

Kingdom of Bahrain  
Ministry Of Municipalities Affairs  
And Urban Planning



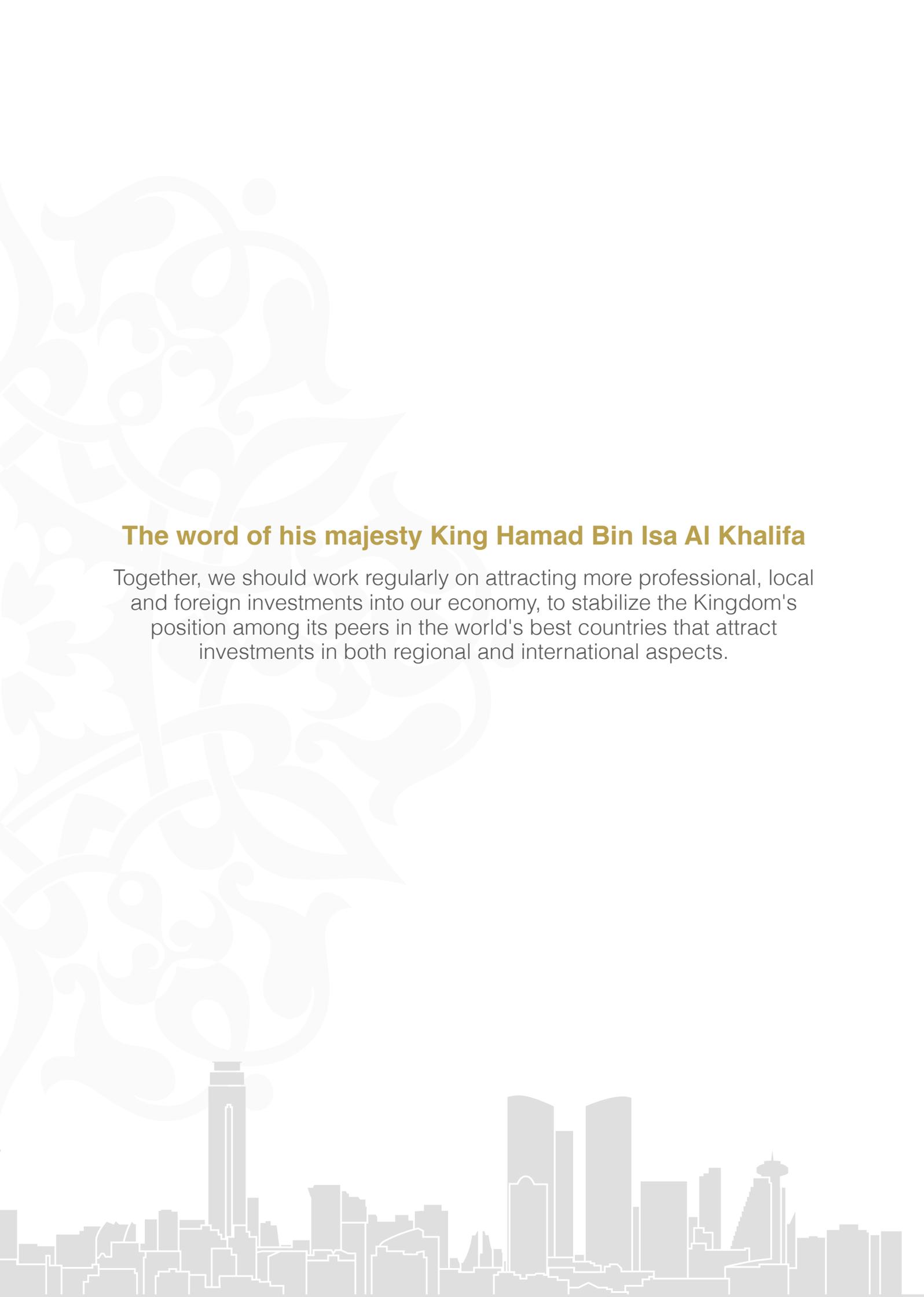
المركز البلدي الشامل  
MUNICIPAL ONE STOP SHOP

The One Stop Shop for Investment Building Permits



**Investor Manual**





## **The word of his majesty King Hamad Bin Isa Al Khalifa**

Together, we should work regularly on attracting more professional, local and foreign investments into our economy, to stabilize the Kingdom's position among its peers in the world's best countries that attract investments in both regional and international aspects.





