

Building Department

Researches and Building Systems Section

Design and Build - industrial buildings (Interactive Manual)



Detailed Guide

Interactive booklet Gudie

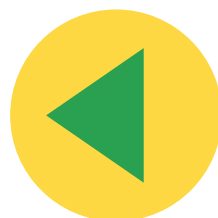
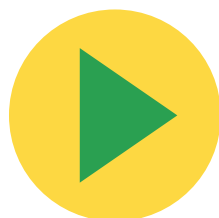


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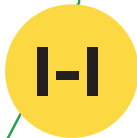
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Section 1

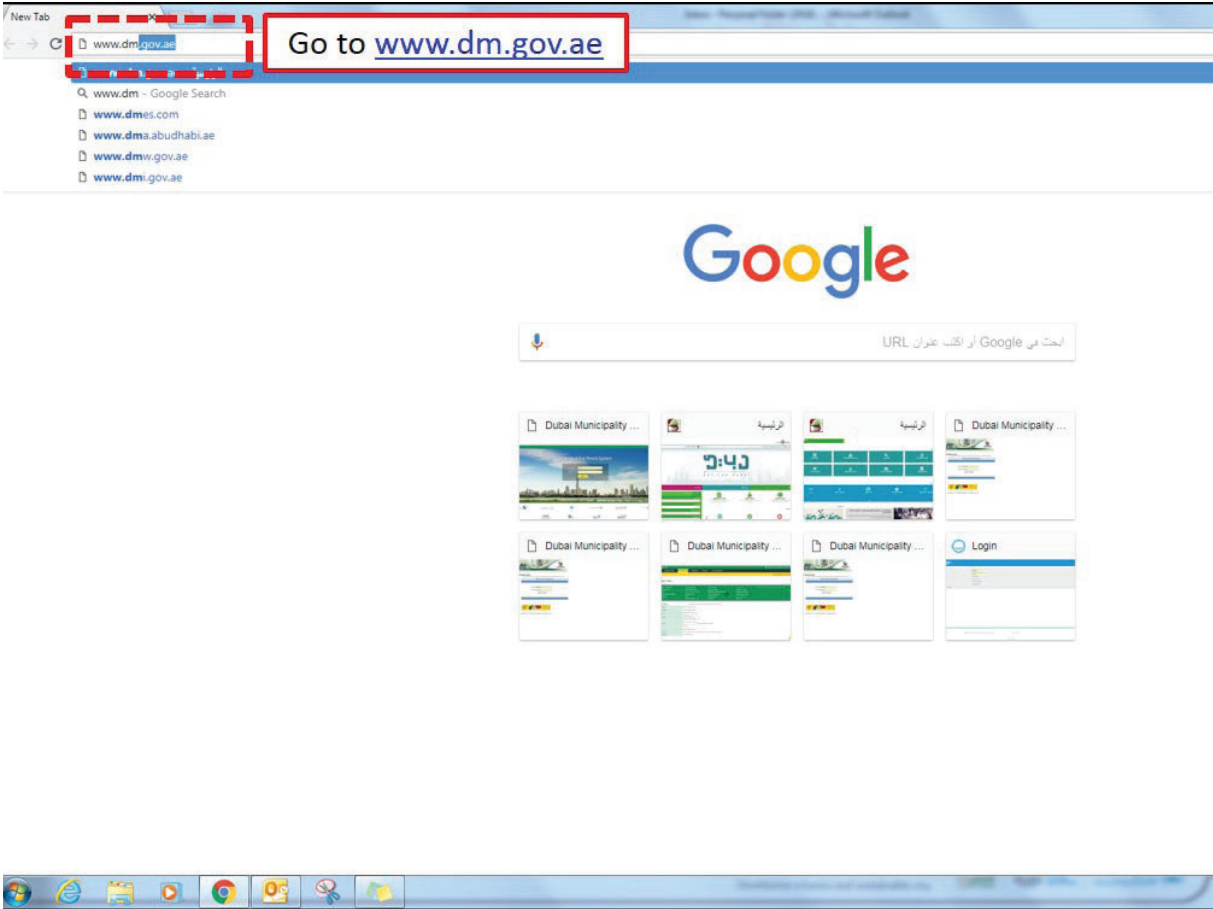
**Add Design & Build Activity to
Company Profile**



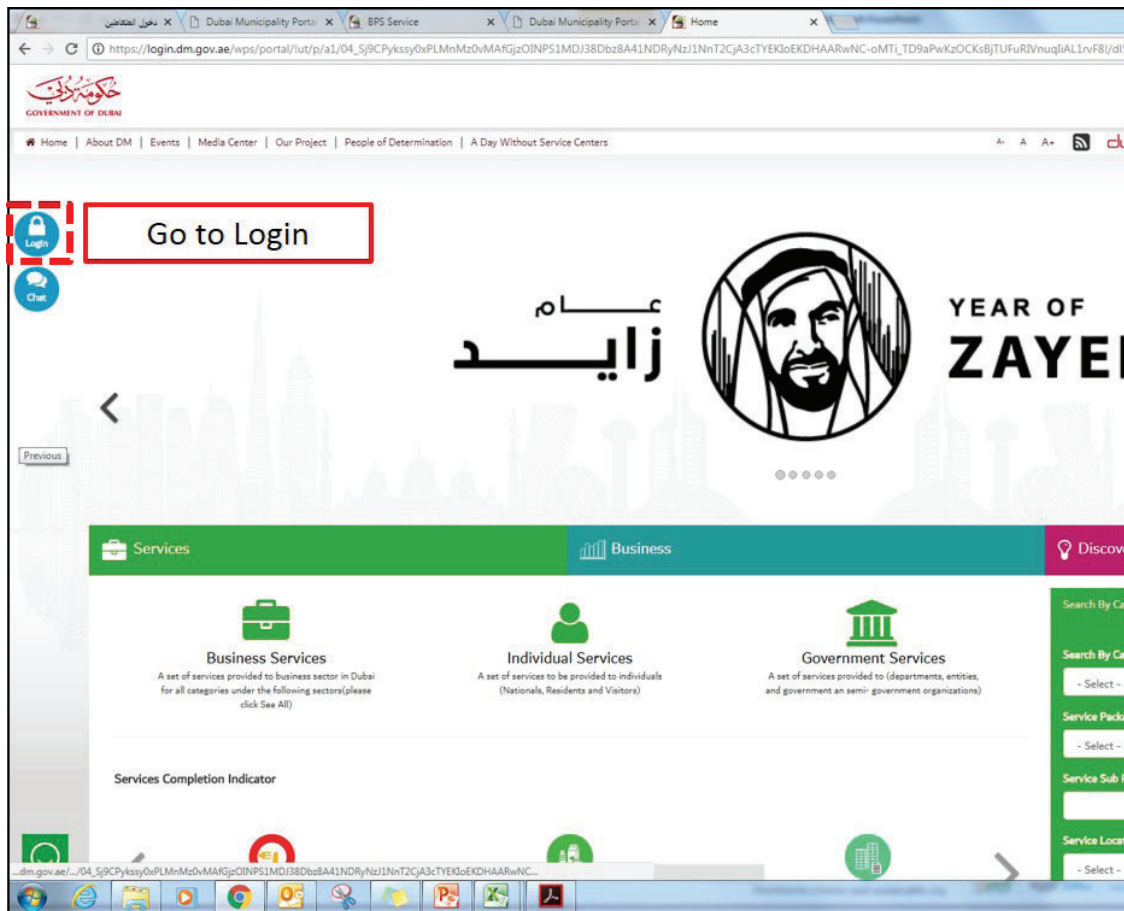


Login

Step 1: Go to DM Website



Step 2: Click on Login icon



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

The screenshot displays the Dubai Municipality Portal's Customer Login interface. The browser address bar shows the URL <https://login.dm.gov.ae/wps/portal/customerlogin>. The page header includes the Government of Dubai logo and navigation links such as Home, About DM, Events, Media Center, Our Project, People of Determination, and A Day Without Service Centers. The main content area is divided into sections: 'Services', 'Business', and 'Discover'. The 'login' section contains a form with 'Username' (filled with 'iconic.consultants') and 'Password' (masked with dots) fields. A red dashed box highlights the login form, and a red box with the text 'Enter credentials' is overlaid on the password field. Below the form are 'Login' and 'Register' buttons, and a 'Forgot Password?' link. The 'Steps for Registration' section provides instructions for 'Company Registration' and 'Admin User Registration'. The 'Company Registration' steps include: clicking on the Login icon, clicking on the Register button, looking into the respective Service as per your requirement, and clicking on Company and Admin. User Registration. The 'Admin User Registration' steps include: filling the Admin User Registration Form, mentioning the preferred Mode of Communication and Preferred Language, choosing three user name accounts, and then a confirmation message appears informing you that New Company Registration process has 0000-0000000 - Please write down this number. The 'Navigation to Service Catalog' section provides information about the DM Smart Portal and its services.



Technical Staff Application Submission

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

The screenshot shows the Dubai Municipality portal login screen. The browser address bar displays the URL: https://login.dm.gov.ae/wps/myportal/customerlogin#Z7_11841B00JQ350A27C5CHR3055. The page features a navigation menu with 'Services', 'Business', and 'Discover' tabs. A 'Logout' button is visible on the left. A warning message states: 'Please click here to view the browsers compatible with each service.' A help message says: 'Please click here to know more about using the smart services.' Under the 'Available Services' section, 'My Services' is highlighted with a red dashed box, and a red box with the text 'Select my services' is overlaid on it. Below this, a 'List of My Services' is provided, including: 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, there are logos for 'e-Survey', 'ADHOC Online Payment', 'DUBAI' (دبي), '800900' (الخط الساخن لخدماتنا وخدماتنا), and 'Have Your! Suggestion and Comp'. The footer contains links for 'Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies', along with copyright information: '© Dubai Municipality 2018. All Rights Reserved. & maintained by Dubai Municipality'. The browser taskbar at the bottom shows icons for various applications like Chrome, Edge, and Office.



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

The screenshot displays the 'My Services' section of the portal.dm.gov.ae website. The page title is 'My Services' and it includes a search bar and a 'Find' button. The list of services includes:

- 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 for accreditation of technical staff**
- Request to Release of a blocked contractor - exception request
- Request to permit carrying out site preparation &/or hoarding
- 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

A red box highlights the item 'Request for accreditation of technical staff', and a red callout box with the text 'Select Add technical staff' points to it.



The portal will take you to the selected service catalogue

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

The screenshot shows the Dubai Government Portal interface. The breadcrumb trail is: Home / Services / Building Department / Consultants & Contractors Qualification Section / Request for accreditation of technical staff. The service name is 'Request for accreditation of technical staff' and the mobile name is 'Interview Technical Staff'. The service details state that this service enables customers to obtain a technical staff approval (examination) to fulfill requirements for registration/renewal of license or to upgrade their category/grade. A note specifies that technical staff is tested/registered/suppliers and manufacturers of building materials only for one activity of the contractor/consultant domain of work. The fees details table shows a service fee of 400AED for the 'Request to interview technical staff'. The customer procedures and documents table lists steps such as 'Apply for the service', 'Receive notice of payment', 'Receive interview', 'Attend the meeting', and 'Check assessment result', with corresponding documents and locations. A red box highlights the 'Click run service' button. The footer includes logos for ADHOC Online Payment, DUBAI CAREERS, 800900, Have Your Say, and Govern The Official Way.

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

Run Service Print

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

| Procedure | 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 Branches |
| 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 assessment 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 | DUBAI CAREERS | 800900 | Have Your Say | Govern The Official Way



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)

Request for accreditation: x | Dubai Municipality Portal | rtaladm.gov.ae/Services/General.aspx

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

Business Discover

Interview Technical Staff Request

1 Request Details 2 Attachments 3 Review 4 Record Issuance

Step 1: Request Details > Request Details

Request Details

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

Committee Team:

Qualified On:

Interview Result: --Select--

COMPANY DETAILS

*Trade Name:

*License No: **Fill**

*License Type: --Select--

*Grade: --Select--

*Fax No:

*Email Address:

*Mobile No:

*Indicates a required field.

