# MUNICIPALITY - ISSUE OCCUPANCY PERMIT (RESIDENTIAL 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:

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

## **Prequalified Supervision Consultant:**

- Occupancy Site Plan Layout.
- Substantial Completion Certificate (Taking Over Certificate).
- Contractor Compliance Letter.
- Facility Emergency Plan.
- As Built Package for Architectural, Structural, Electrical, Mechanical, Plumping and Drainage.
- For Single Unit Residential, 06 Hold Points Inspection Reports.
- If applicable, As Built Package for Firefighting and Life Safety, and Telecommunication.
- If applicable, Firefighting and Life Safety Certificate.
- If applicable, list of Unit Type and Numbers required for Occupancy.
- If available, Mechanical Systems Testing and Commissioning Reports.
- If available, Exterior and Interior Facility Photos.
- If applicable, Supervision Consultant Compliance Letter.

### **Design Review Consultant:**

 For Multi-Unit Residential, 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.