His Royal Highness  
Prince Khalifa Bin Salman Al Khalifa  
Prime Minister



His Majesty  
King Hamad Bin Isa Al Khalifa  
King of Bahrain



His Royal Highness  
Prince Salman Bin Hamad Al Khalifa  
Crown Prince and Deputy Supreme  
Commander

# Table of Content

---

Vision & Mission .....	08
Our Services .....	09
Our Partners .....	11
Municipalities .....	12
Directorate of Town & Village Planning .....	13
Roads Planning & Design Directorate .....	14
Sanitary Engineering Planning & Projects Directorate .....	15
Electricity Distribution Directorate .....	16
Water Distribution Directorate .....	17
General Directorate of Civil Defense .....	18
Other Entities: .....	19
Thermal Insulation Unit .....	19
Agriculture Affairs.....	19
Civil Aviation Affairs .....	19
Environmental Affairs Council .....	19
National Heritage Directorate.....	19
Committee for Organizing Engineering Profession Practice (COEPP) ....	19



The One Stop Shop for Investment Building Permits



## Our Vision

Toward an Integrated Building Permit Centre, with international standards to promote Real Estate Investments in Kingdom Of Bahrain.

## Our Mission

We are committed to provide Investors a supportive environment, via offering distinguished services, valuable information and modern technological systems.

## Our Services

Municipal One Stop Shop provides two main services for real estate investors and engineering offices:

### 1. Initial Information Certificate

An Initial information certificate, also known as Preliminary Permit, is an official document provided to landlords and engineering offices to give brief information about the plot under development.

Planning Representative will give information about the approved plot zone type, Roads Representative will provide information regarding entrances and exits and applied traffic regulations. Finally, Municipality engineer will mention the building regulations applied on the plot zone.

These information are made accessible in Ministry Official Website, through Discover Bahrain System. ([www.mun.gov.bh](http://www.mun.gov.bh)).

#### Required documents:

1. Owner Letter
2. CPR / CR
3. COEPP License
4. Title deed
5. Survey certificate

#### Total Processing Time

Class	Description	Processing Time
A	Built up area > or = 40,000 sqm	9 working days
B	Built up area between 4,000 & 40,000 sqm	9 working days
C	Built up area < or = 4,000 sqm	9 working days



## 2. Final Building Permit

For any construction project in Kingdom of Bahrain (except Housing & residential areas) Engineering Offices & authorized entities should apply for a building permit in MOSS.

Engineering Offices can apply using the registered usernames and passwords to access the Building Permit System Online, in Ministry Official Website. By filling the form and uploading the required documents and architectural drawings, the application will be received in MOSS checkpoint, and transferred for inspection if documents are complete and correct.

All related service departments and authorities are present in MOSS online-Permit System. Applications will be reviewed and inspected, to check their compliance with the technical requirements, safety standards.

Municipality engineers finally will check the application, and the drawings compliance with the building regulations. (Edict No. 28 of the year 2009).

MOSS Role in follow up and technical support will be provided throughout the process to ensure high commitment to the response time limits and simplified procedures.

### Required documents:

1. Owner Letter
2. Owner CPR / CR
3. COEPP License
4. Title deed
5. Survey certificate
6. Electricity Application Form
7. Architectural & Structural drawings

### Total Processing Time

Class	Description	Processing Time
A	Built up area > or = 40,000 sqm	42 working days
B	Built up area between 4,000 & 40,000 sqm	37 working days
C	Built up area < or = 4,000 sqm	37 working days



## Our Partners



## Municipalities

### Ministry of Municipalities and Urban Planning

Municipal One Stop Shop has representatives assigned from the five municipalities (Manama, Muharraq, Northern District, Middle District, Southern District) to be available permanently,