Scroll down and fill

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



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

The screenshot displays the Dubai Municipality Portal interface. At the top, there are navigation tabs for 'Services', 'Business', and 'Discover'. The main content area is titled 'Interview Technical Staff Request' and includes a progress bar with four steps: 'Request Details', 'Attachments', 'Review', and 'Record Issuance'. The current step is 'Step 4: Record Issuance'. A green message box states: 'Your application has been successfully submitted. Go To Dashboard'. Below this, it says 'Thank you for using our services. Your Record Number is ITST-2018-002981.' The record number is enclosed in a red dashed box, and a red-bordered callout box points to it with the text 'Reference number for the application'. At the bottom, there is a 'View Record Details' button and a footer with various service icons like 'e-Survey', 'ADHOC Online Payment', 'DUBAI careers وظائف', '800900', and 'Have Your Suggestions and Comments'.



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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 shows the Dubai Municipality website interface. The 'Available Services' section is visible, with the following items highlighted:

- Central payment system** (highlighted with a solid red box)
- My Transaction** (highlighted with a red dashed box)
- My application for notification** (highlighted with a solid red box)

The page also features a navigation bar with 'Business' and 'Discover' tabs, a search bar, and a footer with various service links including 'ADHOC Online Payment', 'DUBAI', '800900', 'Have Your Say', and 'Government.ae'.



Step 2: Continue paying the application approval fees as usual

The screenshot displays the Dubai ePay portal interface. At the top, there is a navigation bar with the text "ortal X" and "Jo?method=validateUser". Below this, the user is identified as "People Determination" and the portal is identified as "dubai.es". The main content area features a navigation bar with "Business" and "Discover" options. A welcome message reads "Welcome to ePay" and "You have 0 new Outstanding Payment(s) in the Inbox". A four-step process flow is shown: 1. Outstanding Payments (hand pointing to a tablet), 2. Search Payments (hand pointing to a tablet), 3. Payment Channels (credit card icon), and 4. Receipt Vouchers (document icon). The footer contains several service links: "ADHOC Online Payment", "DUBAI careers وظائف", "800900" (customer support), "Have Your Say" (suggestion and complaints), and "Govern The Official Portal". A Facebook icon is also present in the footer.



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 navigation bar with links for 'Media Center', 'Our Project', 'People of Determination', and 'A Day Without Service Centers'. The main content area features a 'Business' header and a 'Discover' button. Below this, there are several service tiles under the heading 'Available Services'. The 'My Transaction' tile is highlighted with a red dashed border and a red box containing the text 'My application for notification'. Other visible services include 'Submit notification', 'Central E-Payment System', 'User Management', and 'My Dashboard'. At the bottom of the page, there are logos for 'e-Survey', 'ADHOC Online Payment', 'DUBAI CAREERS', '800900', 'Have Your Say', and 'Gover'. The footer contains 'Useful Links', 'Sitemap', and 'Website Policies'.



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



Section 2

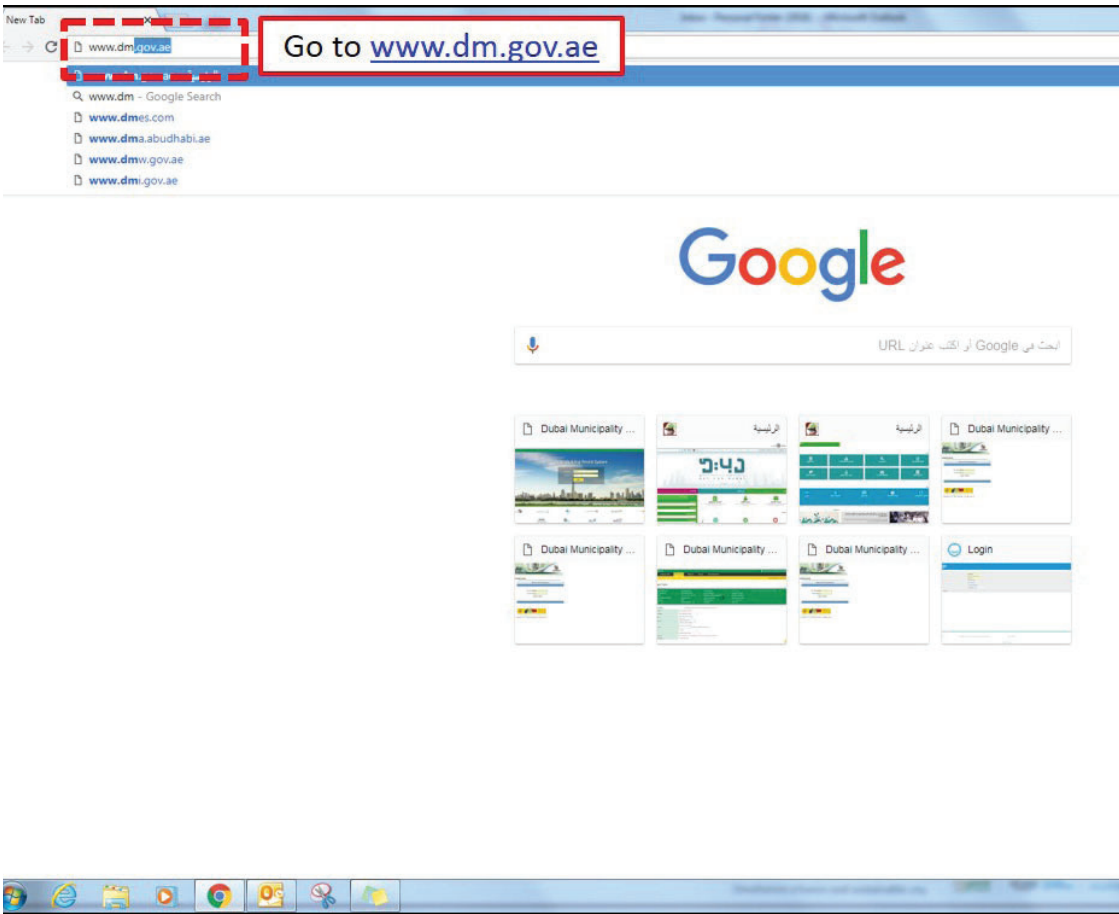
Create a Consultant Account



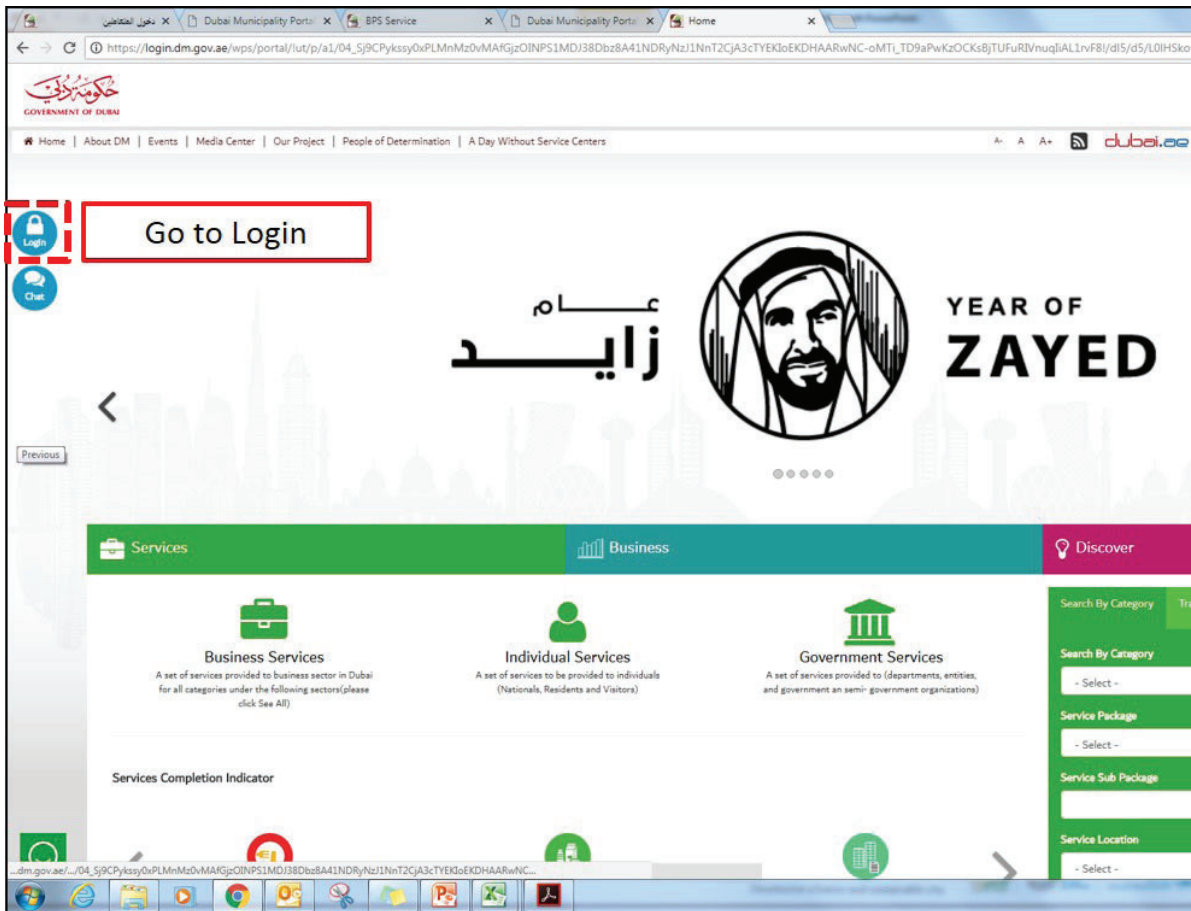
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Login

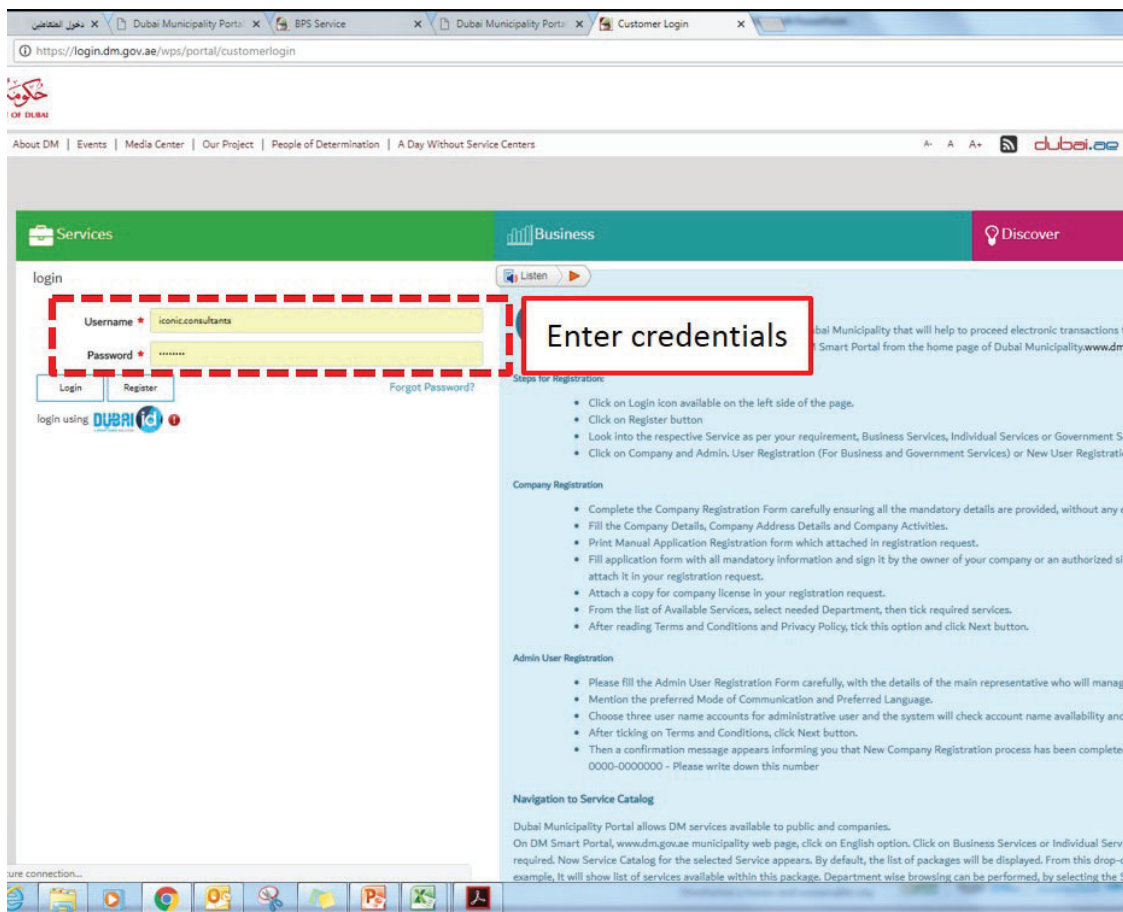
Step1: Go to DM Website



Step 2: Click on Login icon



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




login

Username * iconic.consultants

Password *

Login Register Forgot Password?

login using 

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 errors.
- 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 company.
- 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.

