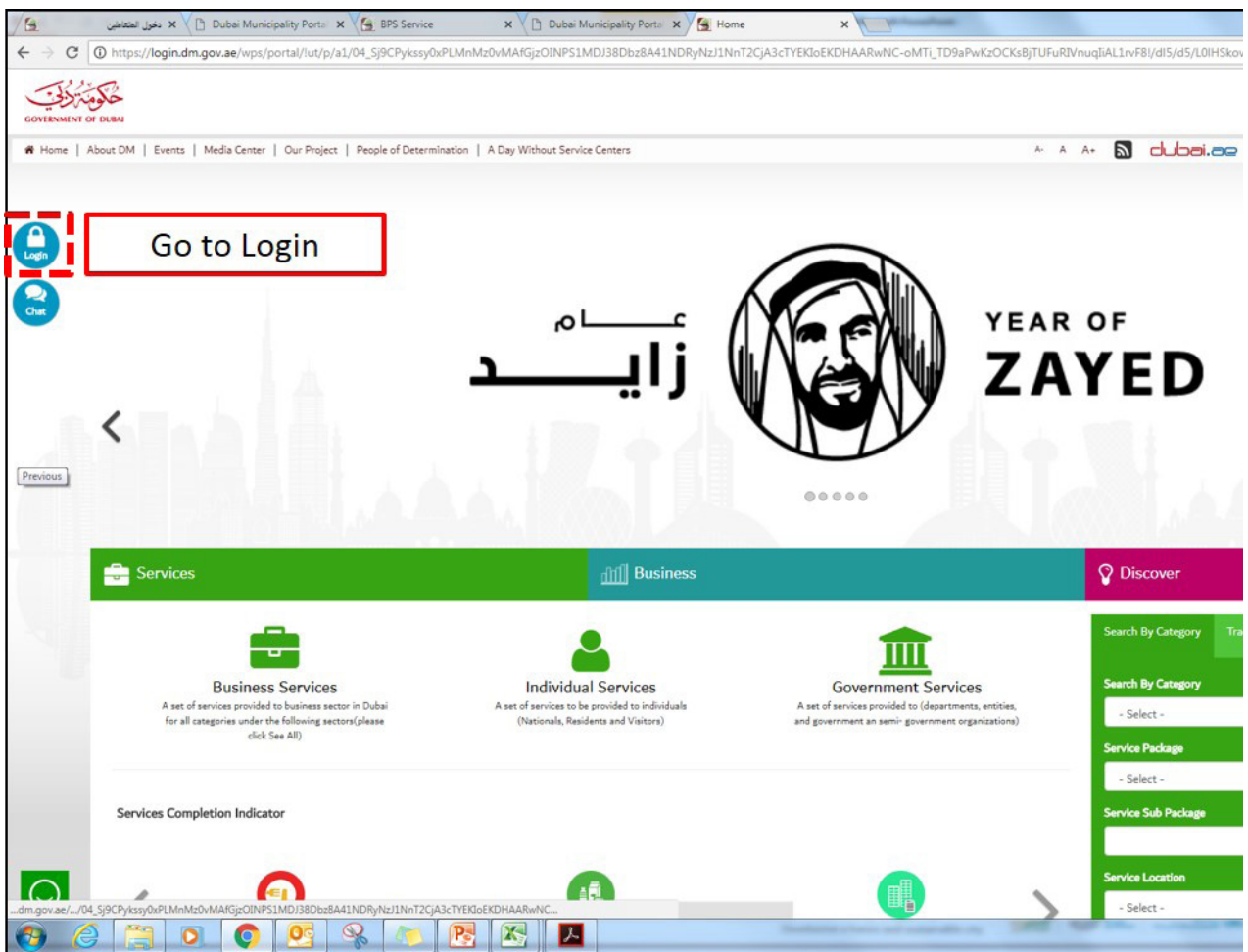
III-I

## Login

### Step1: Go to DM Website



## Step 2: Click on Login icon



## Step 3: Enter your company's credentials (as a Consultant)

The screenshot shows the Dubai Municipality Portal login page. The browser's address bar displays the URL: <https://login.dm.gov.ae/wps/portal/customerlogin>. The page features a header with navigation links: About DM, Events, Media Center, Our Project, People of Determination, and A Day Without Service Centers. The main content area is divided into three sections: Services (green), Business (teal), and Discover (purple). The 'login' section is highlighted with a red dashed box, containing the following fields and buttons:

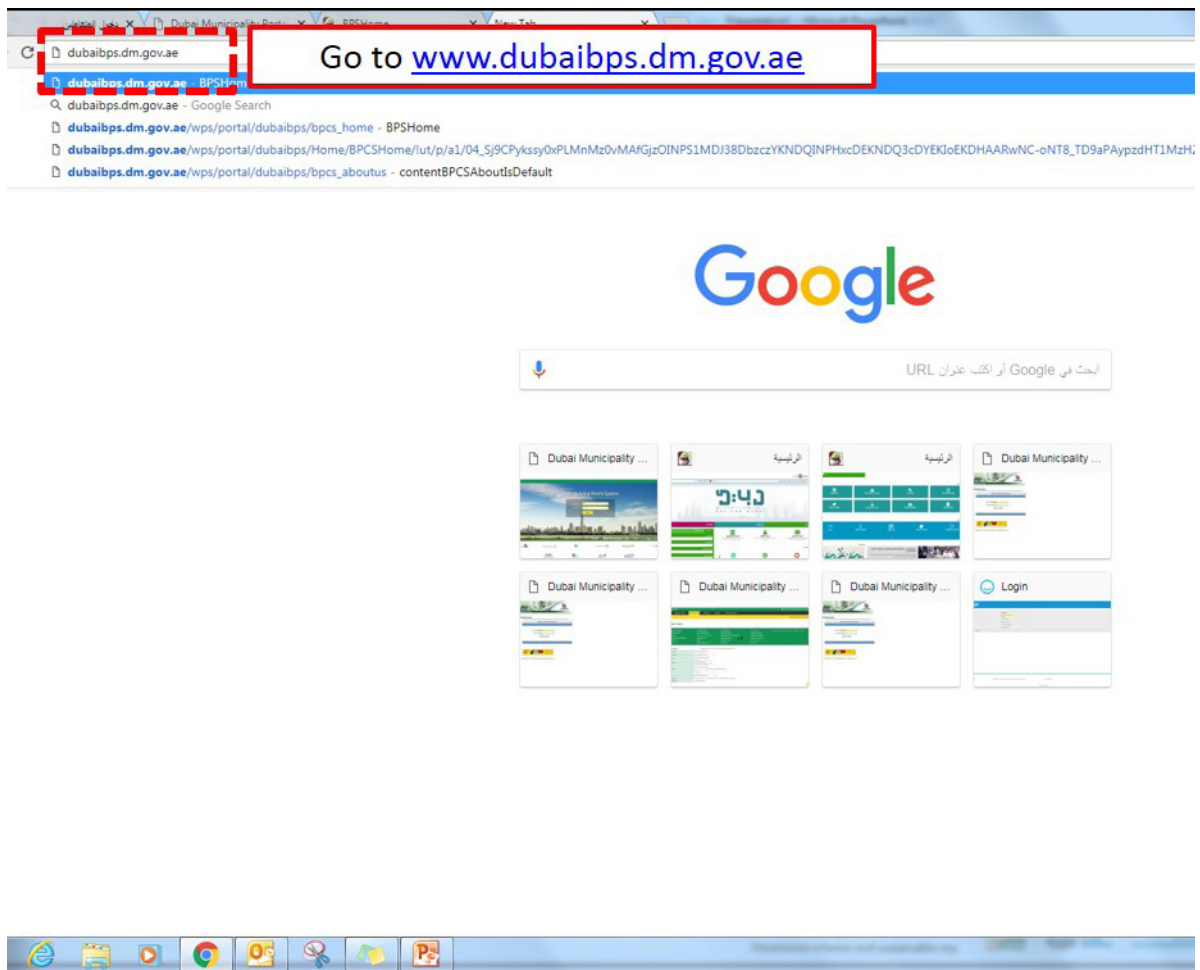
- Username:** A text input field containing the value "iconic.consultants".
- Password:** A password input field with masked characters (dots).
- Login button:** A button labeled "Login".
- Register button:** A button labeled "Register".
- Forgot Password?** A link to reset the password.

A red box with the text "Enter credentials" is overlaid on the login fields. Below the login section, there are instructions for registration, including steps for Company Registration and Admin User Registration. The Company Registration section lists several steps, such as completing the registration form, filling in details, and attaching a company license. The Admin User Registration section provides instructions on how to create an administrative user account. The bottom of the page features a "Navigation to Service Catalog" section, which explains how to access various services available to the public and companies.



OR, for a Login

## Step 4: Go through Dubai BPS Portal [www.dubaibps.dm.gov.ae](http://www.dubaibps.dm.gov.ae)



## Step 5: Enter your company's credentials (as a consultant)

Dubai Municipality Portal x BPSHome x BPSHome x

https://dubaibps.dm.gov.ae/wps/portal/dubaibps/Home/BPCSHome/ut/p/a1/04\_5j9CPyKssy0xPLMnMz0vMAfGjzOINPS1MDJ38DbzczYKNDQINPHxcDEKNDQ3cDYEKJoEKDHAARwNC-sP1o8BKnN0dPUzMYfB6LAJNDTzdgS2MzSxcjQ


Dubai BPS

### Dubai Building Permit System

User ID: precious.kurum

Password: \*\*\*\*\*

Login Register i

Login as  Forgot Password ?

Enter credentials

مجلس دبي  
Dubai Municipality

هيئة دبي للإعمار  
Dubai Executive & Owner Authority

دبي  
Dubai City

إدارة دبي للإعتماد  
Dubai Accreditation Authority

etisalat

سلطة دبي  
للحجميات الإبداعية  
Dubai Creative  
Clusters Authority

YUBI  
IRPC  
FREE  
Dubai  
Investment  
Region

تراخيص  
Trakhees

مجلس دبي للإعتماد  
Dubai Accreditation Authority

## Create Application

The system will display the  
(Permit and Construction Steps)

### Step 1: Select (Building Permit)

The screenshot displays a web application titled "Permit and Construction Steps". At the top, a green navigation bar contains a "Previous" link. The main content area features five steps, each with a circular icon and a label below it:

- Step1**: Building Permit (Icon: Computer monitor with a document). This step is highlighted with a red dashed border, and a red box labeled "select" is positioned above it.
- Step2**: Foundation Inspection (Icon: Crane and foundation).
- Step3**: Structure Inspection (Icon: Building under construction).
- Step4**: Services Inspection and Connection (Icon: Building with service lines).
- Step5**: Completion Certificate (Icon: Building with a certificate).