#### Representatives Role in MOSS:

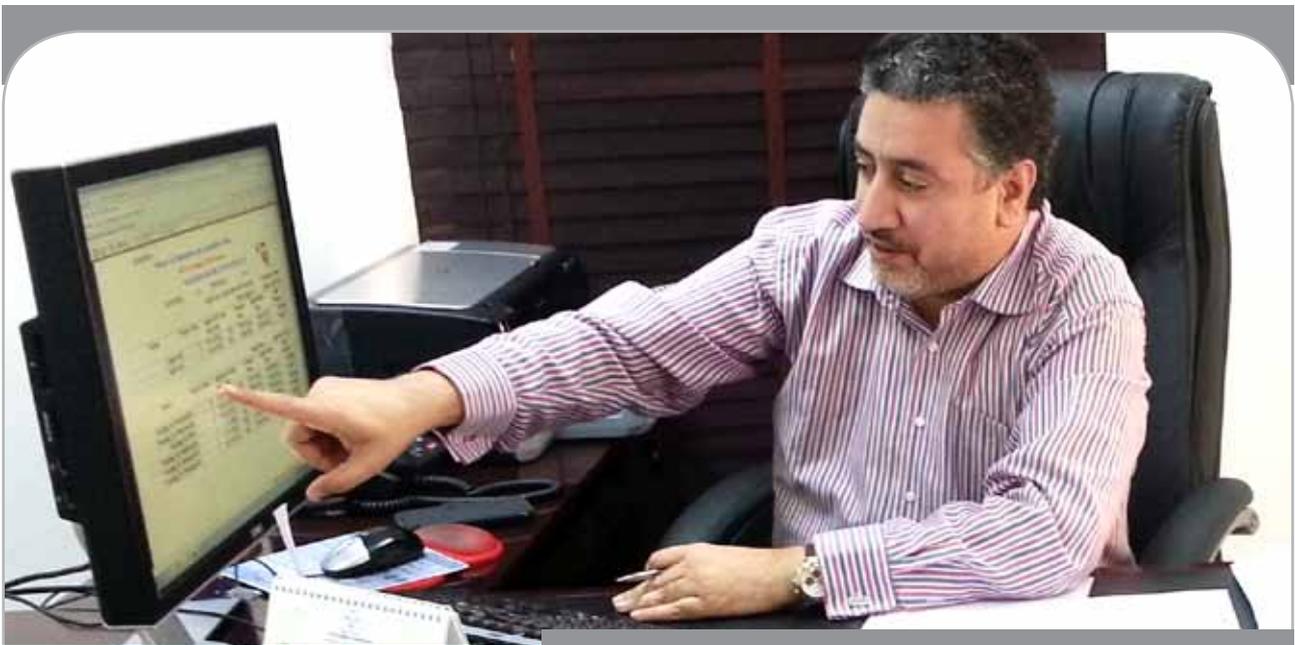
1. Reviewing the building permit applications and attached drawings to ensure compliance with the regulatory requirements.
2. Giving the engineering offices the modifications required to comply with the approved zone regulations and usage.
3. Providing final approval and handling the issuance of the final building permit.
4. Calculating the permit fees and deposits.

#### Processing Time:

Class A Projects: 10 working days

Class B Projects: 5 working days

Class C Projects: 5 working days



#### Municipalities

#### Contact Information

Tel: 17875666- Fax:17786352

Email: [oss@mun.gov.bh](mailto:oss@mun.gov.bh)

Website: [www.mun.gov.bh](http://www.mun.gov.bh)



## Directorate of Town & Village Planning

### Ministry of Municipalities and Urban Planning

The Directorate of Town & Village Planning is responsible about implementing the Strategic Plans at the local level, and the preparation of detailed plans for cities, villages, and residential areas, commercial, industrial and other areas in Kingdom of Bahrain. Also, this directorate is working on the preparation of urban planning studies to ensure the development of the villages and the rural areas. And the updating of Building Regulations and zones types main roles of the General Directorate of Urban Planning Directorate.

#### Representative Role in MOSS:

1. Inspecting and checking the Initial Information Certificate and the Building permit applications received in MOSS.
2. Ensuring that the project nature of usage is compliant with the approved zone.
3. Updating the system with any changes in zones and usages or any circulars about understudy areas.
4. Confirming the strategic and special projects approvals, and preparing the studies about them.

#### Processing Time:

Class A Projects: 8 working days

Class B Projects: 4 working days

Class C Projects: 4 working days



#### Directorate of Town & Village Planning

#### Contact Information

Tel: 17875676 - Fax:17786352

Email: fouads@mun.gov.bh

www.urbanplanning.gov.bh



# Roads Planning & Design Directorate

## Ministry of Works

Roads Planning & Design Directorate aims to improve the quality of life for all road users, by maintaining the roads safe, comfortable and effective in Kingdom of Bahrain, achieving this goal through ongoing studies, which include all areas of Bahrain to meet the needs of establishment of networks of roads, according to the approved Safety and Security standards.