Navigation to Service Catalog

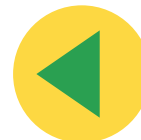
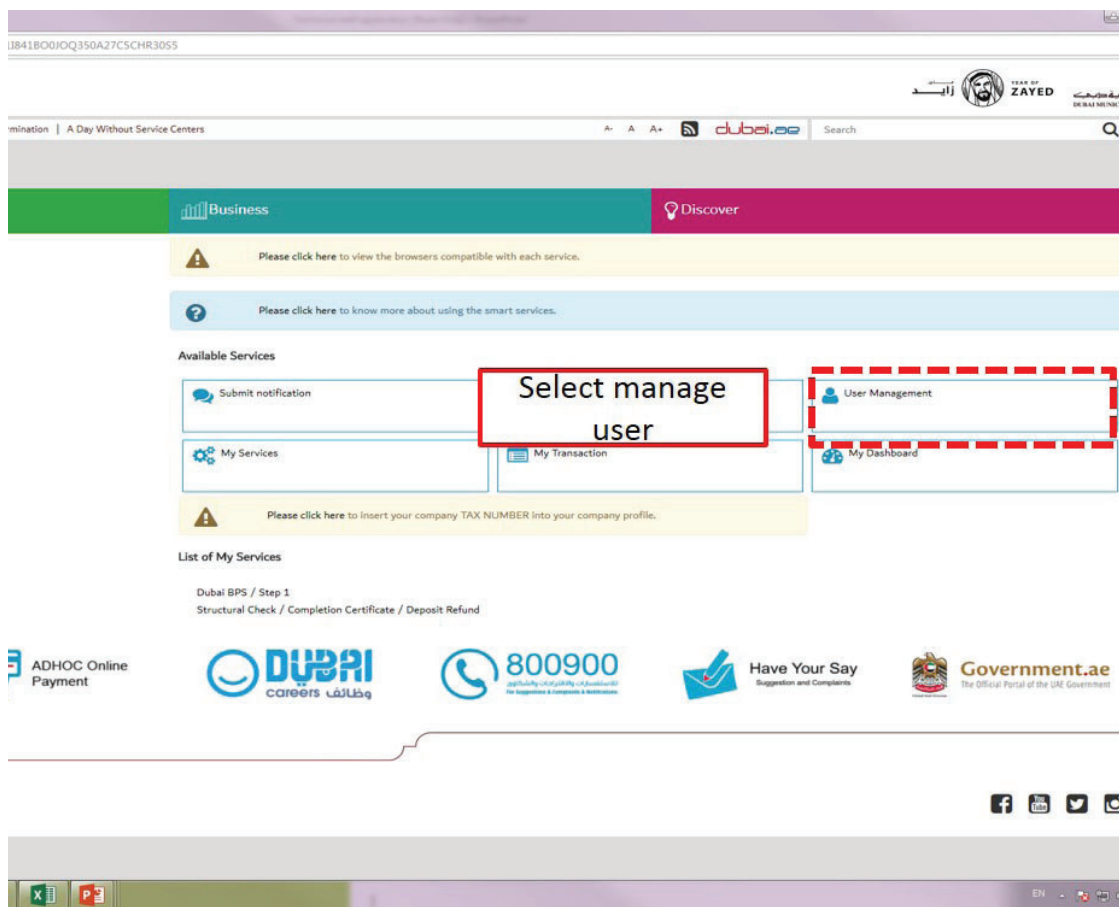
Dubai Municipality Portal allows DM services available to public and companies.

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



Create Username and password

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



The portal will take you to manage users screen

Step 2: Select (create users)

The screenshot displays the 'User Management System' interface. At the top, there is a navigation bar with 'Business' and 'Discover' tabs. Below this, a breadcrumb trail reads 'Home / User Management / Business Services / Home Page'. The main content area is titled 'Welcome to the User Management System' and lists various options for user management. A red dashed box highlights the 'Create Users' option, which is accompanied by the Arabic text 'إضافة مستخدمين'. A red callout box with the text 'Select create user' points to this option. Other visible options include 'Change Company Profile Information', 'Reset Password for User', 'Cancel Users', 'Change Your Profile Information', 'Change Your Security Question', 'Retrieve Your Security Details', 'Change Services/Role Access for Users', 'Search for Users', and 'Change Your Password'. The footer contains logos for 'الاستطلاع الراك survey', 'الدفع المباشر', 'DUBAI CAREERS وظائف', '800900', and 'قل كلمتك للاقتراحات والشكاوي'.



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

Municipality Port 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: emanco.admin

Home / User Management / Business Services / Business User Registration

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

Business Services

Access for Business Users

DM U

FAQ

1. Fill all detail

2. Scroll down and fill

User Registration Form

Complete the form below and click "Continue". Fields marked with asterisks (*) are required. Please fill the form in English.

أتمت باللغة الإنجليزية

Personal Details

Segment (القطاع) Please Select...

First Name (الاسم الأول) First Name (الاسم الأول)

Father's Name (الاسم الأب) Father's Name (الاسم الأب)

Last Name (الاسم الأخير) Last Name (الاسم الأخير)

Nationality (الجنسية) Please Select...

Gender (الجنس) Female Male

If you are a disabled person, please identify your disability (إذا كنت من أسباب الإعاقة يرجى تحديد نوع الإعاقة)

Hearing Impairment

Mental Retardation

Physical Impairment

Speech Disorders

Date of Birth (تاريخ الميلاد)

Primary Mobile Number (رقم الهاتف الخليوي الرئيسي)

Code - Number

Home Phone Number (رقم هاتف المنزل)

Home Phone Number (رقم هاتف المنزل)

Country code-area code-phone number eg 971-40000000

Note: Please enter a valid e-mail to be able to receive your user ID and password.



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

Without Service Centers

Business Discover

Home / User Management / Business Services / Business User Registration

User Registration Form

User ID Choice

Enter three choices for User ID, User ID must be at least 8 characters

أدخل ثلاثة اختيارات لإسم المستخدم يجب أن يكون إسم المرور 8 أحروف على الأقل

We recommend that you follow the convention **Firstname.lastname**, for example if your name is Mohammed Ahmad Abdullah you can give the following choices
ننصح باتباع طريقة التسمية **الاسم الأول.الاسم الأخير** فالسؤال المثال إذا كان إسم محمد أحمد عبد الله فيمكنك إعطاء الخيارات التالية

First choice as (الأول): muhammadabdullah
Second choice as (الأخير الثاني): muhammadahmad
Third choice as (الأخير الثالث): ahmadabdullah

خدمات الأعمال

دخول المستخدم إلى الخدمات الإلكترونية

تسجيل مستخدم بجهة دبي

إضافة مستخدم

Choice 1 (1 اختيار)

Choice 2 (2 اختيار)

Choice 3 (3 اختيار)

برقيات المستخدم الجديدة

Type characters shown below (نوع الحروف التي يجب استخدامها بالأسفل):
W8 M1 5 9

3. Click next

Back Next

الدفع المباشر

DUBAI careers وظائف

DM Contact Center

Have Your Say for Suggestion and Complaint

Government.ae
The Official Portal of the UAE Government

EN 14 074



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

Step 6: scroll down

The screenshot shows the Dubai Municipality Portal's Business User Registration page. The page is divided into several sections: Services, Business, and Discover. The Business section is active, displaying the 'User Registration Form' with the following details:

| General Information | |
|---|------------------|
| Complete Name (الاسم الكامل): | SAVED AHMED REDA |
| Segment (شركة): | Egyptian |
| First Name (الاسم الأول): | SAVED |
| 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 الهاتف الخليوي الرئيسي): | 0527725042 |
| Email Address (البريد الإلكتروني): | rboud@dm.gov.ae |

| Address Details | |
|---------------------------------|----------------------|
| Country (الدولة): | United Arab Emirates |
| Emirate/City (الإمارة/المدينة): | Dubai |
| Makani Number (رقم مكان): | |
| Makani URN (رقم مكان): | location |
| Floor Number (رقم الطابق): | |
| Unit no. (الوحدة السكنية): | 1 |
| P.O. Box (صندوق البريد): | 1 |

| Identity Details | |
|----------------------------------|-----------------|
| ID Type (نوع الرقم التعريفي): | Emirates Id |
| ID Number (الرقم التعريفي): | 784398957368164 |
| ID Expiry Date (تاريخ الانتهاء): | 2019-05-15 |

| Requested Services and Roles | |
|------------------------------------|-----------------|
| Service (الخدمة) | Role (الصفة) |
| Dubai EPS / Steps 2-5 : Consultant | |
| Dubai EPS / Step 1 | BPCS-CONSULTANT |

A red arrow labeled 'Scroll down' is positioned on the left side of the form, indicating the next step in the process.



Continue reviewing the details

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

Gender (الجنس): Male

Disability (إعاقة):

Date of Birth (تاريخ الميلاد): 1989-10-18

Primary Mobile Number (رقم الهاتف المحمول الرئيسي): 0527725042

Email Address (البريد الإلكتروني): rblood@dm.gov.ae

Address Details

Country (الدولة): United Arab Emirates

Emirate/City (الإمارة/المدينة): Dubai

Makani Number (رقم مكان):

Makani URL (رابط مكان): 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 (الوظيفة) |
|-----------------------|-----------------|
| Dubai BPS / Steps 2-5 | Consultant |
| Dubai BPS / Step 1 | BPCS-CONSULTANT |

Login Details

Please select any of following User IDs OR alternatively you may click on "Choose some other user ID" button to re-enter your User ID preferences.

