

# MUNICIPALITY – RENEW OCCUBANCY PERMIT (RESIDENTIAL PROJECT)



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### Service description

This service enables the Economic Cities property owners to renew the occupancy permit for a building and being suitable for occupation.

### Service beneficiaries

- Individual.
- Business.
- Developer.

### Service fees

- SAR 350 per unit.

### Service requirements

#### Applicant:

- Updated Facility Maintenance Contract (For multiple units only).
- Updated Firefighting System Maintenance Contract (For multiple units only).
- Updated Waste Management Plan or Contract (For multiple units only)

#### Designer:

- Updated Exterior and Interior Facility Photos
- Health Safety Environment & Emergency Plan
- Facility Insurance Policy
- Production Raw Materials list stamped by Certified Fire and life safety Consultant (Chemicals & Explosives Materials)

### Service conditions

- Fire and safety certificates must be stamped by an authorized consultant or an authorized safety consultant (For multiple units only).
- Documents must be valid at the time of submitting the case.

### Service pre-requisites

- Complete Issue Occupancy Permit Service.

### Service channels

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

### Service time

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

### After service completion

The property occupation permit is renewed and continue to be suitable for occupation.