### Representative Role in MOSS:

1. Directing applicants to comply with planned entrances and exits according to the traffic safety requirements to implement it within the drawings.
2. Ensuring that building projects are compliant with the approved zone for the area, and no conflict with the capacity of the roads to organize the movement of traffic to and from these projects.
3. Ensuring that the new buildings are connected to the future road networks of these areas, and defining the road levels by issuance of (Road Level Request) after the Building permit issuance.

### Processing Time:

Class A Projects: 15 working days

Class B Projects: 10 working days

Class C Projects: 10 working days



### Roads Planning & Design Directorate

#### Contact Information

Tel: 17875661- Fax: 17786352

Email: [aasfor@MUN.GOV.BH](mailto:aasfor@MUN.GOV.BH)

Website: [www.works.gov.bh](http://www.works.gov.bh)



# Sanitary Engineering Planning & Projects Directorate

## Ministry of Works

The SEPPD plans, designs and constructs the sanitary water network across the Kingdom and is responsible for the rehabilitation and upgrade of old collection networks and sewerage treatment systems. Its work encompasses treatment stations, the rainwater drainage network and agriculture water drains.

The SEPPD reviews and upgrades technical specifications related to sanitary works, and prepare and amend relevant executive laws and regulations. It reviews and evaluates advisory companies and contractors for major projects, and supervises the work to ensure conformity to project design and specifications. The Directorate provides technical and advisory services in the sanitation area for major projects carried out by government agencies and the private sector, and coordinates with government services and other institutions regarding planning and licenses.

### Representative Role in MOSS:

1. Providing all the necessary information and data about the sewage networks, and connection points for projects submitted for a building permit.
2. Providing technical and advisory services in the field of sanitation for major projects implemented by the government and private agencies, in coordination with government services and other institutions.

### Processing Time:

Class A Projects: 5 working days

Class B Projects: 3 working days

Class C Projects: 3 working days



## Sanitary Engineering Planning & Projects Directorate

### Contact Information

Tel: 17875656 - Fax: 17786352

Email: hamohsen@mun.gov.bh

Website: www.works.gov.bh



## Electricity Distribution Directorate

### Electricity And Water Authority

The Technical Support Services coordinate with internal departments of EWA: Network Planning, Damage Prevention Section, Construction-Civil, Municipalities, Engineering Offices, and Special Projects Department, for the preparation of final building permits approval.

#### Representative Role in MOSS:

1. Upon receipt of building permit request all the load details, survey certificate, location map, etc. are sent to the GIS department to update the building permit number in the GIS record in the exact location.
2. Upon receiving back from GIS, all documents are forwarded to Planning for load and supply details approval, Damage Prevention Section (DPS), who will provide report in regard to any technical conflicts.
3. In the event of clearance from Planning & DPS, comments are compiled together, then all necessary verifications are done & approved by L&C in the hard copy building permit form & updated into the building permit system
4. In the event of requirement of substation, the building permit will be forwarded to civil section prior to building permit approval. Where it will be verified in accordance with EDD standards.

#### Processing Time:

Class A Projects: 15 working days

Class B Projects: 15 working days

Class C Projects: 15 working days



Electricity Distribution Directorate

#### Contact Information

Tel: 17576597- Fax: 17212559

Email: bindhu.jaideep@ewa.bh

Website: www.mew.gov.bh



## Water Distribution Directorate

### Electricity And Water Authority

The Directorate of Water Distribution working on preparation of a comprehensive study to provide water service to strategic projects in the Kingdom of Bahrain, and to meet the needs of residential and investment projects, etc.

#### Representative Role in MOSS:

1. Checking the availability of water service lines in the area, and studying the purpose of water usage based on the plot zone and the project nature.
2. Review the water service lines, the elevations of the buildings and the location of water meters.
3. Reviewing multi-story buildings plans to define location of meters, number of units required and the internal water network.
4. Ensuring the providence of internal meters to measure the combined property water consumption in the residential complex.
5. Checking the internal water network and meters in commercial shops.

#### Processing Time:

Class A Projects: 5 working days

Class B Projects: 5 working days

Class C Projects: 5 working days



#### Water Distribution Directorate

#### Contact Information

Tel: 17875654 - Fax: 17786352

Email: lbader@mun.gov.bh

Website: www.mew.gov.bh



# General Directorate of Civil Defense

## Ministry Of Interior

The General Directorate of Civil Defense is concerned with maintaining the safety requirements of the buildings and prevention of fire accidents, which aims to protect life and properties.