برجاء تحديد اسم المستخدم الذي تريد معاً على أو يمكنك بدلاً من ذلك التمرير على زر "اختيار اسم مستخدم آخر" لإعادة إدخال اسم المستخدم الذي

اسم المستخدم:

اسم المستخدم: sayedahmed Not Available

اسم المستخدم: sayedahmed123 Available

اسم المستخدم: sayedahmed1234 Available

اسم المستخدم:

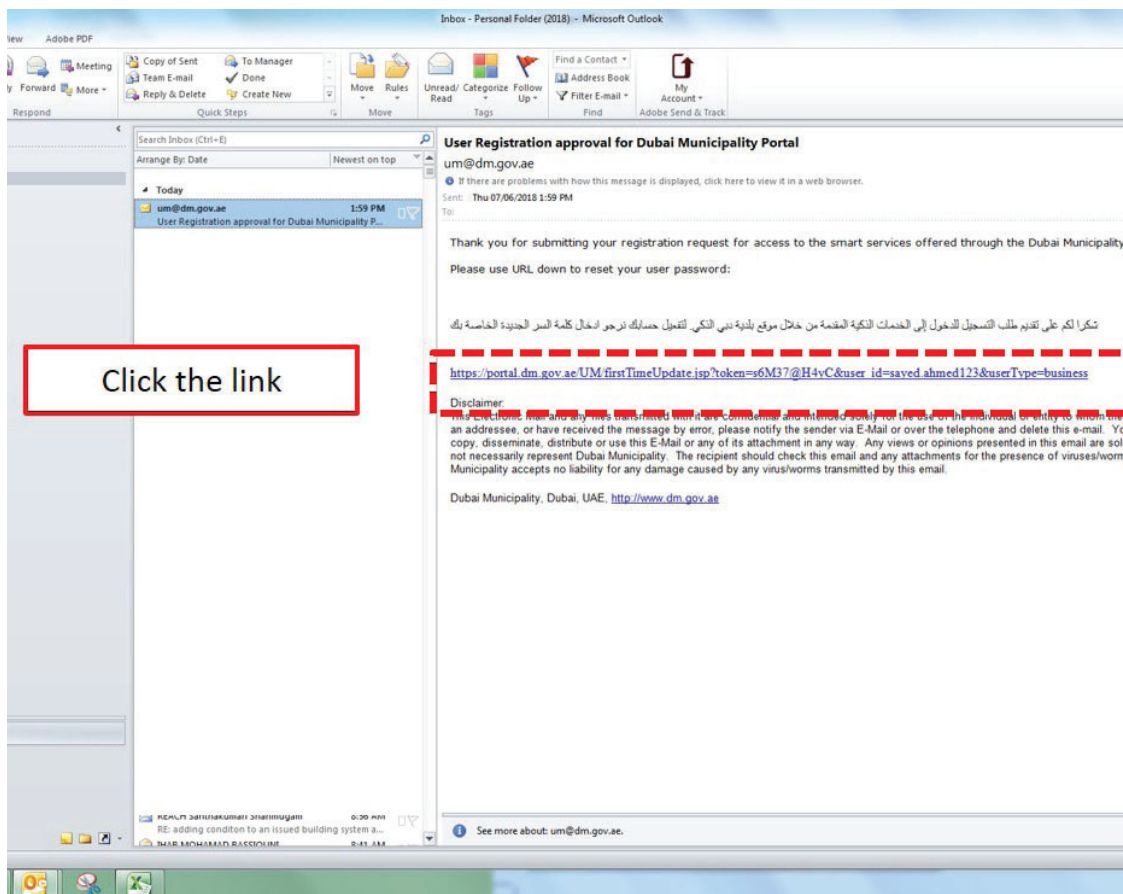
Choose some other user ID:

الدفع المباشر | DUBAI CAREERS وظائف | 800900 | قل كلمتك | Government



You will receive an email from 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)

Business Discover

Home / User Management / Business Services / Activate Profile

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.

خدمات الأعمال

Credential Details

User ID: H9edAhmed123

New Password

Confirm new Password

Security Question

Security Answer

1. Enter and confirm the password

2. Click next

ADHOC Online Payment

دبي وظائف careers

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
follow-up with Eng. Abed al Fattah Heissat
on **04-2063255****

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



Section 3

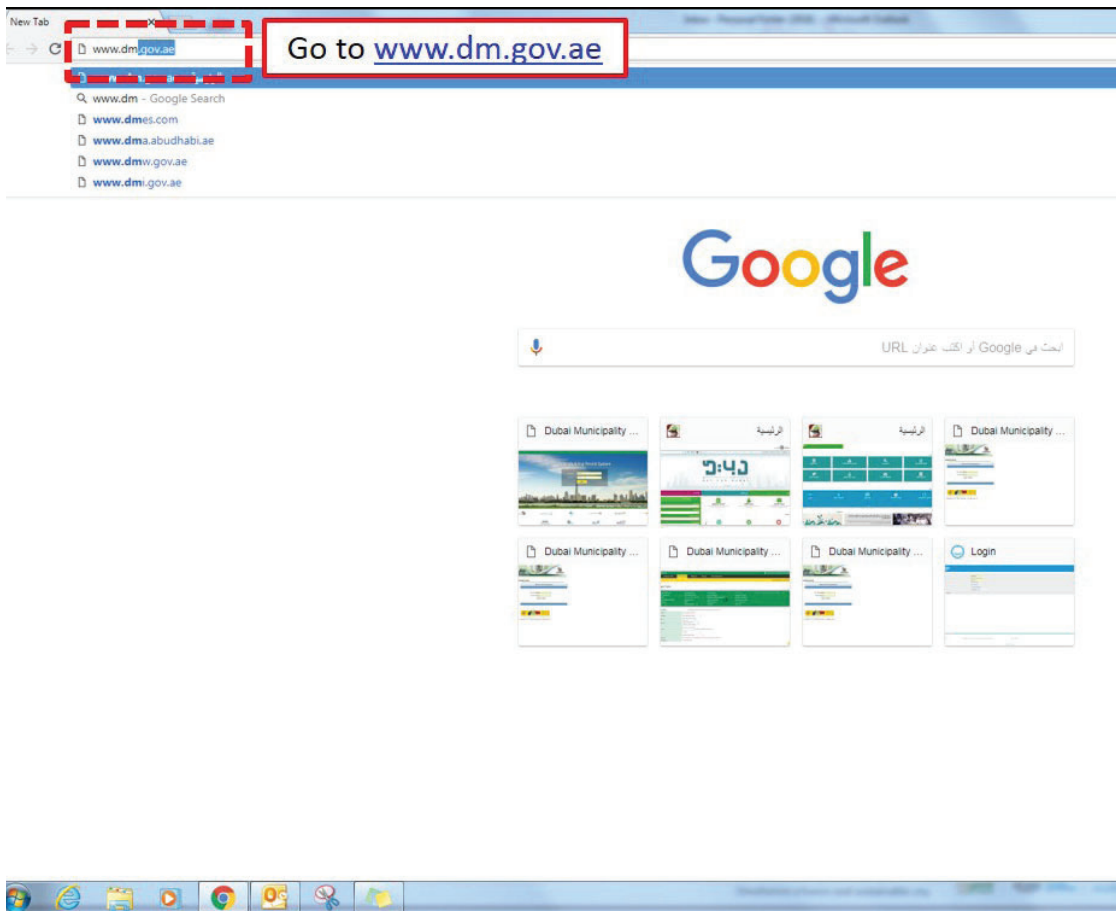
Submit For Building Permit



III-I

Login

Step1: Go to DM Website



Step 2: Click on Login icon

The screenshot shows the Dubai Municipality Portal's login page. A red dashed box highlights the 'Login' icon in the top left corner, with a text box next to it that says 'Go to Login'. The page features the Government of Dubai logo, a 'YEAR OF ZAYED' banner with a portrait of a man, and a navigation menu with 'Services', 'Business', and 'Discover' tabs. Below the menu are three service categories: Business Services, Individual Services, and Government Services. A search sidebar is visible on the right.



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

The screenshot shows the Dubai Municipality Portal's login interface. The browser address bar displays <https://login.dm.gov.ae/wps/portal/customerlogin>. The page features a navigation menu with 'Services', 'Business', and 'Discover' tabs. A 'login' section is highlighted with a red dashed box, containing a 'Listen' button, a 'Username' field with the value 'iconicconsultants', a 'Password' field with masked characters, and 'Login', 'Register', and 'Forgot Password?' buttons. A red box with the text 'Enter credentials' is overlaid on the login form. To the right, a 'Steps for Registrations' section provides instructions for Company and Admin User Registration, and a 'Navigation to Service Catalog' section.

login

Username * iconicconsultants

Password *

Login Register Forgot Password?

login using

Listen

Enter credentials

Steps for Registrations:

- 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 errors.
- 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 account.
- 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.

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 Individual Services. Now Service Catalog for the selected Service appears. By default, the list of packages will be displayed. From this drop-down menu, you can select a package. For example, it will show list of services available within this package. Department wise browsing can be performed, by selecting the Department.



OR, for a Login

Step 4: Go through Dubai BPS Portal www.dubaibps.dm.gov.ae

The screenshot shows a web browser window with the address bar containing 'dubaibps.dm.gov.ae'. A red box highlights the address bar and the search results below it. The search results include the following links:

- dubaibps.dm.gov.ae - Google Search
- dubaibps.dm.gov.ae/wps/portal/dubaibps/bpcs_home - BPSHome
- dubaibps.dm.gov.ae/wps/portal/dubaibps/Home/BPCSHome/!ut/p/a1/04_5j9CPykssy0vPLMnMz0vMAFGzOINPS1MDJ38DbzczYKNDQJNPHxcDEKNDQ3cDYEKoEKDHAARwNC-eNT8_TD9aPAppzdHT1MzH
- dubaibps.dm.gov.ae/wps/portal/dubaibps/bpcs_aboutus - contentBPCSAboutsDefault

Below the search results is the Google logo and a search bar with the text 'ابحث في Google أو اكتب عنوان URL'. The search results are displayed in a grid of thumbnails, including the Dubai Municipality website and a login page.



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

Dubai BPS

Dubai Building Permit System

User ID: precious.kurum

Password:

Login Register

Login as: Forgot Password?

Enter credentials

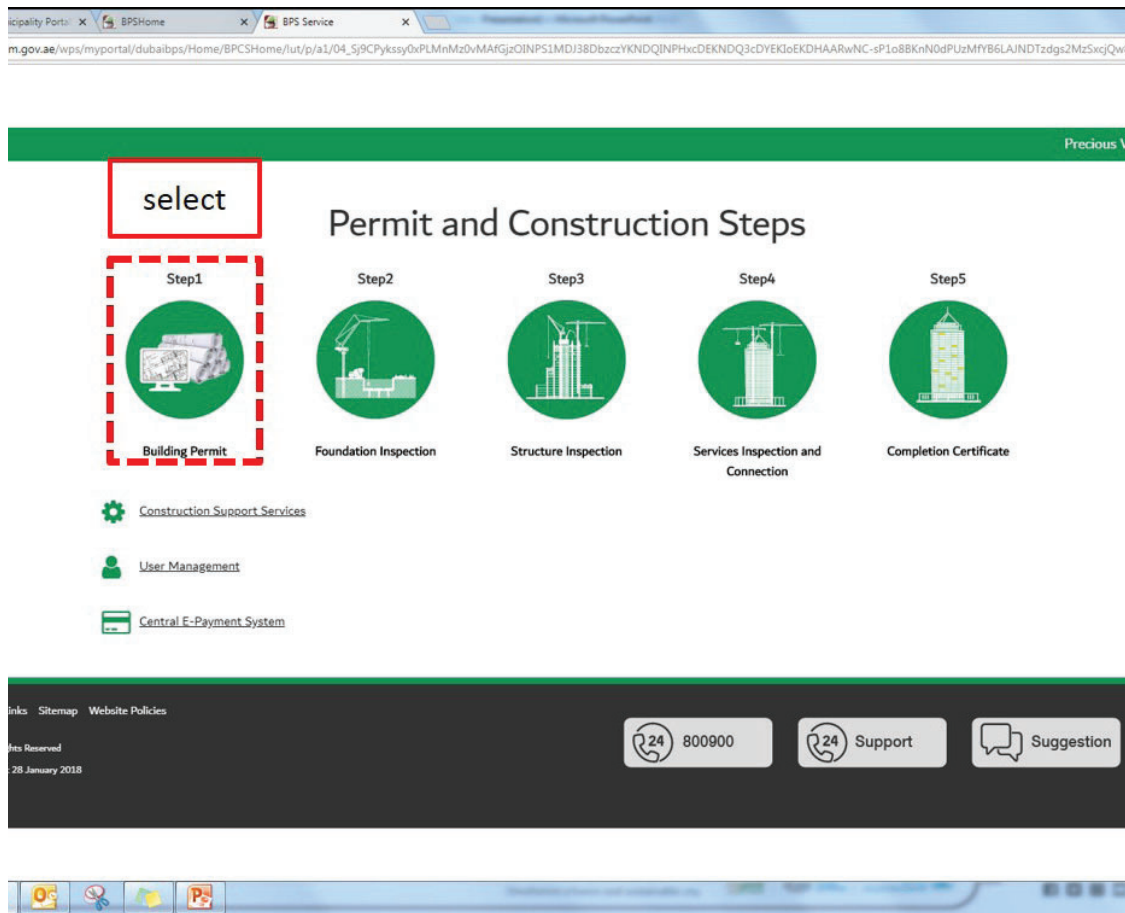
Logos at the bottom: Dubai Municipality, Dubai Electricity and Water Authority, Dubai Police, Dubai Health Authority, etisalat, Dubai Free Zone Authority, Dubai Investment Park, Trakhees, Dubai Creative Clusters Authority.



