

MUNICIPALITY – ISSUE OCCUPANCY PERMIT (COMMERCIAL PROJECT)



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Service description

This service enables the Economic Cities property owners to demonstrate that a building inspector is satisfied and has approved the property as being suitable for occupation.

Service beneficiaries

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

Service fees

- 350 SAR per unit.

Service requirements

Applicant:

- Firefighting System Maintenance Contract.
- Waste Management Plan or Contract.
- If available, Facility Maintenance Contract.

Prequalified Supervision Consultant:

- Occupancy Site Plan Layout.
- Substantial Completion Certificate (Taking Over Certificate).
- Firefighting and Life Safety Certificate.
- Supervision Consultant Compliance Letter.
- Contractor Compliance Letter.
- Facility Emergency Plan.
- As Built Package for Architectural, Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.
- If available, Mechanical Systems Testing and Commissioning Reports.
- If available, Exterior and Interior Facility Photos.
- If available, list of Unit Type and Numbers required for Occupancy.

Design Review Consultant:

- 12 Hold Points Inspection Reports.

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 service 'Issue Building Permit'.
- Complete the real estate services 'Register Sale or Register Lease'.

Service channels

- ECA 360 eServices portal (www.eca.gov.sa/360).
- Smart Service Center at the Economic Cities Authority building.

Service time

- 10 working days on completion of an application that fulfills all terms and conditions.

After service completion

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