Below the steps, there are three links with icons:

- Construction Support Services (Gear icon)
- User Management (User icon)
- Central E-Payment System (Payment icon)

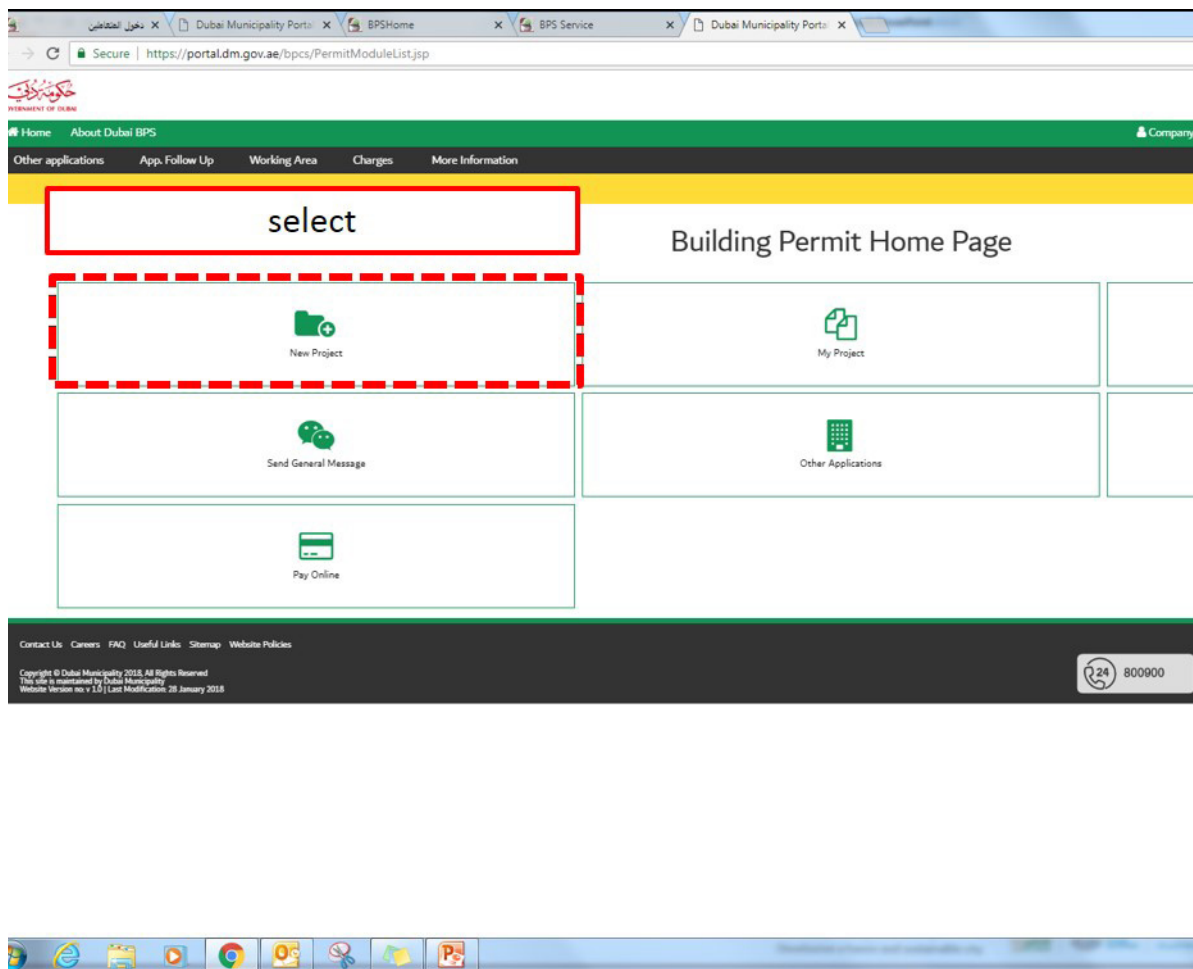
The footer section is dark grey and contains:

- Links: Sitemap, Website Policies
- © 2018 All Rights Reserved
- 28 January 2018
- 24/7 800900 (Phone icon)
- 24/7 Support (Headset icon)
- Suggestion (Speech bubble icon)

The Windows taskbar at the bottom shows the Start button and several application icons.

The system will display  
the (Building Permit Home Page)

## Step 2: Select (New Projects)



The system will display the (Project Information) screen

## Step 3: Fill all details then Click (save)

The screenshot shows the 'Project Information' screen on the Dubai Municipality Portal. The page is titled 'Project Information' and contains several sections for data entry. Red arrows with the word 'Fill' point to the following fields:

- Project Description
- Consultant Contact Details:
  - Cons. Name
  - Engineer Contact Name
  - Email ID
  - Mobile No
- Contractor Contact Details:
  - Contractor Name
  - Engineer Contact Name
  - Email ID
  - Mobile No
- Owner Contact Details:
  - Owner Password
  - Owner Mobile
  - Owner Phone No
  - Preferred SMS Language
- Parcel Information:
  - Parcel ID
  - Community Name
  - Parcel Status
  - Zone Code
  - Proposed Plot Coverage
  - Proposed FAR
- Project Related to:
  - Governmental
  - Non-Governmental
  - Dubai Creative Clusters Authority - DCCA
  - Emmar Properties
  - Dubai Investment Park
  - Dubai Industrial City
  - Dubai Land
  - Cultural village - Al Jaddaf (DPG)
  - Majn
  - Dubai Multi Commodities Centre - DMCC
  - Dubai Maritime City - DMAC
  - Dubai Sport City
  - Dubai Properties Group
  - Mares
  - Mares/Jumeira Bay
  - Dubai Police
  - Business Bay- DPG
  - DHA
  - Meydan
- Allowed Plot Coverage
- Allowed FAR

At the bottom right, there is a red box with the text 'Click Save' and a red arrow pointing to the 'Save' button. The 'Save' button is located at the bottom right of the form, next to the 'Reset' button.

The system will display a notification  
(Your project is created successfully)

**Step 4: Click (ok)**  
then scroll down and  
click (New Application) as illustrated  
in the next screenshot

The screenshot displays the Dubai Municipality Portal interface. At the top, a notification box from portal.dm.gov.ae states: "Your project created successfully, you can now create new applications." with an "OK" button. A red dashed box highlights this notification, and a red box with the text "Click ok, then scroll down" points to it. Below the notification, the form is divided into several sections. The first section contains fields for "Project Name" (with value "d 449413"), "Project Description" (with value "test for Design"), "Project Location" (with value "FUJAIRAH NATIONAL CONSTRUCTION CO"), "Project Type" (with value "Rana Ood"), "Project Status" (with value "fblood@dm.gov.ae"), and "Project Category" (with value "97150" and "1056718"). The second section contains fields for "Project Name" (with value "FUJAIRAH NATIONAL CONSTRUCTION CO"), "Project Description" (with value "Rana"), "Project Location" (with value "fblood@dm.gov.ae"), "Project Status" (with value "97150" and "1056718"), "Project Category" (with value "042033685"), and "Project Type" (with value "English" and "Arabic"). The third section contains fields for "Project Name" (with value "2310304"), "Project Description" (with value "AL NAHDA FIRST"), "Project Location" (with value "NOT BUILT"), "Project Status" (with value "OS"), and "Project Category" (with value "Governmental", "Non-Governmental", "Dubai Creative Clusters Authority -DCCA", "Emmar Properties", "Dubai Investment Park", and "Dubai Industrial City"). The fourth section contains fields for "Project Name" (with value "Show Info"), "Project Description" (with value "Parcel Data"), "Project Location" (with value "Allowed Plot Coverage"), and "Project Status" (with value "Allowed FAR").

From the bottom of the screen

## Step 5: click on (New Application)

The screenshot displays the Dubai Municipality Portal interface. At the bottom of the screen, a navigation bar contains several buttons: 'Update', 'New Application', and 'Show Applications'. The 'New Application' button is highlighted with a red dashed rectangular box. A red-bordered callout box with the text 'Click on New Application' points to this button. The main content area shows various form fields and a list of property types on the left. The footer includes contact information and a language selector.

Follow Up Working Area Charges More Information

97150 056718 Owner Email: bsoodi@dm.gov.ae

042023685

English Arabic

0310304 Show Map Show Info Parcel Data

AL NAHDA FIRST

NOT BUILT

OS

Allowed Plot Coverage

Allowed FAR

Governmental

Non-Governmental

Dubai Creative Clusters Authority - OCCA

Emmar Properties

Dubai Investment Park

Dubai Industrial City

Dubai Land

Cultural village - Al Jaddaf (DPG)

Misc

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

approval letter from the Parcel Owner to be his consultant for the specified Parcel

arks with planning & building rules and regulations, will be subjected to (order no.10 for the year 2006) ; charges will be calculated based on the following formula:

submission X Total benefited area / Total allowed Area

year 2006

Update New Application Show Applications

Info: Sitemap Website Policies

800000 Support Suggestion Complain

The system will create a new application draft and display the Permit application Screen. It contains basic info about the project and automatically creates a serial number for your application

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Dubai Municipality Port..." and the address bar shows "gov.ae/bpcs/gen/permitApp.jsp?caseid=449413". The page has a green header with "Company Name: FUJAIRAH NATIONAL CONSTRUCTION". Below the header is a yellow bar with "Working Area", "Charges", and "More Information". The main content area is divided into two sections. The top section contains a table with the following data:

d 449413 - d1 - d1	test for Design
FUJAIRAH NATIONAL CONSTRUCTION CO	Application creation date
2310304	26/6/2018
Consultant	Acceptance Date
NEW	

The bottom section is titled "& Build) contractor)" and contains a form with the following fields:

- Select Process Group (dropdown menu)
- Select Application Type (dropdown menu)
- Text input field (containing "FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C")

At the bottom of the page, there is a footer with "Step 1: Building Card, Step 2: Services, Step 3: Attachments." and a navigation bar with "Site Policies", "800000", "Support", and "Support".



## From the Permit application Screen, Process Group

### Step 6:

Select (New Building Permit application)  
Then from the Application type  
Select (Final New Building)

The screenshot shows the 'Permit Application' screen on the Dubai Municipality portal. The 'Process Group' dropdown menu is open, showing the following options:

- Select Process Group
- Select Process Group
- New Building Permit Application
- Adjustment/Additional/Demolition Permit Apps
- Site Preparation & Excavations Works AND Foundation
- Miscellaneous Services Regarding Permit Applications
- Applications For Owners And Decor Companies
- Permissions For Road Services And Temporary Works
- Special Services & Exceptions

A red box highlights the 'New Building Permit Application' option, with a text box stating: 'From Process group, select New Building Permit application'.

The 'Permit Application' form includes the following fields:

- Application No.: 4449413 - d 1 - d1
- Cons. Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)
- Parcel ID: 2310304
- Applicant: Consultant
- Status: NEW
- Project Desc.: test for Design
- Application creation date: 26/6/2018
- Acceptance Date:

The 'NOC History' section shows 'Project Applications' and a note: '\* Non-governmental project (This application was submitted by (Design & Build) contractor)'.

The footer of the page includes links for 'Contact Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies'. It also displays the copyright notice: 'Copyright © Dubai Municipality 2018. All Rights Reserved. Site is maintained by Dubai Municipality. Site Version no v 1.0 | Last Modification: 28 January 2018'.

## Step 7: Fill in other details then click (Save Application)

Application

Application >> Permit Application

Application No. d 449413 - d 1 - d1

Project Desc. test for Design

Application creation date 26/6/2018

Acceptance Date

Application Type Final-New Building

Application Description S-1 Warehouse

Bring work from (ROW/Street/Sikka/Public Parking/Rail/Tram) side? Yes No

Application No. FUJAIRAH NATIONAL CONSTRUCTION CO. L.L.C.