Create Application

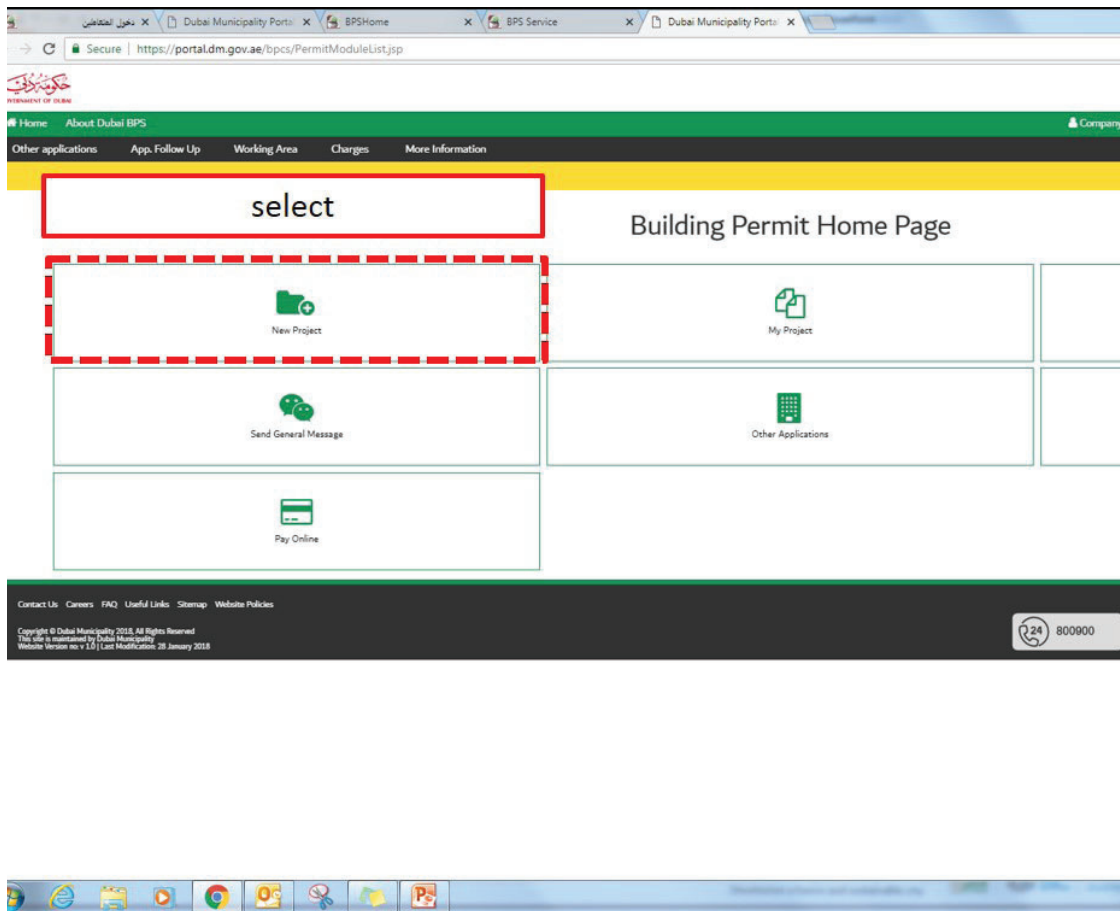
The system will display the
(Permit and Construction Steps)

Step 1: Select (Building Permit)



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' form on the Dubai Municipality Portal. The form is divided into several sections, each with a 'Fill' button indicated by a red arrow:

- Project Description:** Project Description (Fill)
- Consultant Contact Details:** Cons. Name (FLJABAH NATIONAL CONSTRUCTION CO.), Engineer Contact Name (Fill), Email ID (Fill), Mobile No. (Fill)
- Contractor Contact Details:** Contractor Name (FLJABAH NATIONAL CONSTRUCTION CO.), Engineer Contact Name (Fill), Email ID (Fill), Mobile No. (Fill)
- Owner Contact Details:** Owner Password (Fill), Owner Mobile (Fill), Owner Phone No. (Fill), Preferred SMS Language (English/Arabic)
- Parcel Information:** Parcel ID (e.g. 1130114) (Fill), Community Name, Parcel Status, Zone Code, Proposed Plot Coverage (Fill), Proposed FAR (Fill)
- Project Related to:** A list of project categories with checkboxes, including Governmental, Non-Governmental, Dubai Creative Clusters Authority - DCCA, Emara Properties, Dubai Investment Park, Dubai Industrial City, Dubai Land, Cultural Village - Al Jaddaf (DPC), Mijan, Dubai Multi Commodities Centre - DMCC, Dubai Maritime City - DMCC, Dubai Sport City, Dubai Properties Group, Meraa, Marina Jumeira Bay, Dubai Police, Business Bay - DPG, DHA, and Meydan. A 'Fill' button is shown next to the list.
- Other Fields:** Phone No. (Fill), Fax No. (Fill), Phone No. (Fill), Fax No. (Fill), Owner Email (Fill), Show Info (button), Parcel Dts (button), Allowed Plot Coverage (Fill), Allowed FAR (Fill)

At the bottom of the form, there is a 'Click Save' button and a 'Rule No. 10 for the year 2006' section with 'Yes' and 'No' buttons.



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 shows a web browser window with the URL `portal.dm.gov.ae`. A notification box at the top states: "portal.dm.gov.ae says Your project created successfully, you can now create new applications." Below the notification is an "OK" button. A red dashed box highlights the notification, and a red-bordered box contains the text "Click ok, then scroll down".

The main form area contains several sections:

- Form Fields:** Includes fields for "Name", "Phone No*", "Fax No*", and "Owner Email*".
- Language Selection:** Radio buttons for "# English" and "Arabic".
- Map Section:** A "Show Map" button and a "Parcel Dets" button.
- Address and Location:** Fields for "AL NAHDA FIRST", "NOT BUILT", and "OS".
- Property Type Selection:** Radio buttons for "Governmental", "Non-Governmental", "Dubai Creative Clusters Authority -DCCA", "Emmar Properties", "Dubai Investment Park", and "Dubai Industrial City".

The browser's taskbar at the bottom shows icons for various applications, including a home icon, a search icon, and a file explorer icon.



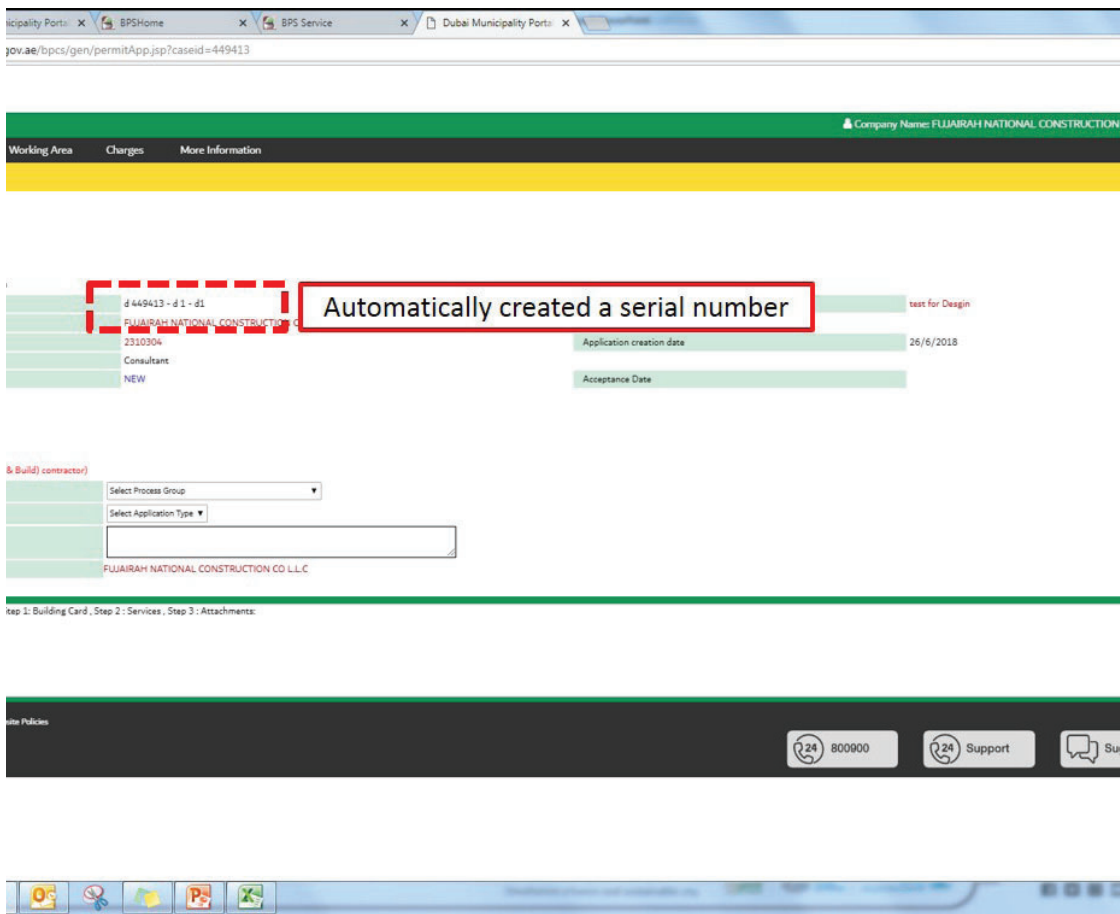
From the bottom of the screen

Step 5: click on (New Application)

The screenshot shows the Dubai Municipality portal interface. At the bottom of the page, there is a navigation bar with several buttons: 'Update', 'New Application', and 'Show Applications'. The 'New Application' button is highlighted with a red dashed box. A red-bordered box with the text 'Click on New Application' is positioned above the 'New Application' button. The main content area includes a search bar, a list of categories (e.g., Governmental, Non-Governmental), and a list of sub-categories (e.g., Dubai Creative Clusters Authority - OCCA, Emmar Properties). The footer contains a '24 800900' support line, a '24 Support' button, a 'Suggestion' button, and a 'Complain' button.



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



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' form in the Dubai Municipality portal. The 'Process Group' dropdown menu is open, and 'New Building Permit Application' is selected. A red box highlights the dropdown menu and a text box that says 'From Process group, select New Building Permit application'. The form includes fields for Application No., Cons. Name, Parcel ID, Applicant, Status, Project Desc., Application creation date, and Acceptance Date. The 'Process Group' dropdown menu is open, showing the following options: 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, and Special Services & Exceptions. The 'New Building Permit Application' option is highlighted in blue. A red box surrounds the dropdown menu and a text box that says 'From Process group, select New Building Permit application'.



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

Application

Application No. 449413 - 41 - 01

Project Desc. test for Design

Application creation date 26/6/2018

Acceptance Date

Application Type: New Building Permit Application

Final-New Building

Description: 0x1 Warehouse

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

Submit Application Save Application



The system will update the permit application screen

Step 8: Go to (consultant engineers) link

Project >>> Application >>> Versions >>> Permit Application

| | | | |
|-----------------|---|---------------------------|-----------------|
| Application No. | d 449413 - d 1 - d1 | Project Desc. | test for Design |
| Cons. Name | FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) | Application creation date | 2018-06-26 |
| Parcel ID | 2310304 | Acceptance Date | |
| 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* | New Building Permit Application |
| Application Type* | Final-New Building |
| Application Description* | G+1 Warehouse |
| Is there shoring work from (ROW/Street/SiMa/Public Parking/Rail/Tram) side?* | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Consr. Name | FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C. |

[Consultant Engineers*](#)

Click Consultant engineers link

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

Check if you have any more items in the following items:

- Building Card
- Services
- Attachments
- Parking

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.