### Representative Role in MOSS:

1. Studying the architectural drawings, to ensure the compliance with fire safety regulations and specifications, especially the exits, corridors, stairs and ventilations.
2. Identifying the proper firefighting system and alarm system according to the risks, such as: sprinklers systems, Smoke extract systems, pressurization system for vertical circulation, etc.
3. Studying the signage board's locations.
4. Studying the emergency lightings.
5. Providing the safety specifications to protect from hazardous materials used in the buildings
6. Site Inspection in case the building exists.

### Processing Time:

Class A Projects: 15 working days

Class B Projects: 15 working days

Class C Projects: 15 working days



### Contact Information

Tel: 17875736 - Fax: 17783675

Email: [ataiar@mun.gov.bh](mailto:ataiar@mun.gov.bh)

Website: [www.gdcd.gov.bh](http://www.gdcd.gov.bh)

## Other Entities

### **Thermal Insulation Unit - Electricity And Water Authority**

The Electricity and Water Authority monitors the implementation of thermal insulation since year 2000 for buildings above four stories in the Kingdom, through the approval prior to obtaining a building permit, and site inspection during construction until the completion of the building.

For more information: [www.mew.gov.bh](http://www.mew.gov.bh)

### **Agriculture Affairs -Ministry of Municipalities & Urban Planning**

The Agricultural Affairs responsible to protect agricultural areas which known with the Green Belt areas, building permits applications converted to them are classified as agricultural areas or Gardenias for examination and inspection to ensure that they are free from any sources of water and free of palm trees, in coordination with the concerned authorities they have in Agriculture Affairs, it also works to determine the percentage of construction allowed for these areas, according to the regulatory requirements for Reconstruction.

For more information: [www.mun.gov.bh](http://www.mun.gov.bh)

### **Civil Aviation Affairs- Ministry of Transportation**

Civil Aviation Affairs is specialized to grant building permits for installations near airstrips, reviewing of high rise building applications, documents, drawings, to ensure compliance with national regulations and ICAO/BCAA standards and examine applications for building permits to ensure conformity of building heights with shipping lines, as well as make sure there are light signals for buildings with high altitudes working 24hours to alert aircraft that pass through the atmosphere of the Kingdom of Bahrain.

For more information: [www.mot.gov.bh/ar/civil-aviation](http://www.mot.gov.bh/ar/civil-aviation)

### **Environmental Affairs**

Environmental Affairs are responsible for protection the environmental atmosphere in the Kingdom of Bahrain, they examine and review building permits applications of factories, stations and others which their activities includes environmental impacts, also they responsible for giving licenses for sea filling lands in coordination with the concerned municipality and Central Planning office within Ministry of Works and in the context of maintaining the pastures of fish and not buried or uprooted.

For more information [www.pmew.gov.bh](http://www.pmew.gov.bh)

### **Archeology and National Heritage Directorate -Ministry Of Culture**

The Department of Archeology and National Heritage, concerned with protection of ancient monuments and archeological areas in Kingdom of Bahrain, review and revise building permits application classified as archaeological sites, to be developed and rebuilt, and make sure they are free of any archaeological holdings and transfer artifacts to the Museum of Bahrain.

For more information... [www.moc.gov.bh](http://www.moc.gov.bh)

### **Committee for organizing Engineering Professional Practice (COEPP)**

The committee was formed to organize practicing engineering professions based on Decree No. 17 of 1982, which issued as a result of the need for a law regulating the practice of engineering professions in the Kingdom of Bahrain; its an governmental committee comes under the umbrella of the Ministry of Works and Housing. Following this decree, the Commission apply licensing system for engineers and related individuals, companies and engineering offices of local and foreign professionals and people with relationship to the practice that be must to obtain the license by the private sector in which this law don't apply on the public sector.

For more information: [www.coepp.com](http://www.coepp.com)

## Contact Us:

---

### **Municipal One Stop Shop**

Ministry of Municipalities Affairs & Urban Planning

Tel: 17875666

Fax: 17786352

P.O. Box: 33862

E-mail: [oss@mun.gov.bh](mailto:oss@mun.gov.bh)

Web site: [www.mun.gov.bh](http://www.mun.gov.bh)

Instagram: [mun\\_oss](https://www.instagram.com/mun_oss)