Submit Application Save Application

24 800900 24 Support Suggestion 7 Complain

EN 9:28 AM 26/06/2018

The system will update the permit application screen

## Step 8: Go to (consultant engineers) link

Browser tabs: دخول النظام | BPS Service | Dubai Municipality Portal | Page Information: BPS Portal

Secure | https://portal.dm.gov.ae/bpcs/gen/permitApp.jsp?caseid=449413&appid=1214525&appver=1d8&oprmode=update

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

Documentation of procedures, stages of work, materials used, and specifications, is one of the BIM fundament

### Permit Application

Project >> Application >> Versions >> Permit Application

Application No.	d 449413 - d 1 - d1	Project Desc.	test for Desgin
Cons. Name	FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)	Application creation date	2018-06-26
Parcel ID	2310304	Acceptance Date	
Applicant	Consultant	RTA TIS Requirements	
Status	NEW		

NOC History

Project Applications

Maximum building height 55.0 meters

Green Building

\* Non-governmental project

(This application was submitted by (Design & Build) contractor)

Process Group *	New Building Permit Application
Application Type *	Final-New Building
Application Description *	B+1 Warehouse
Is there shoring work from (ROW/Street/Sikka/Public Parking/Rail/Tram ) side ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contr. Name	FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C

Check if you have any modifications in the following items:

[Consultant Engineers\\*](#)

Click Consultant engineers link

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

Building Card Services Attachments Parking Sub

View All Notes & Conditions

Follow up Dubai BPS Engineers

Creation Date	Process Group	Employee Name	Remarks	Status
---------------	---------------	---------------	---------	--------

A pop-up screen will show

**Step 9: Select design engineers names for the project. Then click Save.**

Permit Application

Project >> Application >> Versions >> Permit Application

Application No. d 449413 - d

Cons. Name FUJAIH NATIONAL CONSTRUCTION CO. (L.L.C.)

Parcel ID 2310304

Applicant Consultant

Status NEW

NOC History

Project Applications

Maximum building height 55.0 meters

Green Building

\* Non-governmental project

(This application was submitted by (Design & Build) contractor)

Process Group \*

Application Type \*

Application Description \*

Is there shoring work from (ROW/Street/Sikka/Public Parking/Rail/Tram) side ? \*

Contr. Name

Dubai Municipality Portal - BPCS - Google Chrome

Secure | https://portal.dm.gov.ae/bpcs/gen/ConsultantEng.jsp?appid=1214525&cnsld=218671

Consultant Details Informations

Consultant Name FUJAIH NATIONAL CONSTRUCTION CO. (L.L.C.)

Consultant Grade Ground + 1 floor

License No. 218671

License Expiry Date 2018-07-11

Status Active

Address مكتب ملك قاطعة بنت محمد بن سليمان بريي الرقعة - ص ب 16269

Tel. No. 043938888

Fax No. 043938080

Email fncdb@emirates.net.ae

Consultant Activities مشاورات تشييد الإنشاءات المدنية - تصميم قطع

Add Consultant Engineer

Engineer Speciality \* Select Engineer Education

Engineer Name \* Select Engineer Name

Mobile No. \* Select

Designed Area (Sq. Ft) \*

Notes

Fill

Fill

Fill

Click Save

Save Clear screen

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

Building Card Services Attachments

View All Notes & Conditions

Follow up Dubai BPS Engineers

Creation Date	Process Group	Employee Name	Remarks
---------------	---------------	---------------	---------

The saved engineers names will be displayed as shown below in the illustration

**Step 10:** Click close once you make sure all designers engineers are listed to go back to permit application screen

The screenshot displays the Dubai Municipality Portal (BPCS) interface. A modal window titled 'Dubai Municipality Portal - BPCS - Google Chrome' is open, showing the 'Add Consultant Engineer' form. The form includes fields for Address, Tel. No., Fax No., Email, Consultant Activities, Engineer Speciality, Engineer Name, Mobile No., Designed Area (Sq. Ft.), and Notes. Below the form is a table of saved engineers. A red dashed box highlights the table, and a red box with the text 'Click close' points to the 'Close' button. A red box with the text 'Saved engineers names' points to the table. The table has columns: Eng. Education, Engineer Name, Mobile No., Graduation Year, Eng. No., Designed Area (Sq. Ft.), and Notes. The table contains one row with the following data:

Eng. Education	Engineer Name	Mobile No.	Graduation Year	Eng. No.	Designed Area (Sq. Ft.)	Notes
WAKEL YASER MAKAREM	971501234567	1998	7003	50000		

At the bottom of the page, there are icons for Building Card, Services, Attachments, and Parking, and a 'Submit Application' button.

## From Permit Application screen

### Step 11: Go to (Building Card) icon

Secure | <https://portal.dm.gov.ae/bpcs/gen/permitApp.jsp?appid=1214525&caseid=449413&oprmode=update&voucherError=-1&isblocked=false>

Logout Dubai BPS Company Name: FUJAIRAH NATIONAL CONSTRUCTION

Home | App. Follow Up | Working Area | Charges | More Information

#### Permit Application

>> Application >> Versions >> Permit Application

Location No.	d 449413 - d 1 - d1	Project Desc.	test for Design
Company Name	FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C)	Application creation date	2018-06-26
App ID	2310304	Acceptance Date	
Applicant	Consultant		
Status	NEW		

History  
Applications

governmental project  
Application was submitted by (Design & Build) contractor)

Process Group\*  
New Building Permit Application

Location Type\*  
Final-New Building


Location Description\*  
S+1 Warehouse


Are shoring work from (ROW/Street/Sikka/Public Parking/Rail/Tram) side? \*  
☐ Yes ☒ No


Company Name  
FUJAIRAH NATIONAL CONSTRUCTION CO LLC


Consultant Engineers\*  
Second


Check if you have any modifications in the following items:


  
Building Card

  
Go to Building Card

  
Services

  
Attachments

  
Parking

  
Submit Appl

All Notes & Conditions  
Dubai BPS Engineers

Creation Date	Process Group	Employee Name	Remarks	Status
---------------	---------------	---------------	---------	--------

Application Comments

The system will move to Building On Parcel screen

## Step 12: Select the (Create New Building) operation, then click Go

Building On Parcel

Project No. d 449413 - D1 - D1  
Parcel ID 2310304

Application Type Final-New Building  
Application Status NEW

✓ Indicates New added building in this application  
✗ Indicates Complete Design Changed Building in this application  
● The building permitted and existing without DM supervision

Working Instructions

■ To view/create/modify/demolish/cancel/design change etc the building(s), select the radio button beside the building, then select the operation.

--Select Operation-- Create New Building Go

Select the (Create New Building) operation, then click Go.

Building Name	Type	Height	Status	Info @ submission	Reference
No Buildings Exist					

Permit Application Services

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is maintained by Dubai Municipality  
Version no. v 1.0 | Last Modification: 28 January 2018

800900 Support



The system will take you to Building Main Component screen

**Step 13:** Fill all details then click (Save info) at the bottom of the screen

Building Main Component

Project Desc. d 449413 - d1 - d1

Application Type Final-New Building

Charges Free ☐ No ☐ Yes

Select Building Type\* Building Type  Fill

No Of Identical Villas\*  Fill

Building height (Meter)\*  Fill

Is it a Green Building\* ☐ No ☐ Yes

Building Main Component

Under Ground  Fill

Ground  Fill

Mazzanine  Fill

Building Name  Fill

Street Name-1\*  Fill

Street Name-2  Fill

No of Lifts\*  Fill

Foundation Type\* Foundation Type  Fill

Structural\*  Fill

Thermal & ElectroMechanical  Fill

Air Conditioned area(ft2) \*  Fill

AC Unit Type\* Please select AC Unit  Fill

Permit Status Select Permit Status  Fill

Is cladding system applied in this building\* ☐ Yes ☐ No

Floors  Fill

Paint House  Fill

Roof Services  Fill

Building Serial No \* 1  Fill

Street No-1\*  Fill

Street No-2  Fill

Building Cost\*  Fill

Soil bearing capacity (KN/m2) \*  Fill

Electrical load for AC (Kw)\*  Fill

Thermal load for AC (Kw) \*  Fill

Smart Buildability (Performance/ Precast/ Typical ...etc)

Building Score for structure system %  Fill

Building Score for well system%  Fill

Bonus Score  Fill

Click Save Info

Save Info Add Main Use

Permit Application Services Building Card

Copyright © Dubai Municipality 2018. All Rights Reserved  
Web Version v 1.0 (Last Modification: 28 January 2018)

800900 Support Suggestion Comp



The system will display a pop-up  
(Building info. Saved successfully)

## Step 14: Scroll down

portal.dm.gov.ae says  
Building info. saved successfully, you can go for Main Usages

OK Cancel

Click OK, then scroll down

in Component

d 449413 - d1 - d1

Application Type Final-New Building

Info. Saved Successfully, you can go for building usages

Charges Free ☐ No ☐ Yes

Floors 1

Pent House 0

Roof Services 0

Building Serial No 1

Street No-1 1

Street No-2 1

Building Cost 100000

Soil bearing capacity (KN/m2) 123

Electrical load for AC (Kw) 123

Thermal load for AC (Kw) 123

Building Score for building system % 60

8:31 AM 26/06/2013

Scroll down

## From the bottom of the Building Main Component screen

### Step 15: Click on (Add Main Usages)

The screenshot displays the 'Building Main Component' screen with the following elements:

- Left Column:** Fields for 'Floors', 'Pent House', 'Roof Services', 'Building Serial No', 'Street No.-1', 'Street No.-2', 'Building Cost', and 'Soil bearing capacity (KN/m2)'. Below these are dropdowns for 'Foundation Type' and 'Steel', followed by a 'Clear Selection' button and a text area for 'Thermal insulation system'. At the bottom are fields for 'Please select AC Unit' and 'Select Permit Status'.
- Right Column:** Fields for 'Electrical load for AC (Kw)' and 'Thermal load for AC (Kw)'.
- Bottom Section:** A 'Building Score for building system %' field with a red arrow pointing to it. Below this are three icons: 'Permit Application', 'Services', and 'Building Card'.
- Footer:** A navigation bar with 'Mobile Policies', a search bar, and buttons for 'Support', 'Suggestion', and 'Complain'.

A red box highlights the 'Add Main Usages' button in the bottom right corner, with the text 'Click Add Main Usages' written next to it.