The screenshot displays the Dubai Municipality Portal BPS Service interface. The main page shows a 'Permit Application' form with fields for Application No., Cons. Name, Parcel ID, Applicant, and Status. A pop-up window titled 'Dubai Municipality Portal - BPCS - Google Chrome' is open, showing 'Consultant Details Information' for FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.). The pop-up includes fields for Engineer Speciality, Engineer Name, Mobile No., and Designed Area (Sq. Ft.), each with a red arrow pointing to it and the word 'Fill'. A 'Click Save' box is also present, with a red arrow pointing to the 'Save' button at the bottom of the pop-up. The main page also features a 'Building Card' icon, 'Services' icon, and 'Attachments' icon, along with a 'View All Notes & Conditions' link and a table with columns for Creation Date, Process Group, Employee Name, and 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 interface. A modal window titled 'Add Consultant Engineer' is open, showing a form with fields for Address, Tel. No., Fax No., Email, and Consultant Activities. 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 at the bottom of the modal. A red box with the text 'Saved engineers names' points to the table.

| Eng. Education | Engineer Name | Mobile No | Graduation Year | Eng. No. | Designed Area (Sq. Ft) | Notes |
|----------------|---------------|--------------|-----------------|----------|------------------------|--------|
| | WAEEL YASER | 971502234567 | 1998 | 7003 | 50000 | Delete |
| | MAKAREM | | | | | |



From Permit Application screen

Step 11: Go to (Building Card) icon

Out Dubai BPS Company Name: FUJAIRAH NATIONAL CONSTRUCTION

App. Follow Up Working Area Charges More Information

Permit Application

Application No. 4449413 - d1 - d1 Project Desc. test for Desgin

Company Name FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) Application creation date 2018-06-26

Application ID 2310304

Applicant Consultants Acceptance Date

Application Status NEW

History

Application Applications

Application was submitted by (Design & Build) contractor

Application Group New Building Permit Application

Application Type Final-New Building

Application Description In-1 Warehouse

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

Company Name FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C

Consultant Engineers* Second

Check if you have any modifications in the following items:

Information in the following items: [Step 1 - Building Card](#), [Step 2 - Services](#), [Step 3 - Attachments](#)

Building Card Services Attachments Parking

All Notes & Conditions

Up 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 appropriate operation from the dropdown menu.

--Select Operation-- Create New Building Go

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

Permit Application Services

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

The screenshot shows the 'Building Main Component' form. The form includes the following sections and fields:

- Project Desc:** d449413 - d1 - d1
- Application Type:** Final-New Building
- Charges Free:** No Yes
- Select Building Type*:** Building Type (dropdown) **Fill**
- No Of Identical Villas*:** 1
- Building height (Meter)*:** (input field) **Fill**
- Is it a Green Building*:** No Yes
- Building Main Component:**
 - Under Ground:** 0 **Fill**
 - Ground:** 1 **Fill**
 - Mezzanine:** 0
 - Building Name:** (input field) **Fill**
 - Street Name-1*:** (input field) **Fill**
 - Street Name-2:** (input field)
 - No of Lifts*:** 0 **Fill**
 - Foundation Type*:** Foundation Type (dropdown) **Fill**
 - Structural*:** Steel (dropdown) **Fill**
 - Thermal & ElectroMechanical:** (dropdown) **Fill**
 - Air Conditioned area(F2)*:** (input field) **Fill**
 - AC Unit Type*:** Please select AC Units (dropdown) **Fill**
 - Permit Status:** Select Permit Status (dropdown) **Fill**
 - Is cladding system applied in this building*:** Yes No
- Smart Buildability (Preliminary/Pretest/Typical...):**
 - Building Score for structure system %:** (input field) **Fill**
 - Building Score for well system%:** (input field) **Fill**
 - Bonus Score:** (input field)
- Electrical load for AC (Kw)*:** (input field) **Fill**
- Thermal load for AC (Kw)*:** (input field) **Fill**
- Floors:** 0 **Fill**
- Pent House:** 0 **Fill**
- Roof Services:** 0
- Building Serial No*:** 1 **Fill**
- Street No-1*:** (input field) **Fill**
- Street No-2:** (input field)
- Building Cost*:** 0 **Fill**
- Soil bearing capacity (KN/m2)*:** (input field)

At the bottom right, a red box highlights the 'Save Info' button. The bottom navigation bar includes 'Permit Application', 'Services', and 'Building Card'.



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

Step 14: Scroll down

The screenshot shows the Dubai Municipality Portal interface. A pop-up message from portal.dm.gov.ae states: "Building info. saved successfully, you can go for Main Usages". Below this, a red dashed box highlights the "OK" button. A red box with the text "Click OK, then scroll down" points to the "OK" button. A red arrow on the right side of the screen points downwards with the text "Scroll down". The main form contains various fields for building information, including "Application Type" (Final-New Building), "Industrial Building" (selected), "Charges Free" (No), "Floors" (1), "Permit House" (0), "Roof Services" (0), "Building Serial No" (1), "Street No-1" (1), "Street No-2" (1), "Building Cost" (300000), "Soil bearing capacity (KN/m2)" (113), "Electrical load for AC (Kw)" (113), and "Thermal load for AC (Kw)" (113). The bottom of the screen shows a taskbar with icons for Chrome, Office, and other applications, along with a system tray showing the time as 8:31 AM on 26/06/2011.



From the bottom of the Building Main Component screen

Step 15: Click on (Add Main Usages)

The screenshot displays a web application interface for building management. The top section contains several input fields for building details, including 'Floors', 'Pent House', 'Roof Services', 'Building Serial No', 'Street No-1', 'Street No-2', 'Building Cost', and 'Soil bearing capacity'. Below these are dropdown menus for 'Foundation Type' and 'Please select AC Unit', along with a 'Select Permit Status' dropdown. A 'Building Score for building system %' section is visible on the left. On the right, a red box highlights the 'Add Main Usages' button, with a text overlay 'Click Add Main Usages'. The bottom navigation bar includes icons for 'Permit Application', 'Services', and 'Building Card', along with a footer containing contact information and a 'Complain' button.



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 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"/> Awqaf 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"/> Desert tent | <input type="checkbox"/> Others | |
| <input type="checkbox"/> Transportation Site | | | | | |

Close Confirm Selection

click (Confirm Selection)

Select the main usages in your building (Industrial).

Clear Selection

1111

Conventional Dhw-Spl

New

Yes # No

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)

The screenshot displays a web browser window with a pop-up titled "Building Form Usages Selection". The pop-up contains the following text and elements:

- Header: Building Form Usages Selection
- Instruction: Select the building usages & sub usages you want it to be in the building creation form :
- Sub-usages list:
 - Warehouse/Factory/Workshop
 - Workshops
 - Stores
 - Laboratories
 - Offices
 - Factories
 - Open Sheds
- Buttons: Clear, Go Create Building Form (highlighted in yellow)

Red dashed boxes and text annotations highlight the sub-usages list and the "Go Create Building Form" button. A red box around the sub-usages list is labeled "Select the sub usages", and a red box around the "Go Create Building Form" button is labeled "click on (Go Create Building Form)".

The background web form includes a "Final-New Building" label, a "Clear Selection" button, and input fields for "Electrical load for AC (Kw)" and "Thermal load for AC (Kw)", both with a value of 123. The bottom of the page shows a "Building Score for building system %" field with a "GO" button.



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

Step 18: Click on (OK)

The screenshot displays a web browser window with a 'Building Form Usages Selection' dialog box. The dialog box contains the following text:

portal.dm.gov.ae says
If you Remove any usage, you will loose all the floor area details. Are you sure?

Buttons: OK, Cancel

A red dashed box highlights the warning message, and a red solid box highlights the 'OK' button. A red box with the text 'Click OK' is overlaid on the 'OK' button.

The background shows a web form with various input fields and checkboxes. The form includes sections for 'Working Area', 'Charges', and 'More Information'. The 'Building Form Usages Selection' dialog box is overlaid on the form, and the 'OK' button is highlighted with a red box and the text 'Click 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

The screenshot shows a web browser window displaying the 'Building Form Creation' pop-up. The pop-up has a title bar and a URL. The main content area includes a 'Floors Info' table and a 'Save Info' button. Three red dashed boxes with callouts highlight specific elements: a box around the 'Floors Info' table with the callout '1. Enter Areas of added floors', a box around the 'Save Info' button with the callout '2. Click save Info.', and a box around the 'Working Instructions' section with the callout '3. Move to usages'.

| 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 | | | | | |

Save Info

Working Instructions

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

Electrical load for AC (Kw) * 123

Thermal load for AC (Kw) * 123



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

The screenshot shows a web browser window displaying the 'Building Form Creation' pop-up screen. The screen is titled 'Building Form Creation' and contains the following elements:

- Floors Info:** A table with columns: Delete, Floor Type, From, To, Total Floor Area (Sq.Ft.)/Floor, and Facilities and circulation areas (Sq.Ft.)/Floor. The table has two rows: 'Ground' and 'Floor 1'. The 'Total Floor Area' for 'Ground' is 5000 and for 'Floor 1' is 3000. The 'Facilities and circulation areas' for both are 0.0.
- Buttons:** A 'Save Info' button is located at the bottom left of the pop-up.
- Callouts:** Three red dashed boxes with white text callouts are overlaid on the screen:
 - Callout 1: '1. Enter Areas of added floors' points to the 'Total Floor Area' and 'Facilities and circulation areas' columns.
 - Callout 2: '2. Click save Info.' points to the 'Save Info' button.
 - Callout 3: '3. Move to usages' points to the 'Working Instructions' section.

The background shows the 'Building Card' interface with tabs for 'Working Area', 'Charges', and 'More Information'. The company name 'FUJAIRAH NATIONAL CONSTRUCTION CO.' is visible at the top right.



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

The screenshot shows a web browser window displaying the 'Building Form Creation' pop-up screen. The screen is titled 'Building Form Creation' and contains the following elements:

- Floors Info:** A table with columns: Delete, Floor Type, From, To, Total Floor Area (Sq.Ft.)/Floor, and Facilitas and circulation areas (Sq.Ft.)/Floor. The table has two rows: 'Ground' and 'Floor 1'. The 'Total' row shows a total area of 8000 Sq.Ft. for the building.
- Buttons:** A 'Save Info' button is highlighted with a red dashed box and labeled '2. Click save Info.' A '3. Move to usages' label points to the 'Floors Info' table.
- Form Fields:** There are input fields for 'Total Floor Area (Sq.Ft.)/Floor' and 'Facilitas and circulation areas (Sq.Ft.)/Floor' for each floor type.
- Other Elements:** A 'Clear Selection' button, a dropdown menu for 'Conventional Div-Spl' (set to 'New'), and radio buttons for 'Yes' and 'No' are visible.

| Delete | Floor Type | From | To | Total Floor Area (Sq.Ft.)/Floor | Facilitas 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 |



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.

The screenshot shows a web browser window displaying the 'Green Buildings Details' screen. The page contains a table with various categories and checkboxes. A yellow 'Save' button is highlighted with a red dashed box and labeled '1. Click Save'. A confirmation pop-up window is displayed over the table, with an 'OK' button highlighted by a red dashed box and labeled '2. Click Ok'. A red arrow on the right side of the screen points downwards, labeled 'Scroll down'. The Windows taskbar is visible at the bottom of the browser window.

| Category | Item | Checked | Other | Other | Other | Other |
|--|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioning & Management | Building Services - New Buildings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Heating | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| On-Site Systems: Generation & Renewable Energy | Available Energy - Small to Medium Scale Embedded Generators | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Available Energy - Solar Water Heating System | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conservation and Efficiency | Best Practices | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Drainage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Recovery | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Best Irrigation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioning & Management | Heating | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | On-Site Systems: Recovery & Treatment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Materials and Resources | Re-use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Impaction for Heat Rejection Including Cooling Towers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Waste Management | Accredited Timber | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Painting Materials | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Key Metals Containing Materials | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Carbon Footprint (CO2e) Material Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Interiors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Materials | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



The system will take you to Building Main Component screen

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

The screenshot displays the 'Building Main Component' screen in the Dubai BPS system. The page is divided into several sections for data entry:

- Building Details:** Includes fields for Building No. (449413 - d1 - d1), Application Type (Final-New Building), and Charges Free (No).
- Select Building Type:** Set to Industrial Building.
- Building Height:** Building height (Meter) is 55. It is not a Green Building.
- Building Main Component:** This section is highlighted with a red dashed box. It includes:
 - 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
 - Thermal & ElectroMechanical: Thermal Insulation System - Al. Insulation Construction L.L.C. - 2015/04/20/07h...
 - Air Conditioned area(ft2): 1111
 - AC Unit Type: Conventional Dlx-Spl
 - Permit Status: New
 - Is cladding system applied in this building: No
- Other Fields:** 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) (113), Electrical load for AC (Kva) (113), Thermal load for AC (Kva) (113).

