

# MUNICIPALITY – ISSUE BUILDING PERMIT (EDUCATIONAL PROJECT)



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### Service description

This service enables the Economic Cities applicant or property owners to start/carry out complete construction scope on a specific plot or land.

### Service beneficiaries

- Business.
- Master Developer.
- Sub-Developer.

### Service fees

- SAR 1,000 per building + 2 SAR/m<sup>2</sup>.

### Service requirements

#### Investor:

- Appointment letter of Project Parties.
- Contractor's all risk insurance policy.

### Prequalified Design Consultant:

- Project Design Presentation.
- Project Rendered Perspectives.
- Project Site Plan Layout.
- Design Consultant Compliance Letter.
- Traffic Impact Assessment, if applicable.
- Traffic Analysis, if applicable.
- Environmental Impact Assessment (EIA), if applicable.
- Project Construction Plan.
- Fire & Life Safety Risk Assessment by Certified Consultant, if applicable.
- Complete design package for Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.

### Design Review Consultant:

- Authorized Design Review Compliance Letter.
- Detailed design workshop minutes of meeting.
- Review Sheets for Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.

### Service conditions

- Designs must conform to the approved local area plan and to the design guidelines and croquis, which are attached to the agreement between the Master Developer/owner and the investor.
- Design packages must be submitted by a design consultant prequalified from the Economic Cities Authority.
- Design reviews must be completed by a reviewer consultant authorized from the Economic Cities Authority.
- Design packages must be submitted in Adobe PDF format.
- Compliance certificates must be stamped and submitted in Adobe PDF format.
- Fire and safety certificates must be stamped by an authorized consultant or an authorized safety consultant
- Documents must be valid at the time of submitting the case (three months before expiry date).

### Service pre-requisites

- Complete the service 'Issue Investment License'.
- Complete the Real Estate Service 'Register Sales or Register Lease'.

### Service channels

- ECA 360 eServices portal ([www.eca.gov.sa/360](http://www.eca.gov.sa/360)).
- Integrated Government Services at the Economic Cities Authority building.

### Service time

- 16 working days on complete application that fulfills all terms and conditions.

### After service completion

- The customer can start the process of Issue Occupancy Permit that is a main service required to operate a business Inside an Economic City.