The system will display a pop-up  
(Building Form Usages Selection)

**Step 16: Select the main usages in  
your building (Industrial),  
Then click (Confirm Selection)**

Building Form Usages Selection - Google Chrome

Secure | <https://portal.dm.gov.ae/bpcs/BldCard/bldFrmGenUsages.jsp?blddtId=756582&appid=1214525&caseid=44...>

**Main Usages Selection**

Please select the building general usage, these selected usages would be printed on the permit:

Select Usages

<input type="checkbox"/> Villa	<input type="checkbox"/> Services Block	<input type="checkbox"/> Residential / Apartments	<input type="checkbox"/> Student	<input type="checkbox"/> Employees	<input type="checkbox"/> Labour
<input type="checkbox"/> Offices	<input type="checkbox"/> Commercial	<input type="checkbox"/> Shopping Centre	<input checked="" type="checkbox"/> Warehouse	<input type="checkbox"/> Workshops	<input type="checkbox"/> Factory
<input type="checkbox"/> Schools	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Hospital	<input type="checkbox"/> Medical Center	<input type="checkbox"/> Masjid Mosque
<input type="checkbox"/> University	<input type="checkbox"/> College	<input type="checkbox"/> Institute	<input type="checkbox"/> Petrol station	<input type="checkbox"/> Car service	<input type="checkbox"/> Bank
<input type="checkbox"/> Jumma Mosque	<input type="checkbox"/> Hotels	<input type="checkbox"/> Hotel Apartments	<input type="checkbox"/> Cinema	<input type="checkbox"/> Theater	<input type="checkbox"/> contractor site
<input type="checkbox"/> Indoor Services	<input type="checkbox"/> Outdoor Services	<input type="checkbox"/> Nursery	<input type="checkbox"/> Transportation Site	<input type="checkbox"/> Desert tent	<input type="checkbox"/> Others

Close Confirm Selection

click (Confirm Selection)

Select the main usages in your building (Industrial).

Electrical load for AC (Kw) \* 123

Thermal load for AC (Kw) \* 123

Building Score for building system % 60

The system will display a pop-up  
(Building Form Usages Selection)

**Step 17:** Select the sub usages of the main usages you've selected in previous step, then click on (Go Create Building Form)

Building Form Usages Selection

Select the building usages & sub usages you want it to be in the building creation form :

Usages (Show More Usages >)

- ☒ Warehouse/Factory/Workshop
  - ☐ Workshops
  - ☐ Stores
  - ☐ Laboratories
  - ☐ Offices
  - ☐ Factories
  - ☐ Open Sheds

Close Go Create Building Form >>

Select the sub usages

click on (Go Create Building Form).

Final-New Building

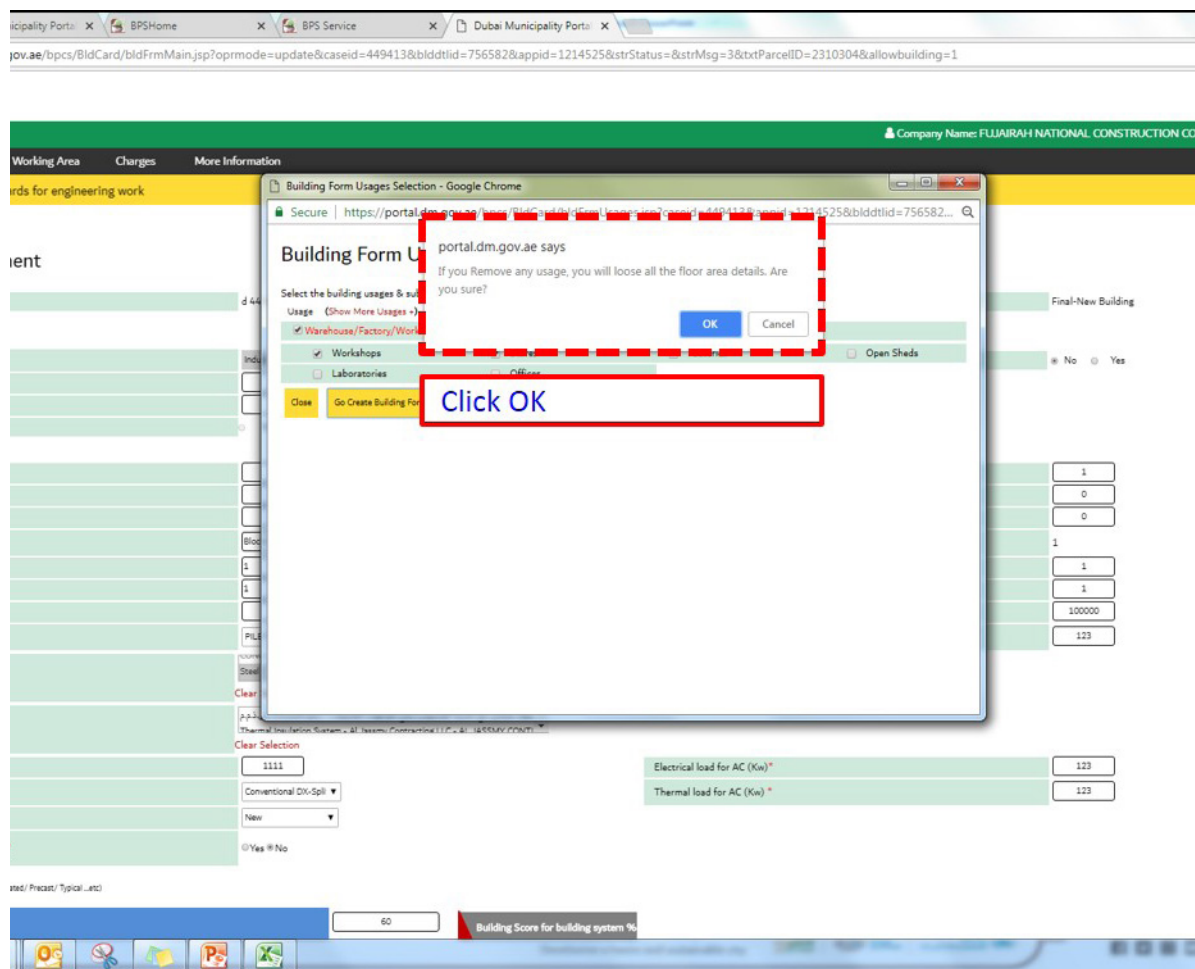
Electrical load for AC (Kw) \* 123

Thermal load for AC (Kw) \* 123

Building Score for building system % 60

The system will display a pop-up notification  
(if you remove any usage you will loose all floor area details)

## Step 18: Click on (OK)



The system will display a pop-up screen  
(Building Creation Form)

**Step 19:** Enter the areas of the added floors,  
then click (Save Info)  
Then move to usages

Home x BPS Service x Dubai Municipality Portal x

rmMain.jsp?oprmode=update&caseid=449413&blddtid=756582&appid=1214525&strStatus=&strMsg=3&txtParcelID=2310304&allowbuilding=1

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) User: Consultant

More Information

Building Card - Google Chrome

Secure | https://portal.dm.gov.ae/bpcs/BldCard/bldFrmDtisGen.jsp?caseid=449413&appid=1214525&blddtid=75658...

**Building Form Creation**

Floors Info. | Warehouse/Factory/Workshop | Pre

Working Instructions

- Total Floor Area doesn't includes the Outdoor Services areas.

**Floors Info.**

Delete	Floor Type	From	To	Total Floor Area (Sq.Ft.)/Floor	Facilities and circulation areas (Sq.Ft.)/Floor
<input type="checkbox"/>	Ground			5000	0.0
<input type="checkbox"/>	Floor 1			3000	0.0
Total				8000	0.0

**1. Enter Areas of added floors**

**2. Click save Info.**

**3. Move to usages**

Save Info

Final-New Building

No Yes

0

1

1

100000

123

Electrical load for AC (Kw) \*

123

Thermal load for AC (Kw) \*

123

1111

Conventional DX-Spl

New

Yes No

60

Building Score for building system %

## From the same pop-up screen (Building Creation Form)

**Step 20:** Enter details of the usages,  
then click (Save Info)  
Then move to Green Buildings Details

Building Card - Google Chrome

Secure | https://portal.dm.gov.ae/bpcs/BldCard/bldFrmDtlsGen.jsp?caseid=449413&appid=1214525&blddtid=75658...

### Building Form Creation

Floors Info | Warehouse/Factory/Workshop | Store

Working Instructions

- Total Floor Area doesn't includes the Outdoor Services area.

Delete	Floor Type	From	To	Total Floor Area (Sq.Ft.)/Floor	Facilities and circulation areas (Sq.Ft.)/Floor
<input type="checkbox"/>	Ground			5000	0.0
<input type="checkbox"/>	Floor 1			3000	0.0
Total				8000	0.0

1. Enter Areas of added floors

2. Click save Info.

3. Move to usages

Save Info

Final-New Building

No Yes

0

1

1

100000

123

Electrical load for AC (Kw)\* 123

Thermal load for AC (Kw) \* 123

Clear Selection

1111

Conventional Dlx-Split

New

Yes No

Building Score for building system %

60



## From the same pop-up screen (Building Creation Form)

**Step 21:** Enter details of the usages,  
then click (Save Info)  
Then move to Green Buildings Details

Building Card - Google Chrome

Secure | https://portal.dm.gov.ae/bpcs/BldCard/bldFrmDtlsGen.jsp?caseid=449413&appid=1214525&blddtid=75658...

Building Form Creation

Floors Info | Warehouse/Factory/Workshop | Store

Working Circulations

Total Floor Area doesn't include the Outdoor Services area.

3. Move to usages

1. Enter Areas of added floors

Delete	Floor Type	From	To	Total Floor Area (Sq.Ft.) / Floor	Facilities and circulation areas (Sq.Ft.) / Floor
<input type="checkbox"/>	Ground			5000	0.0
<input type="checkbox"/>	Floor 1			3000	0.0
Total				8000	0.0

2. Click save Info.

Save Info

Final-New Building

No Yes

0

1

1

100000

123

Electrical load for AC (Kw)\* 123

Thermal load for AC (Kw)\* 123

Building Score for building system % 60



**Step 22:** Select applicability status of each item in the green building checklist then scroll down to save

[illegible]

## From the bottom of (Green Buildings Details) screen

**Step 23:** Click save. The system will display a pop-up notification (are you sure you are done with green buildings?), click OK.

portal.dm.gov.ae says

Are you sure that you are done with the green building details?

OK

2. Click Ok

1. Click Save

Scroll down

## Step 24: Click Close to go back to Building Main Component screen

2. Click close

The system will take you to  
Building Main Component screen

## Step 25: Scroll down to move to Building on Parcel Screen for review

Building Main Component

Project Desc: 440413 - d1 - d1

Application Type: Final-New Building

Info: Saved Successfully, you can go for building usages

Charges Free: No Yes

Select Building Type: Industrial Building

No Of Identical Buildings: 1

Building height (Metres): 55

Is it a Green Building: No Yes

Building Main Component

Under Ground: 0

Ground: 1

Mezzanine: 0

Building Name: Block # 1- workshops & sheds

Street Name-1: 1

Street Name-2: 1

No of Lifts: 1

Foundation Type: PILE FOUNDATION

Structural: Steel

Clear Selection

Thermal & ElectroMechanical

Clear Selection

Air Conditioned areas (TZ): 1111

AC Unit Type: Conventional DV-Spl

Permit Status: New

Is cladding system applied in this building: Yes No

Floors: 1

Paint House: 0

Roof Services: 0

Building Serial No: 1

Street No-1: 1

Street No-2: 1

Building Cost: 100000

Soil bearing capacity (KN/m2): 123

Electrical load for AC (Kw): 123

Thermal load for AC (Kw): 123

Smart Buildability

Building Score for structure system %: 60

Building Score for building system %

Scroll down

From the bottom of Building Main Component screen

## Step 26: Click on Building Card icon

Secure | <https://portal.dm.gov.ae/bpcs/BldCard/bldFrmMain.jsp?oprmode=update&caseid=449413&bldtid=756582&appid=1214525&strStatus=&strMsg=3&txtParcelID=2310304&allowbuilding=1>