At the bottom, there are 'Smart Buildability' scores for the structure system (60) and building system (100). A red arrow on the right side points downwards with the text 'Scroll down'.



From the bottom of Building Main Component screen

Step 26: Click on Building Card icon

The screenshot shows the 'Building Main Component' screen in the Dubai Municipality portal. The page is divided into several sections:

- Building Main Component:** Includes fields for 'No Of Identical Buildings' (1), 'Building Height (Meter)' (55), 'Is it a Green Building?' (No), '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), 'Thermal & ElectroMechanical' (Clear Selection), 'Air Conditioned area(ft2)' (1111), 'AC Unit Type' (Conventional DX-Split), 'Permit Status' (New), 'Is cladding system applied in this building?' (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), and 'Thermal load for AC (Kw)' (123).
- Smart Buildability:** Shows 'Building Score for structure system %' (60), 'Building Score for wall systems%' (60), and 'Bonus Score' (60), resulting in a total 'Building Score for building system %' of 180.
- Bottom Navigation Bar:** Contains icons for 'Permit Application', 'Services', and 'Building Card'. A red box highlights the 'Building Card' icon, with a text box saying 'Click on Building Card icon'.



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. 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

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

Permit Application Services Attachments

Contact Us: Careers FAQ Useful Links Sitemap Website Policies

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City of Excellence Dubai Municipality
Website Version: v 2.1 | Last Modification: 20 January 2018

800000 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 is a navigation bar with links for 'Follow Up', 'Working Area', 'Charges', and 'More Information'. Below this is a header section with the company name 'FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)' and the user role 'Consultant'. The main content area shows a 'Parcel' section with fields for 'Application Type' (Final-New Building) and 'Application Status' (NEW). A dropdown menu labeled '--Select Operation--' is open, listing various actions such as 'Create New Building', 'View Building Details', 'View Green Details', 'Delete Draft Building/ Shared Service', 'Create Shared Services', 'Create Shared Building', 'Fill Building Summary', 'Green Building Details', and 'View Green Building Details'. A yellow 'Go' button is visible next to the dropdown. A red dashed box highlights the dropdown menu, and a white box with a red border contains the text 'Select operation then click Go.' Below the dropdown is a table with columns for 'Building Name', 'Type', 'Submission', 'Reference', 'Total Area', 'Building Serial No #', 'Modified', 'Final Select', 'History', and 'Options'. The table contains one row for 'Block # 1- workshops & sheds' with an 'Industrial Building' type. At the bottom of the page, there is a footer with 'Jobs', 'Startup', 'Website Policies', and '800900' support information.



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

Step 28: Select (services)

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 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 |
|------------------------------|---------------------|--------|--------|-------------------|-----------|
| Block # 1- workshops & sheds | Industrial Building | G+1 | New | New | BPCS |

Services

Select Services

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System no v 1.0 | Last Modification: 28 January 2018

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

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

Permit Application >> Select Services

Please Select All Services*

| | DRAWINGS | NOC |
|---|-------------------------------------|-------------------------------------|
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| Building NOC - Electricity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Gate Level | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Shoring and Access/External Paving Works | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ROW RTA-Temporary Access/Fence/ Project Board | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Auto TIS Assessment | <input type="checkbox"/> | <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 |
|---------------------|-------------------|------------------------------|----------------------------|--------------|
|---------------------|-------------------|------------------------------|----------------------------|--------------|

Scope of Company * Consultant

Owner Information

Name * MUNICIPALITY PF

Nationality * Please Select Value

Address *

Contact Telephone *

Owner Fax No *



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

selected services will have separate screen for each.

| | 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| RTA-Shoring and Access/External Paving Works | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Please Fill All Selected Services Details *

Service Details

Dubai Civil Defense Telecommunication Building Application - Water Building NOC - Electricity RTA Services RTA-Auto TIS Assessment

Owner Information

Name * MUNICIPALITY Please Select Value

Nationality * Address * Contact Telephone * Owner Fax No *



Select Dubai Telecommunication Screen and fill details.
then,

Step 29: Click Save Details

The screenshot displays the Dubai Municipality Portal interface. At the top, there are browser tabs for 'Dubai Municipality Portal' and 'BFS Home'. 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 browser, a navigation menu includes 'Other applications', 'App. Follow Up', 'Working Area', 'Charges', and 'More Information'. A table lists various services with checkboxes, including 'Landline 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 yellow 'Save' button is positioned below the table.

The main content area is titled 'Please Fill All Selected Services Details *'. Under 'Service Details', there are tabs for 'Dubai Civil Defense', 'Telecommunication', 'RTA Services', and 'RTA-Auto TIS Assesment'. The 'Telecommunication' tab is selected and highlighted with a red dashed box. A red-bordered box with the text '1. Select Telecommunication Screen and fill details.' is overlaid on this tab. Below the tabs, there is a 'Terms and Conditions' section with a 'Fill' button (indicated by a red arrow) and a 'Save Details' button (indicated by a red-bordered box with the text '2. Click Save Details.').

At the bottom of the page, there are icons for 'Permit Application', 'Attachments', and 'Building Card'. The footer contains links for 'Contact Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies'. The Windows taskbar is visible at the very bottom.



Select DEWA-W Screen and fill details
Then,

Step 30: Click Save Details

The screenshot shows a web browser window with the URL <https://portal.dm.gov.ae/bpcs/services/services.jsp?caseid=449413&appid=1214525&applicationStatus=1&selSer=11>. The page title is "Building Application - Water". A red dashed box highlights the "Building Application - Water" tab, with a callout box containing the text "1. Select DEWA-W Screen and fill details." Below the form, a yellow "Save Details" button is highlighted with a red dashed box, with a callout box containing the text "2. Click Save Details." The form contains the following fields:

| Field | Value |
|----------------------|--|
| Owner Name | MUNICIPALITY PF |
| Owner Type | <input type="radio"/> Individual <input type="radio"/> Non Governmental <input type="radio"/> Governmental |
| Nationality | Please Select Value |
| City | Dubai |
| PO Box | |
| Telephone | |
| Fax No. | |
| Email | |
| Mobile No. | 97150 1056718 |
| Company Name | FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.) |
| License Number | 218671 |
| City | Dubai |
| Email | fred-h@emirates.net.ae |
| Fax No. | 043938080 |
| Telephone | 043938888 |
| PO Box | |
| Contact Person | |
| Contact's Mobile No. | Select |



Select DEWA-E Screen and fill details.
Then,

Step 31: Click Save Details

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

Questions Technical Details - Optional Working Instructions

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"/> Salk 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"/> Ethnad Rail Structures or its assigned safety zone | <input type="checkbox"/> None of the above |

Permit Application Attachments Building Card

Contact Us Careers FAQ Useful Links Sitemap Website Policies

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800900 Support Suggestion



The same action of moving across service screens

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"/> | <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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| Building NOC - Electricity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Gaze Level | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Shoring and Internal Paving Works | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Drainage, Retention, Protection, Project Location | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RTA-Auto TIS Assessment | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

1. Select RTA Screen and fill details.

Please Fill All Selected Services Details*

Service Details

| No. | Land Use Class | Units | Design Requirement | No. of Units |
|-----|----------------|----------------------|----------------------|----------------------|
| 1 | Select | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Fill

Fill

Fill

Fill

Permit Application Attachments Building Card

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Website Version: 1.12 | Last Modified: 28 January 2015

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

The screenshot shows the 'Select Services' screen on the Dubai Municipality portal. The page title is 'Select Services' and it includes a 'Working Procedure' link. Below the title, there is a section for 'Please Select All Services*' with a table of services and checkboxes for 'DRAWINGS', 'NOC', and 'NOT A'. The services listed are: Swimming Pool, Dubai Civil Defense, Telecommunication, Landline 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 for 'Please Fill All Selected Services Details*' with a table for 'Service Details'. The table has columns for 'S. No', 'Land Use Class', 'Title', 'No. of Units', and 'Design Requirement'. The first row shows '1', '613 Warehouse', 'Som of GFA', and '5000'. Below the table, there is a note 'TIS is not required'. At the bottom of the screen, there are two icons: 'Permit Application' and 'Attachments'. The 'Attachments' icon is highlighted with a red dashed box, and a red box with the text 'Click on attachments' points to it. The footer of the page includes 'Contact Us', 'Careers', 'FAQ', 'Useful Links', 'Sitemap', and 'Website Policies'. There are also two circular icons at the bottom right: a green house icon and a green play button icon.

| | 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"/> | |

| S. No | Land Use Class | Title | No. of Units | Design Requirement |
|-------|----------------|------------|--------------|--------------------|
| 1 | 613 Warehouse | Som of GFA | 5000 | |

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

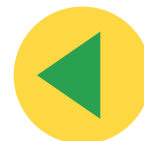
In Drawings only (dwf) files can be attached

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 - PNOG & 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 | | | | | | |
| Documents Scale Size Select Type ▼ | | | | | | |
| Architectural | | | Check | Select Type ▼ | Select Type ▼ | <input type="checkbox"/> |
| Cover Sheet | | | Check | Select Type ▼ | Select Type ▼ | <input type="checkbox"/> |
| DEWA Electricity - PNOG & LV Design | | | Check | Select Type ▼ | Select Type ▼ | <input type="checkbox"/> |



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 Portal interface. A pop-up window titled "List of attached files" is overlaid on the main page. The pop-up contains a table with columns: Files, Size in MB, Attached By, Attached On, Download, Options, Revisions, and X. The table lists various files such as "A101 Ground Floor Plan.dwf", "A202 Elevations SHEET 2 of 2.dwf", etc. A red dashed box highlights the entire pop-up window. A red box with the text "Click here to close" points to the 'X' button in the top right corner of the pop-up. Another red box with the text "Click here to delete" points to the trash icon in the 'Options' column of the first row in the table.

| Files | Size in MB | Attached By | Attached On | Download | Options | Revisions | X |
|-----------------------------------|-----------------------|-------------|-------------|----------|---------|-----------|---|
| A101 Ground Floor Plan.dwf | 0.2271 (238148 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A202 Elevations SHEET 2 of 2.dwf | 0.1561 (163686 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A302 Sectors SHEET 2 of 2.dwf | 0.1694 (177648 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A401 Guard Room details.dwf | 0.2116 (221845 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A402 Service block details.dwf | 0.2016 (211374 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A602 Compound wall Elevations.dwf | 0.163 (170889 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A102 Roof Plan.dwf | 0.1926 (201872 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A201 Elevations SHEET 1 of 2.dwf | 0.1571 (164768 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A301 Sectors SHEET 1 of 2.dwf | 0.1833 (192226 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |
| A501 Schedule of Openings | 0.1449 (151344 bytes) | preoaskurum | 07/06/2018 | Download | Options | Revisions | X |



