

## MUNICIPALITY – ISSUE SHOP PERMIT (OFFICES PROJECT)



## MUNICIPALITY – ISSUE SHOP PERMIT (OFFICES PROJECT)

### Service description

This service enables the economic investor to issue permission in a commercial building to occupy all or a portion of the building for a specific purpose or activity.

### Service beneficiaries

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

### Service fees

- 350 SAR for each unit (each unit is equivalent to 70 square meters) (i.e. fees = (area/70) x 350).

### Service requirements

#### Applicant:

- Exterior and Interior Shop Photos Including Sign Board.
- Property Insurance Certificate.
- Firefighting Testing and Commissioning Report.
- Firefighting Maintenance Contract.
- Facility Maintenance Contract.
- Waste Management Contract.
- HSE & Emergency manual.
- Firefighting Drawings.
- If available, Architectural and HVAC Drawings

### 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 in stamped Adobe PDF format.
- Compliance letters must be stamped and submitted in Adobe PDF format.
- 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'.

### Service channels

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

### Service time

- 11 working days on complete application that fulfill all terms and conditions.

### After service completion

- By completing this service, customers can operate a shop inside an Economic City.