Applications App. Follow Up Working Area Charges More Information

No Of Identical Buildings\*   
Building height (Meter)\*   
Is it a Green Building? ☐ No ☐ Yes

**Building Main Component**

Under Ground   
Ground   
Mezzanine   
Building Name   
Street Name-1\*   
Street Name-2   
No of Lifts\*   
Foundation Type\*   
Structural\*   
Thermal & ElectroMechanical   
Air Conditioned area(ft2)\*   
AC Unit Type\*   
Permit Status   
Is cladding system applied in this building\* ☐ Yes ☒ No

Floors   
Paint House   
Roof Services   
Building Serial No\*   
Street No-1\*   
Street No-2   
Building Cost\*   
Soil bearing capacity (KN/m2)\*   
Electrical load for AC (Kw)\*   
Thermal load for AC (Kw)\*

**Smart Buildability** (Prefabricated/ Precast/ Typical, etc)

Building Score for structure system %   
Building Score for wall system %   
Bonus Score   
Building Score for building system %

Click on Building Card icon

Building Card

Save Info Add Main Usages

Permit Application Services

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800900 Support Suggestion Complain

The system will take you to Building on Parcel Screen where you can see and review the building card that you have created

Building On Parcel

Project No. d 449413 - D1 - D1  
Parcel ID 2310304

Application Type Final-New Building  
Application Status NEW

Indicates New added building in this application  
Indicates Complete Design Changed Building in this application

The newly created building card

Create New Building Go

Building Name	Type	Height	Status	Info @ submission	Reference	Total Area	Building Serial No #	Modified	Show	Select	History	Option
Block # 1- workshops & sheds	Industrial Building	G+1	New	New	BPCS	8000.0	1	No				

Permit Application Services Attachments

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24 800000 24 Support Suggestion Complain

You can select any of the operations as displayed below in the illustration to view your building card

## Step 27: Edit and update it's details, or to delete it -if needed-

The screenshot displays the Dubai Municipality Portal interface. At the top, there are browser tabs for 'Dubai Municipality Portal', 'BPSHome', 'BPS Service', and 'Dubai Municipality Portal'. The URL bar shows 'ps://portal.dm.gov.ae/bpcs/BldCard/bldFrmList.jsp?appid=12145258&caseid=449413&applicationStatus='.

The main header area includes the company name 'FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)' and the user role 'Consultant'. Below this, there are navigation tabs: 'Follow Up', 'Working Area', 'Charges', and 'More Information'. A yellow banner at the bottom of the header states 'Documentation of procedures, stages of work, materials used, and sp'.

The main content area is titled 'Parcel' and displays application details for 'Block # 1 - workshops & sheds'. The application type is 'Final-New Building' and the status is 'NEW'. A red dashed box highlights the 'Select Operation' dropdown menu, which lists various actions: 'Create New Building', 'Create New Building', 'View Building Details', 'View Floors Details', 'Delete Draft Building/ Shared Service', 'Create Shared Services', 'Create Shared Building', 'Fill Building Summary', 'Green Building Details', and 'View Green Building Details'. A red box also highlights the 'Go' button next to the dropdown menu. A white box with the text 'Select operation then click Go.' points to the 'Go' button.

Below the dropdown menu, there is a table with columns: 'Building Name', 'Type', 'to @ submission', 'Reference', 'Total Area', 'Building Serial No #', 'Modification', 'Final', 'Select', 'History', and 'Option'. The table contains one row for 'Block # 1 - workshops & sheds' with an 'Industrial Building' type, 'New' submission status, 'BPCS' reference, '8000.0' total area, '1' building serial number, 'No' modification, and '0' final status.

At the bottom of the page, there are links for 'Permit Application', 'Services', and 'Attachments'. The footer includes 'Jobs', 'Sitemap', 'Website Policies', '800900', 'Support', 'Suggestion', and 'Complain'.

To proceed further in the application, from the bottom of Building on Parcel Screen

## Step 28: Select (services)

دخول النظام | Dubai Municipality Portal | BPSHome | BPS Service | Dubai Municipality Portal |

Secure | https://portal.dm.gov.ae/bpcs/BldCard/bldFrmList.jsp?appid=1214525&icaseid=449413&applicationStatus=

عن  
Dubai Municipality

About Dubai BPS Company Name: FUJAIRAH NATI

Applications App. Follow Up Working Area Charges More Information

Documentation of procedures, stages of work, materials used, and specifications, is one of the BIM fundamentals and

### Building On Parcel

Project No. d 449413 - D1 - D1 Application Type Final-New Building  
Parcel ID 2310304 Application Status NEW

✓ Indicates New added building in this application  
✗ Indicates Complete Design Changed Building in this application  
● The building permitted and existing without DM supervision

Working Instructions

■ To view/create/modify/demolish/cancel/design change etc the building(s), select the radio button besides the building, then select the operation you want to perform from the drop down list below and finally click on Go button

--Select Operation-- Create New Building Go

	Building Name	Type	Height	Status	Info @ submission	Reference
<input type="radio"/>	Block # 1- workshops & sheds	Industrial Building	G+1	New	New	BPCS

Permit Application

1  
Services

Select Services

Jobs Careers FAQ Useful Links Sitemap Website Policies

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800900 Support





The system will take you to (Select services) screen  
You will notice that some services are selected by default

Select any additional  
services you would like to add

The screenshot shows the 'Select Services' screen in the Dubai Municipality Portal. The browser address bar shows the URL: <https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&appType=2>. The page title is 'Select Services'. Below the title, there is a 'Working Procedure' section with a link to 'Applying for ( DEWA / Civil Defense / Etisalat ) Services' procedure'. The main section is titled 'Please Select All Services\*'. It contains a table with the following services and checkboxes:

Service	Checkboxes
Swimming Pool	<input type="checkbox"/>
Dubai Civil Defense	<input checked="" type="checkbox"/>
Telecommunication	<input checked="" type="checkbox"/>
Landline Connection	<input type="checkbox"/>
Building Application - Water	<input checked="" type="checkbox"/>
Building NOC - Electricity	<input checked="" type="checkbox"/>
RTA-Gate Level	<input checked="" type="checkbox"/>
RTA-Shoring and Access/External Paving Works	<input checked="" type="checkbox"/>
ROW RTA-Temporary Access/Fence/ Project Board	<input checked="" type="checkbox"/>
RTA-Auto TIS Assessment	<input checked="" type="checkbox"/>

Red dashed boxes and red text labels 'Select Services' highlight the 'DRAWINGS' and 'NOC' columns, indicating where users can select additional services. Below the table is a 'Save' button. The bottom section is titled 'Please Fill All Selected Services Details \*' and contains a 'Service Details' table with the following services: Dubai Civil Defense, Telecommunication, Building Application - Water, Building NOC - Electricity, and RTA Services. Below the table, there are input fields for 'Scope of Company \*', 'Owner Information', 'Name \*', 'Nationality \*', 'Address \*', 'Contact Telephone \*', and 'Owner Fax No \*'. The 'Name \*' field is pre-filled with 'MUNICIPALITY PF'. The 'Nationality \*' field has a dropdown menu with 'Please Select Value'.

The selected services will have separate screen for each  
You have to navigate among them fill all their details

Working Procedure  
■ Applying for ( DEWA / Civil Defense / Etisalat ) Services' procedure.

Permit Application >>> Select Services

Please Select All Services\*

	DRAWINGS	NOC	NOT APPLICABLE
Swimming Pool	<input type="checkbox"/>		<input type="checkbox"/>
Dubai Civil Defense	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Telecommunication	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Landline Connection	<input type="checkbox"/>		<input type="checkbox"/>
Building Application - Water		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building NOC - Electricity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
RTA - Gate Level		<input type="checkbox"/>	<input type="checkbox"/>
RTA-Shoring and Access/External Paving Works		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

selected services will have separate screen for each.

Please Fill All Selected Services Details \*

Service Details

Dubai Civil Defense	Telecommunication	Building Application - Water	Building NOC - Electricity	RTA Services	RTA-Auto TIS Assessment
Service Details					
Owner Information					
Name *					
Nationality *					
Address *					
Contact Telephone *					
Owner Fax No *					

Select Dubai Telecommunication Screen and fill details.  
then,

## Step 29: Click Save Details

The screenshot shows the Dubai Municipality Portal interface. At the top, there are browser tabs for 'Dubai Municipality Portal', 'BPSHome', 'BPS Service', and 'Dubai Municipality Portal'. The address bar shows the URL: <https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&selSer=6>. Below the address bar, there are tabs for 'Other applications', 'App. Follow Up', 'Working Area', 'Charges', and 'More Information'. The 'Working Area' tab is active, showing a table with columns for 'Landscape Connection', 'Building Application - Water', 'Building NOC - Electricity', 'RTA-Gate Level', 'RTA-Shoring and Access/External Paving Works', 'ROW RTA-Temporary Access/Fence/ Project Board', and 'RTA-Auto TIS Assessment'. A 'Save' button is located below the table. Below the table, there is a section titled 'Please Fill All Selected Services Details \*'. Under 'Service Details', there are tabs for 'Dubai Civil Defense', 'Telecommunication', 'RTA Services', and 'RTA-Auto TIS Assessment'. The 'Telecommunication' tab is selected and highlighted with a red dashed box. A red box with the text '1. Select Telecommunication Screen and fill details.' is overlaid on the 'Telecommunication' tab. Below the 'Service Details' section, there is a 'Terms and Conditions' section. A red arrow points to the 'Fill' button in the 'Detailed Terms' section. A red box with the text '2. Click Save Details.' is overlaid on the 'Save Details' button. The bottom of the page shows a footer with links for 'Contact Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies'. There are also icons for 'Permit Application', 'Attachments', and 'Building Card'.

Other applications App. Follow Up Working Area Charges More Information

Landscape Connection Building Application - Water Building NOC - Electricity RTA-Gate Level RTA-Shoring and Access/External Paving Works ROW RTA-Temporary Access/Fence/ Project Board RTA-Auto TIS Assessment

Save

Please Fill All Selected Services Details \*

Service Details Dubai Civil Defense Telecommunication RTA Services RTA-Auto TIS Assessment

Terms and Conditions.