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

| Document Name | Files Count | Revisions | Required | Paper scale size | Is Submitted? | Upload/Download | View Documents |
|--------------------------|-------------|-----------|----------|------------------|--------------------------|-----------------|----------------|
| Reflection 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 - PNOCC & LV Design | 2 | | Check | Select Type | <input type="checkbox"/> | Attachment | |
| Water NOC Document | 2 | | Check | Select Type | <input type="checkbox"/> | Attachment | |
| Stage 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 | |
| Undertaking Letters | 4 | | Check | Select Type | <input type="checkbox"/> | Attachment | |
| 2. Drawings | | | | | | | |
| Architectural | 12 | | Check | SCALE A1 | <input type="checkbox"/> | Attachment | |
| Cover Sheet | 1 | | Check | SCALE A1 | <input type="checkbox"/> | Attachment | |
| City - PNOCC & LV Design | 1 | | Check | SCALE A1 | <input type="checkbox"/> | Attachment | |



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

1. Tick undertaking statements

2. Click Save

3. Click permit application

| Attachments | Quantity | Status | Actions |
|---|----------|--------|-----------------------|
| Maps | | Check | Select Type, SCALE A1 |
| Mechanical | 8 | Check | Select Type, SCALE A1 |
| Other Disciplines | 2 | Check | Select Type, SCALE A1 |
| Plumbing | 6 | Check | Select Type, SCALE A1 |
| RTA - Temp Fence enabling works | 8 | Check | Select Type, SCALE A1 |
| RTA-Shoring and Access/External Paving Works | 7 | Check | Select Type, SCALE A1 |
| Structural | 37 | Check | Select Type, SCALE A1 |
| Survey/Mapping | | Check | Select Type, SCALE A1 |
| Telecommunication(Etisalat) | 4 | Check | Select Type, SCALE A1 |
| 5. Service Entry Documents | | | |
| Approved RTA Gate Level | | Check | Select Type |
| DEWA Building NOC - Electricity | | Check | Select Type |
| Demarcation NOC | | Check | Select Type |
| FIC - DM Upload Only | | Check | Select Type |
| ROW RTA-Temporary Access/Fence/ Project Board | 7 | Check | Select Type |
| | 1 | Check | Select Type |

I agree that the selected paper scale/size is correct and the drawings are uploaded as per the selected paper scale/size.
If I agree that all the drawings submitted in this application are approved by the owner and the developer, and I take the legal responsibility for all

Save

Permit Application Services Building Card

Contact Us Careers FAQ Useful

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800900 Support



The permit Application is ready for submission at this stage

Step 38: Click on (submit Application)

The screenshot displays the Dubai Municipality Permit Application system interface. The browser address bar shows the URL: `http://www.dubai.gov.ae/bpcs/gen/permitApp.jsp?caseid=449413&appid=1214525&appver=1d&opmode=update`. The page header includes the company name: **FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)** and the user role: **Consultant**. The main content area shows application details for a 'New Building Permit Application' with the following information:

- Application ID: d 449413 - d1 - d1
- Project Desc: test for Design
- Application creation date: 2018-06-26
- Acceptance Date: (empty field)
- RTA TIS Requirements: (yellow button)
- Final-New Building: S1 Warehouse
- Public Parking/Rail/Tram side? : Yes # No
- Consultant Engineers* and Secondary & Sub Contractors: (empty fields)

A callout box with a red border and the text **Click Submit Applications** highlights the **Submit Application** button. Other buttons visible include **Update Application** and **RTA TIS Requirements**. The bottom of the page features a table with columns: **Process Group**, **Employee Name**, **Remarks**, **Status**, and **Review Date**.



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

Step 39: Click (submit) again

The screenshot displays the Dubai Municipality Portal interface. A pop-up window titled "Application Summary" is overlaid on the main page. The pop-up contains the following information:

- 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

Below this information is a table with columns: Building Type, No of Added Buildings, Total areas for the existing and permitted buildings and the total of added area, Fields Names, Current Values, and Added Value. The table lists "Industrial Building" with a value of 1. A red box highlights the "Submit Applications" button, and a red arrow points to it with the text "Scroll down".

The main page background shows a form for a permit application with fields for Project No., Contr. Name, Application Type, Building Type, Maximum Highest Building, Total Floors, Building Type, No of Added Buildings, Total areas for the existing and permitted buildings and the total of added area, Built Up Area (ft2), External Areas For Outdoor Services And Outdoor Swimming Pools, External Concrete Slabs, and Percolates. A "Submit Application" button is visible at the bottom right of the main page.



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 a web browser window with the URL `portal.dm.gov.ae/bpcs/gen/permitApp.jsp?caseid=449413&appid=1214525&appver=1d/000mode=submit`. A pop-up notification from `portal.dm.gov.ae` is displayed, asking for confirmation to submit the application. The notification text reads: "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.

The background form contains the following fields:

- Working Area: Charges, More Information
- Documentation of procedures, stages of work, materials used, and specifications.
- Permit Application details:
 - Project Desc: test for Desgin
 - Application creation date: 2018-06-26
 - Acceptance Date
 - RTA TIS Requirements
- (Design & Build) contractor:
 - Final-New Building
 - Sx1 Warehouse
- Street/Sikka/Public Parking/Rail/Tram) side ? Yes No
- Consultant Engineers* FUJAIRAH NATIONAL CONSTRUCTION CO L.L.C
- Secondary & Su

Check if you have any modifications in the following items:

- Building Card
- Services
- Attachments
- Parking

Submit Application



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

The screenshot displays a web browser window with a URL from `portal.dm.gov.ae`. A red dashed box highlights a pop-up window titled "BPCS System, Processing Request...". Inside the pop-up, a progress bar is partially filled, and the text reads: "Work is in Progress, please wait!" and "Please don't close the Browser until system completes the transaction". A red box labeled "Fees Processing" is overlaid on the pop-up. The background page shows a form for a permit application with fields for "Project Desc.", "Application cre...", "Acceptance Date", and "RTA T... Requirements". The contractor information is listed as "FUJARAH NATIONAL CONSTRUCTION CO. L.L.C.". At the bottom, there are navigation icons for "Building Card", "Services", "Attachments", and "Parking", along with a "Submit Application" button.



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

Step 42: Click submit application again

The screenshot shows the Dubai Municipality Portal interface. A modal window titled "Application Charges" is open, displaying the following information:

Parcel ID: 3420103 Project No.: 331801 Application No.:

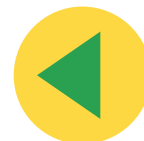
Contractor must pay the Deposit before starting the work.
Click here to see Charges on this project

| Payment Status | Voucher Number | Voucher Date | Charges Type | 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 | |

Buttons below the table: Create Invoice, Generate Missing Voucher, Calculate Contractor Deposit, Print Refund Report, Print Payment Order, Close.

Red dashed boxes highlight the following steps:

1. Pay fees (highlighting the table row)
2. Click submit application (highlighting the "Submit Application" button)



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

Dubai Municipality Portal

Current User: Rana Bassam Saeed

Employee Tasks Working Area Follow Up Charges More Information

Application

Application >> 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

height 10.65 meters

Final project

| |
|--|
| New Building Permit Application |
| Final-New Building |
| Description* Proposed Villa G+1 Only |
| 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) 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

Application Description* Proposed Villa G+1 Only

Drainage Department Is the plot served by Drainage department? Served Not Served Not Applicable

Is there shoring work from (ROW/Street/Sikka/Public Parking/Rail/Tram) side ? * Yes No

Contr. Name

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 | All Abdulrahman Alansari | Roof: slab thickness to be enh... | CFR |

1 2 Next

Eng. Messages

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

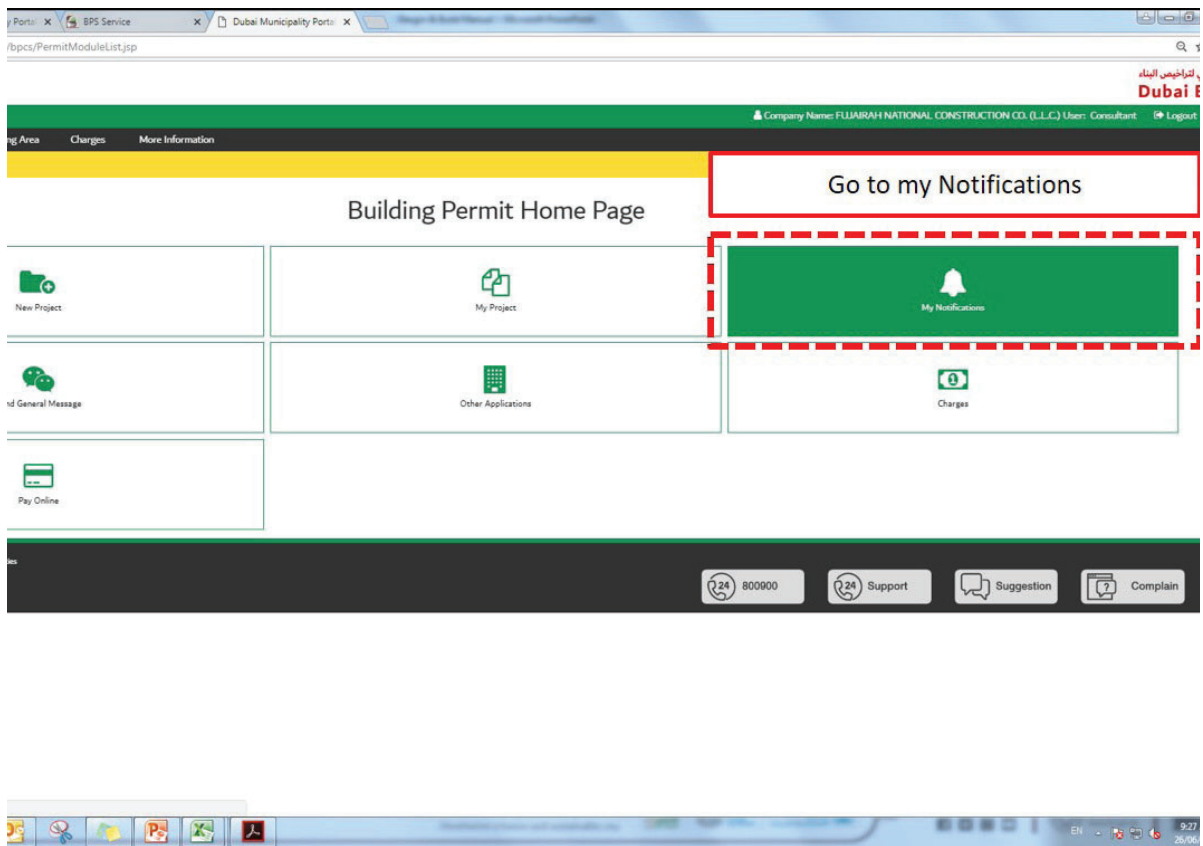




Follow up

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 displays the Dubai Municipality Portal interface. At the top, it shows the user's name 'FUJAIRAH NATIONAL CONSTRUCTION CO. (L.L.C.)' and the role 'Consultant'. A navigation bar includes a 'Go to my Notifications' button. Below this is a table of applications with columns for Message, App. Type, App. Status, Parcel No., and App. No. The table lists several applications, including one for 'Final-New Building' with status 'CFR Booked Appointment' and another for 'Preliminary-New Building' with status 'No objection for final submission'. Below the table is a 'Send General Messages' section with a search and clear button. At the bottom, there is a 'System Messages' section with a search and clear button, and a list of messages from the 'Building Permit and Systems section' with a 'Download' button for one of the messages. The footer contains navigation icons for Home, Support, Suggestion, and Complain, along with a user ID '800000' and a timestamp '9:28 AM 25/06/2018'.

| 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 |
| من الملاحظة بأن المعاملة رقم 330984-3-1-2مستعدة من بداية دبي وول انتظار شهادة الترخيص بارساء تسليم الرسالة لمجموعة الاستشارات/قسم التراخيص/ إدارة المباني خلال مدة (شهر واحد) من تاريخه لتجنب العقاب الوارفة | Request for Exceptions | certificates | 5970761 | 2-1 |
| Please note that your appointment with Moza Khalil alfoqae 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 |
| لترجيبة 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)

800000 Support Suggestion Complain

9:28 AM 25/06/2018



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

buildingresearches@dm.gov.ae