Detailed Terms

I hereby **Fill** submitted complies with the above mentioned terms and conditions \*

Save Details

2. Click Save Details.

Permit Application Attachments Building Card

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Select DEWA-W Screen and fill details  
Then,

## Step 30: Click Save Details

Secure | <https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&seIser=11>

applications App Follow Up Working Area Charges More Information

Please Fill All Selected Services Details \*

Service Details

Dubai Civil Defense Telecommunication **Building Application - Water** RTA-Auto TIS Ass

Dena Water Information

Owner/Consultant/Contractor Information Water demand details

Owner/Land lord information

Owner Name MUNICIPALITY PF

Owner Type \*

☐ Individual

☐ Non Governmental

☐ Governmental

Owner Contact Details

Nationality \* Please Select Value

City \* Dubai

PO Box \*

Telephone \*

Fax No. \*

Email \*

Mobile No. \* 97150 1056718

Consultant Information

Company Name FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

License Number 218671

City \* Dubai

Email \* frodib@emirates.net.ae

Fax No. \* 043938080

Telephone \* 043938888

PO Box \*

Contact Person \*

Contact's Mobile No. \* Select

1. Select DEWA-W Screen and fill details.

2. Click Save Details.

Save Details

Permit Application Attachments Building Card

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24 800900 24 Support Suggestion

Select DEWA-E Screen and fill details.  
Then,

## Step 31: Click Save Details

Secure | https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&selSer=14

Other applications | App Follow Up | Working Area | Charges | More Information

Permit Application >> Select Services

Please Select All Services\*

	DRAWINGS	NOC	NOT APPLICABLE
Swimming Pool	<input type="checkbox"/>		<input type="checkbox"/>
Dubai Civil Defense	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Telecommunication	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Landline Connection	<input type="checkbox"/>		<input type="checkbox"/>
Building Application - Water		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building NOC - Electricity		<input checked="" type="checkbox"/>	<input type="checkbox"/>
RTA-Gate Level		<input type="checkbox"/>	<input type="checkbox"/>
RTA-Shoring and Access/External Paving Works		<input checked="" type="checkbox"/>	<input type="checkbox"/>
ROW RTA-Temporary Access/Fence/ Project Board		<input checked="" type="checkbox"/>	<input type="checkbox"/>
RTA-Auto TIS Assessment		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Please Fill All Selected Services Details \*

1. Select RTA Screen and fill details.

RTA Services

RTA-Auto TIS Ass

Questionnaire

Technical Details - Optional

Working Instructions

Proposed Building Services Screen

Click Here to View Sample

Does your proposed project works outside the plot limits (involve /impact on) or/and (proposed erecting/constructing) of the following :

<input type="checkbox"/> Empower Services (Pipe Network - Chambers- District Cooling Plants) or the communities that are presently served by them? Click Here to view communities	<input type="checkbox"/> Plants, trees, landscaping areas or any lands assigned for (proposed plants, trees or landscaping works)
<input type="checkbox"/> Street lighting or traffic signals structures and networks (cables, poles, pockets and traffic devices)	<input type="checkbox"/> Salik or Intelligent Traffic System (ITS) structures and networks (Services, cabinets, devices and foundations etc...)
<input type="checkbox"/> RTA asphalted/paved/road base areas or roads furniture	<input type="checkbox"/> RTA information, traffic signs, advertising signs or roads marking
<input type="checkbox"/> RTA bridges or tunnels structures	<input type="checkbox"/> Bus routes or bus stops
<input type="checkbox"/> Marine facilities or Public Water Transport	<input type="checkbox"/> Parking facilities
<input type="checkbox"/> Eshad Rail Structures or its assigned safety zone	<input type="checkbox"/> None of the above

Fill

Fill

Fill

Fill

Permit Application

Attachments

Building Card

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800900

Support

Suggestion

## The same action of moving across service screens

دخول المواطن Dubai Municipality Portal BPS Home BPS Service Dubai Municipality Portal

Secure | <https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&selSer=16>

Other applications | App. Follow Up | Working Area | Charges | More Information

### Select Services

Working Procedure  
■ Applying for (DEWA / Civil Defense / Etisalat) Services' procedure.

Permit Application >> Select Services

Please Select All Services\*

	DRAWINGS	NOC
Swimming Pool	<input type="checkbox"/>	
Dubai Civil Defense	<input checked="" type="checkbox"/>	
Telecommunication	<input checked="" type="checkbox"/>	
Landline Connection	<input checked="" type="checkbox"/>	
Building Application - Water		<input checked="" type="checkbox"/>
Building NOC - Electricity		<input checked="" type="checkbox"/>
RTA-Gate Level		<input checked="" type="checkbox"/>
RTA-Shoring and External Paving Works		<input checked="" type="checkbox"/>
RTA-Auto TIS Assessment		<input checked="" type="checkbox"/>

1. Select RTA Screen and fill details.

Please Fill All Selected Services Details \*

Service Details

S. No	Land Use Class	Dubai Civil Defense	Telecommunication	Building Application - Water	Building NOC - Electricity	RTA Services
1	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permit Application | Attachments | Building Card

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800900 | Support

Once all screens of services are completed with details and saved, from the bottom of (select service) screen

## Step 32: Click Attachments icon

Secure | <https://portal.dm.gov.ae/bpcs/services/services.jsp?appid=12145258&caseid=449413&selSer=16>

Other applications | App Follow Up | Working Area | Charges | More Information

**Select Services**

Working Procedure  
Click on the "Select Services" icon in the "Working Area" section of the "Permit Application" screen.

Permit Application >> Select Services

Please Select All Services\*

	DRAWINGS	NOC	NOT A
Swimming Pool	<input type="checkbox"/>		
Dubai Civil Defense	<input checked="" type="checkbox"/>		
Telecommunication	<input checked="" type="checkbox"/>		
Landline Connection	<input type="checkbox"/>		
Building Application - Water		<input checked="" type="checkbox"/>	
Building NOC - Electricity		<input checked="" type="checkbox"/>	
RTA-Gate Level		<input type="checkbox"/>	
RTA-Shoring and Access/External Paving Works		<input checked="" type="checkbox"/>	
ROW RTA-Temporary Access/Fence/ Project Board		<input checked="" type="checkbox"/>	
RTA-Auto TIS Assessment		<input checked="" type="checkbox"/>	

Save

Please Fill All Selected Services Details \*

Service Details

	Dubai Civil Defense	Telecommunication	Building Application - Water	Building NOC - Electricity	RTA Services	RTA
S. No	Land Use Class	Units	Design Requirement	No. of Units		
1	613 Warehouse	Sign of GFA		5000		

TIS is not required

Permit Application

Attachments

Click on attachments

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800000 | Support | Suggest



The system will take you to (Attachments/ Checklist) screen. The screen contains multiple categories for attachments in two types (Documents & Drawings)

**Step 33:** In documents any file format can be attached

In Drawings only (dwf) files can be attached

**Attachment/Checklist**

Working Instructions

- Only DWF files should be uploaded in the Drawings discipline.
- Attachments with BEIGE background is a service attachment, and you cannot submit the application without attaching the drawings.
- Please attach the DEWA specific drawings and documents in the specified category

	Document Name	Files Count	Revisions	Required	Submit Type	Paper scale size	Is Submitted?
1. Permit Documents							
	Affection plan			Check	Select Type ▼		<input type="checkbox"/>
	Buildability schedule			Check	Select Type ▼		<input type="checkbox"/>
	Calculations			Check	Select Type ▼		<input type="checkbox"/>
	DEWA Electricity - PNOC & LV Design			Check	Select Type ▼		<input type="checkbox"/>
	DEWA-Water NOC Document			Check	Select Type ▼		<input type="checkbox"/>
	Drainage Documents			Check	Select Type ▼		<input type="checkbox"/>
	NOCs			Check	Select Type ▼		<input type="checkbox"/>
	OTHERS			Check	Select Type ▼		<input type="checkbox"/>
	RTA Documents			Check	Select Type ▼		<input type="checkbox"/>
	Undertaking Letters			Check	Select Type ▼		<input type="checkbox"/>
2. Drawings							
	Architectural			Check	Select Type ▼	Select Type ▼	<input type="checkbox"/>
	Cover Sheet			Check	Select Type ▼	Select Type ▼	<input type="checkbox"/>
	DEWA Electricity - PNOC & LV Design			Check	Select Type ▼	Select Type ▼	<input type="checkbox"/>



## To Attach files

### Step 34: Click on attachment button.

The system will show a pop-up screen  
(Upload Documents)

Drag & Drop Files or select them from their location

The screenshot displays the Dubai BPS system interface. At the top, the header includes the company name 'FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)', the user role 'Consultant', and a 'Logout' button. The main content area features a table with columns for 'Submitted?', 'Upload/Download', and 'Attachment'. A red box highlights the 'Attachment' button in the first row of the table, with the instruction '1. Click on attachments'.

A pop-up window titled 'Upload Documents' is overlaid on the table. It contains a red box around the 'Upload a File' button, with the instruction '2. Drag & Drop Files'. The pop-up also includes a 'Drop files here' area, a file size limit of 300 MB, and a table for 'Submitted Documents'.

The 'Submitted Documents' table has columns: Files, Size in MB, Attached By, Attached On, Drawings Modified, Options, Revisions, and X. It shows 'No files attached'.

Below the pop-up, there are sections for '2. Drawings' and 'Documents Scale Size', each with a 'Select Type' dropdown menu and a 'Check' button.

The system will update the pop-up screen (upload files) and show all attached documents for your review. You can delete files by clicking on the trash symbol next to each file.

If the attachments are complete,

## Step 35: Click the close button

The screenshot displays the Dubai Municipality BPS portal interface. A pop-up window titled "List of attached files" is centered on the screen, showing a table of uploaded documents. The table has columns for File Name, Size in MB, Attached By, Attached On, and Options. The Options column contains a trash icon for each file, which is highlighted by a red dashed box and a red arrow pointing to it with the text "Click here to delete". The pop-up window itself has a red border and a close button in the top right corner, which is also highlighted by a red arrow and the text "Click here to close".

Below the pop-up, the main portal content is visible, showing a table of documents with columns for Document Name, Files Count, and a list of documents. The documents listed include Affection plan, Buildability schedule, Calculations, DEWA Electricity - PNOG & LV Design, DEWA-Water NOC Document, Drainage Documents, NOCs, OTHERS, RTA Documents, and Undertaking Letters.

Document Name	Files Count
Affection plan	2
Buildability schedule	1
Calculations	3
DEWA Electricity - PNOG & LV Design	2
DEWA-Water NOC Document	2
Drainage Documents	
NOCs	
OTHERS	9
RTA Documents	5
Undertaking Letters	4

2. Drawings  
Documents Scale Size SCALE A1

The (Attachments/ Checklist) screen will show all categories and number of attached files in each. Select scale size of attachments which should be the same for drawings, and does not matter for documents

**Step 36:** Scroll down  
tick the undertaking statements  
then click save as illustrated  
in the next step

Dubai Municipality Portal

Attachment/permitAttachments.jsp?caseid=447943&appid=1209305&employeeid=-1

نظام دي تراخيص البناء  
Dubai BPS

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) User: Consultant Logout عربي

Working Area Charges More Information

Documentation of procedures, stages of work, materials used, and specifications, is one of the BIM fundamentals and the successful management of

Download Attachment Solution Guide

used in the Drawings discipline.  
ground is a service attachment, and you  
fic drawings and documents in the spec

attaching the drawings.

**\*\*No. of attached files**

**1. Select scale size**

Document Name	Files Count	Revisions	Required	Paper scale size	Is Submitted?	Upload/Download	View Documents
1. Permit							
Effect plan	2		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
ability schedule	1		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
Calculations	3		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
city - PNOG & LV Design	2		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
Water NOC Document	2		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
Image Documents			Check	Select Type ▼	<input type="checkbox"/>	Attachment	
NOCs			Check	Select Type ▼	<input type="checkbox"/>	Attachment	
OTHERS	9		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
TA Documents	5		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
ertaking Letters	4		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
2. Drawings							
Documents Scale size				SCALE A1 ▼			
Architectural	12		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
Cover Sheet	1		Check	Select Type ▼	<input type="checkbox"/>	Attachment	
city - PNOG & LV Design	1		Check	Select Type ▼	<input type="checkbox"/>	Attachment	

Scroll down

9:18 AM  
26/06/2018

From the bottom of (Attachments/ Checklist) screen tick the undertaking statements then click save. To move to permit application screen,

## Step 37: Click on the (Permit Application) icon

Browser tabs: BPS Service, Dubai Municipality Portal

URL: <https://portal.dgm.gov.ae/bpcs/Attachment/permitAttachments.jsp?caseid=447943&appid=1209305&employeeid=-1>

Navigation: Other applications | App. Follow Up | Working Area | Charges | More Information

Icon	Category	Count	Status	Action	Scale	Check
	Maps		Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Mechanical	8	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Other Disciplines	2	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Plumbing	6	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	RTA - Temp Fence enabling works	8	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	RTA-Shoring and Access/External Paving Works	7	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Structural	37	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Survey/Mapping		Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>
	Telecommunication(Etsalat)	4	Check	Select Type ▼	SCALE A1 ▼	<input type="checkbox"/>

5. Service Entity Documents

	Approved RTA Gate Level		Check	Select Type ▼		<input type="checkbox"/>
	DEWA Building NOC - Electricity		Check	Select Type ▼		<input type="checkbox"/>
	Demarcation NOC		Check	Select Type ▼		<input type="checkbox"/>
	PIC - DM Upload Only		Check	Select Type ▼		<input type="checkbox"/>
	ROW RTA-Temporary Access/Fence/ Project Board	7	Check	Select Type ▼		<input type="checkbox"/>
	Contract NOC	1	Check	Select Type ▼		<input type="checkbox"/>

Agreement text:  
If I agree that the selected paper scalesize is correct and the drawings are uploaded as per the selected paper scalesize.  
If I agree that all the drawings submitted in this application are approved by the owner and the developer and I take the legal responsibilities for all

Buttons: **1. Tick undertaking statements**, **2. Click Save**, **3. Click permit application**

Footer: Permit Application, Services, Building Card, 800000, Support

The permit Application is ready for submission at this stage

## Step 38: Click on (submit Application)

Dubai Municipality Portal

http://bpcps/gen/permitApp.jsp?caseid=449413&appid=1214525&appver=1d&oprmode=update

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) User: Consultant

Working Area Charges More Information Documentat

Location

d 449413 - d 1 - d1

FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

2310304

Consultant

NEW

Project Desc. test for Desgin

Application creation date 2018-06-26

Acceptance Date

RTA TIS Requirements

Id contractor

New Building Permit Application

Final-New Building

S=1 Warehouse

Public Parking/Rail/Tram side ? \* Yes # No

FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C

Consultant Engineers\*

Secondary & Sub Contractors

Click Here To View Application

Building Card, Step 2: Services, Step 3: Attachments

Check if you have any modifications in the following items:

Building Card

Services

Attachments

Parking

Submit Application Update Application

Click Submit Applications

Process Group	Employee Name	Remarks	Status	Review Date

The system will display a pop-up screen (Application Summary), review it, then scroll down

## Step 39: Click (submit) again

BPS Service x Dubai Municipality Portal x

ortal.dm.gov.ae/bpcs/gen/permitApp.jsp?caseid=449413&appid=1214525&appver=1d&oprmode=update

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

Up Working Area Charges More Information

Documentation of procedures, stages of work,

on

ns >> Permit Application

d 449413 - d 1 - d1

FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

2310304

Consultant

NEW

esters

by (Design & Build) contractor)

New Building Permit Application

Final-New Building

G+1 Warehouse

W/Street/Sikka/Public Parking/Rail/Tram ) side ? \*

Yes # No

FUJAIRAH NATIONAL CONSTRUCTION CO.

Dubai Municipality Portal - BPCS - Google Chrome

Secure | https://portal.dm.gov.ae/bpcs/gen/appSummary.jsp?caseid=449413&appid=121452...

### Application Summary

Submit Now

Project No.	d 449413 - D1 - D1
Contr. Name	FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C
Application Type	Final-New Building
Application Status	NEW
Building Type	Industrial Building
Maximum Highest Building	G+1
Total Floors	2

Building Type	No of Added Buildings
Industrial Building	1

Total areas for the existing and permitted buildings and the total of added area

Fields Names	Current Values	Added Value
Built Up Area (ft2)		
External Areas For Outdoor Services And Outdoor		
Swimming Pools		
External Concrete Slabs		
Parcels	0.0	0.0

Click Submit Applications

Scroll down

Check if you have any modifications in the following items:

Building Card Services Attachments Parking

Submit Application

Creation Date Process Group Employee Name Remarks Status



The system will display a pop-up notification  
(By clicking submit, you agree to submit this application to DM)

## Step 40: Click OK

The screenshot shows the Dubai Municipality Portal interface. A pop-up notification from portal.dm.gov.ae is displayed, asking for confirmation to submit the application. The notification text is: "portal.dm.gov.ae says By Clicking Submit you agree to submit the application finally to DM. Do you want to continue?". There are "OK" and "Cancel" buttons. A red dashed box highlights the notification, and a red solid box highlights the "Click OK" text. Below the notification, the form for "Permit Application" is visible. It includes fields for "Project Desc." (test for Design), "Application creation date" (2018-06-26), and "Acceptance Date". There is a "RTA TIS Requirements" button. The form also has a section for "(Design & Build) contractor" with a dropdown menu showing "New Building Permit Application" and a text box for "Final-New Building" containing "S=1 Warehouse". There is a checkbox for "Street/Sikka/Public Parking/Rail/Tram) side ?" with "Yes" selected. The form is submitted by "FUJAIH NATIONAL CONSTRUCTION CO. L.L.C.". At the bottom, there is a "Submit Application" button. The footer shows a table with columns: "ion Date", "Process Group", "Employee Name", "Remarks", and "Status".

portal.dm.gov.ae says  
By Clicking Submit you agree to submit the application finally to DM.  
Do you want to continue?

Click OK

Working Area Charges More Information

documentation of procedures, stages of work, materials used, and specifications.

1

Permit Application

d 449413 - d 1 - d1  
FUJAIH NATIONAL CONSTRUCTION CO. (L.L.C.)  
2310304  
Consultant  
NEW

Project Desc. test for Design

Application creation date 2018-06-26

Acceptance Date

RTA TIS Requirements

(Design & Build) contractor

New Building Permit Application

Final-New Building  
S=1 Warehouse

Street/Sikka/Public Parking/Rail/Tram) side ? ☒ Yes ☐ No

FUJAIH NATIONAL CONSTRUCTION CO. L.L.C.

Consultant Engineers\*

Secondary & S

Check if you have any modifications in the following items:

order : Step 1: Building Card , Step 2: Services , Step 3: Attachments:

Building Card Services Attachments Parking

Submit Application

ion Date	Process Group	Employee Name	Remarks	Status
----------	---------------	---------------	---------	--------

The system will Process the Permit fees of the application

**Step 41:** Wait until payment voucher gets generated. Don't close the processing pop-up

IPS Service x Dubai Municipality Portal x

portal.dm.gov.ae/bpcs/gen/permitApp.jsp?caseid=4494138&appid=12145258&appver=1d&opmode=update

Company Name: FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)

Up Working Area Charges More Information

engineering work

on

s >> Permit Application

Project Desc. Test for Design

Application created 2018-06-26

Acceptance Date

STA Type Requirements

esers

by (Design & Build) contractor)

New Building Permit Application

Final-New Building

S=1 Warehouse

W/Street/Sikka/Public Parking/Rail/Tram) side ? \*

Yes No

FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C

Consultant Engineers\*

Secondary & Sub C

Click here

ing order : Step 1: Building Card , Step 2 : Services , Step 3 : Attachments:

Check if you have any modifications in the following items:

Building Card Services Attachments Parking

Submit Application

Employee Name Remarks Status Review



The system generates the payment voucher.  
Proceed for paying it as usual. Then,

## Step 42: Click submit application again

449346&appid=1214264&appver=1&oprmode=update

rea Follow Up Charges More Information

n

1801 - 1 - 1

RPLEN ENGINEERING CONSULTANTS

20103 Drawings Archive

uttaim Real Estate Company - L.L.C

nsultant

bmission pending for Payment

Adjustment/Additional/Demolition Permit

Preliminary-Adjustment/Addition

additional compound wall

Is the plot served by Drainage department

MINOR

MINOR WORKS

ling Card , Step 2 : Services , Step 3 : Attachm

Services

Attachments

Parking

Charges

Technical Reports

Secondary & Sub Contractors

Click Here

1. Pay fees

2. Click submit application

Submit Application

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.
unpaid	WIFBP1124076	2018-06-25	APPLICATION FEES	120.0	APPLICANT	KARPLEN ENGINEERING CONSULTANTS	331801-1-1	Preliminary-Adjustment/Addition-Investment Villa	

Create Invoice Generate Missing Voucher Calculate Contractor Deposit Print Refund Report Print Payment Order Close

9:25 AM 26/06/2018

Once submitted, the application status will be changed to (In Progress)

Dubai Municipality Portal

BPCSWeb/gen/permitApp.jsp?caseid=449197&appid=1213589&appver=1&oprmode=update

BPS

Current User: Rana Bassam Saeed C

Employee Tasks Working Area Follow Up Charges More Information

### Application

Home >> Versions >> Permit Application

331676 - 1 + 1	Project Desc.	Villa G+1
RETAJ ENGINEERING CONSULTANCY	Application creation date	2018-06-23
2620156 Drawings Archive	Review Date	2018-06-26
Ali Ahmad Hamad Mohd Almarri	Acceptance Date	2018-06-23
Consultant		
IN Progress		

Application status

RTA TIS Requirements

ns

height 10.65 meters

tal project

New Building Permit Application	
Final-New Building	
Description*	Proposed Villa G+1 Only
ment	Is the plot served by Drainage department? <input checked="" type="radio"/> Served <input type="radio"/> Not Served <input type="radio"/> Not Applicable
work from (ROW/Street/Sikka/Public	
m ) side ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

View Design Engineers and Ranking

Secondary & Sub Cont

Click Here To View App

## All Engineers tasks for Dubai Municipality as well as Service entities will be generated

Dخول النظام
Dubai Municipality Portal

hqbpc01:8885/BPCWeb/gen/permitApp.jsp?caseid=449197&appid=12135898&appver=1&oprmode=update

Supervisor Tasks
Employee Tasks
Working Area
Follow Up
Charges
More Information

Application Description\*
Drainage Department
Is there shoring work from (ROW/Street/Sikka/Public Parking/Rail/Tram ) side ? \*
Contr. Name

Proposed Villa G+1 Only
Is the plot served by Drainage department? ☐ Served ☐ Not Served ☐ Not Applicable
☐ Yes ☒ No

View Design Engineers and Ranking

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:

Building Card

Services

Attachments

Parking

Charges

Eng. Tasks
To add your comments to this

All tasks will be generated

| Version Notes | Appointments | View All Notes & Conditions | Permit Condit

	Creation Date	Process Group	Employee Name	Remarks	Status	
	2018-06-23 15:39	RTA-Gate Level	RTA Gate Level	The plot is located next to ex...	RETURNED	
	2018-06-23 15:39	Building NOC - Water	Dewa.Water		IN PROCESS	
	2018-06-23 15:39	Building Application - Water	Dewa.Water		IN PROCESS	
	2018-06-23 15:39	Building NOC - Electricity	Dewa.Electricity	YBPE/Please provide affection ...	CFR	
	2018-06-23 15:39	RTA-Shoring and Access/External Paving Works	RTA ROW-Engineer		IN PROCESS	
	2018-06-23 15:39	RTA ROW - Temporary Access/ Fence/ Project Board	RTA ROW-Engineer		APPROVED	
	2018-06-23 15:39	FIC Engineer			NEW	
	2018-06-23 15:39	Structure Eng	Ali Abdulrahman Alansari	Roof slab thickness to be enh...	CFR	

1 2 Next

Eng. Messages

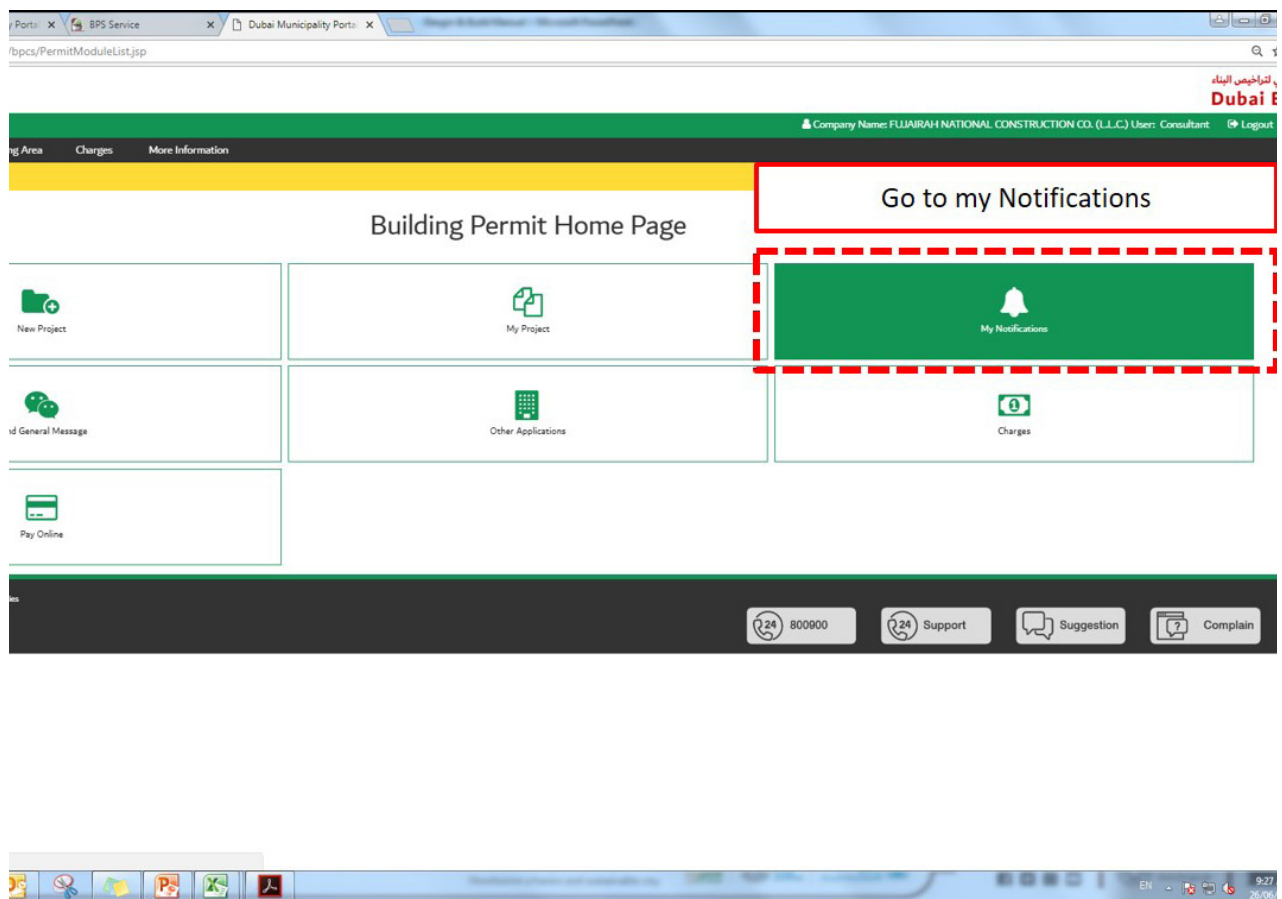
	Creation Date	Sender	Process Group	Remarks
--	---------------	--------	---------------	---------

III-III

## Follow up

From Building Permit Home Page

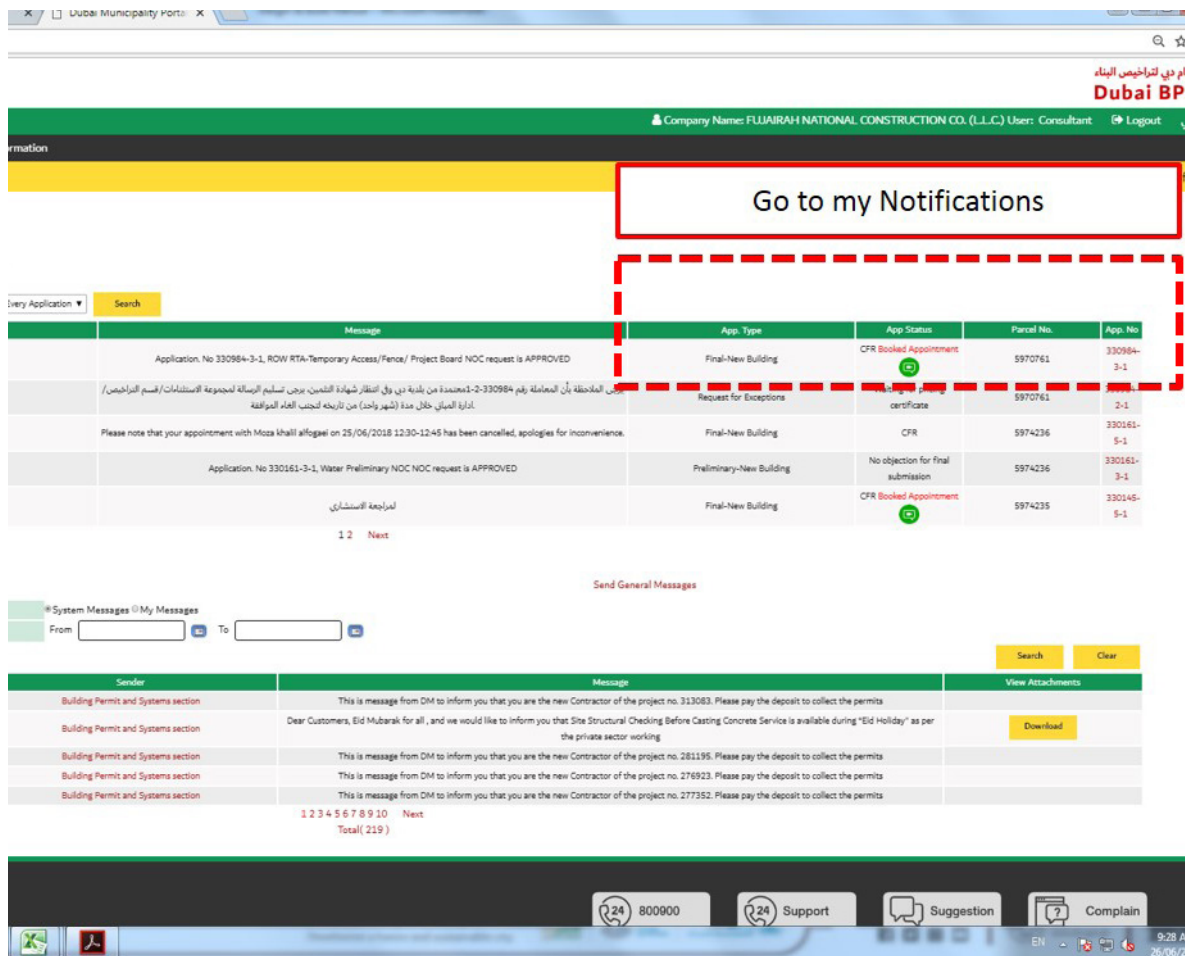
**Step1:** go to (my notifications)



The system will take you to (Tasks & Messages) screen, where you can see the updated status of your applications

## Step2: Click the (App No.) to view the applications

you can view the comments of engineers or to print the stamped drawings and download permit



The screenshot shows the Dubai Municipality Portal interface. At the top, there is a header with the company name 'FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)' and the user role 'Consultant'. A red box highlights the 'Go to my Notifications' button. Below this, a table lists applications with columns for Message, App. Type, App. Status, Parcel No., and App. No. The table contains several rows of data, including applications for RTA Temporary Access/Fence, Request for Exceptions, and Water Preliminary NOC request. A red dashed box highlights the 'App. No.' column. Below the table, there is a section for 'System Messages' and 'My Messages' with a search bar and a 'Send General Messages' button. At the bottom, there is a footer with a '24' support icon, a 'Support' button, a 'Suggestion' button, and a 'Complain' button.

Message	App. Type	App. Status	Parcel No.	App. No.
Application. No 330984-3-1, ROW RTA-Temporary Access/Fence/ Project Board NOC request is APPROVED	Final-New Building	CFR Booked Appointment	5970761	330984-3-1
الرجاء الانتظار من بلدية دبي في انتظار شهادة الترخيص يرجى تسليم الرسالة لمجموعة الاستشارات/ قسم التراخيص/ إدارة المباني خلال مدة (شهر واحد) من تاريخه لتجنب إلغاء الموافقة	Request for Exceptions	Waiting for planning certificate	5970761	2-1
Please note that your appointment with Moza Khalil alfogei on 25/06/2018 12:30-12:45 has been cancelled, apologies for inconvenience.	Final-New Building	CFR	5974236	330161-5-1
Application. No 330161-3-1, Water Preliminary NOC request is APPROVED	Preliminary-New Building	No objection for final submission	5974236	330161-3-1
للمراجعة الاستشاري	Final-New Building	CFR Booked Appointment	5974235	330145-5-1

1 2 Next

Send General Messages

\*System Messages \*My Messages

From [ ] To [ ]

Search Clear

Sender	Message	View Attachments
Building Permit and Systems section	This is message from DM to inform you that you are the new Contractor of the project no. 313083. Please pay the deposit to collect the permits	
Building Permit and Systems section	Dear Customers, Eid Mubarak for all , and we would like to inform you that Site Structural/ Checking Before Casting Concrete Service is available during "Eid Holiday" as per the private sector working	Download
Building Permit and Systems section	This is message from DM to inform you that you are the new Contractor of the project no. 281195. Please pay the deposit to collect the permits	
Building Permit and Systems section	This is message from DM to inform you that you are the new Contractor of the project no. 276923. Please pay the deposit to collect the permits	
Building Permit and Systems section	This is message from DM to inform you that you are the new Contractor of the project no. 277352. Please pay the deposit to collect the permits	

1 2 3 4 5 6 7 8 9 10 Next  
Total( 219 )

24 800900 Support Suggestion Complain

9:28 A 26/06/2018



**For more information and inquiries  
please contact us on**

**[buildingresearches@dm.gov.ae](mailto:buildingresearches@dm.gov.ae)**