



Site Preparation

User's Guide

Version 1.0

Date: 04/09/2016

Table of Contents

1. SECTION HEAD: STARTING THE PROCESS	2
2. CONSULTANCY AGENCY	7
3. COORDINATOR:	10

1. Section Head: Starting the Process

The municipality section head is the one who's in charge of starting the Site Preparation workflow:

- After looking for a specific document in the advanced search tab, the section head can select the file with 'Services' status that he wants.
- After selecting the appropriate document the section head should press the button site preparation in the toolbar above.
- A message box will appear asking him if he wants to send the request of site preparation to the consultancy agency, If he clicks 'YES' the document will be sent and a message with the new reference number will appear
- The new reference number of the site preparation document will be the same of the original document with '-T' at the end, example: N/2016/000001 – T and same case for the application number.

Ministry Of Municipality & Environment
Building Permit Section

Welcome doha_head doha_head

Navigation Pane

My Requests

My Building Permit Requests

Building Permit Request

Inbox (14)

Sent (7)

Adjustment Certificate

Inbox (15)

Sent (0)

Completion Certificate

Inbox (0)

Sent (0)

Reference Number: N/2014

Application No.:

From Request Date:

To Request Date:

Request Status: Services

Request Type:

Consultancy Agency:

Applicant User:

PIN:

Zone:

Save Query Visual Tracking Site Preparation

	Reference Number	Category	Application No.	Status	Itr.	Request Date	Municipality	Number Of Buildings	Project Type	PIN
<input checked="" type="checkbox"/>	N/2014/0000096	New	1/2015/1558	Services	22	24/11/2015	AL Doha Municipality	2	Governmental	3701
Operation Theater Annex (G+2) and Linkage building (G+2) and Multistory Car Park and Energy block (G+5)										
<input type="checkbox"/>	N/2014/0000062	New	13/2015/123	Services	39	20/04/2015	Al Daayen Municipality	7	Large Projects	7021
بناء مجمع مدارس الأندلس مع سكن للموظفين										

http://bps.baladiya.gov.qa/

From Page 1 To Page 1 1:200 of 332 Displaying 1 - 2 of 2

Figure 1 – Section Head Interface: Site Preparation.

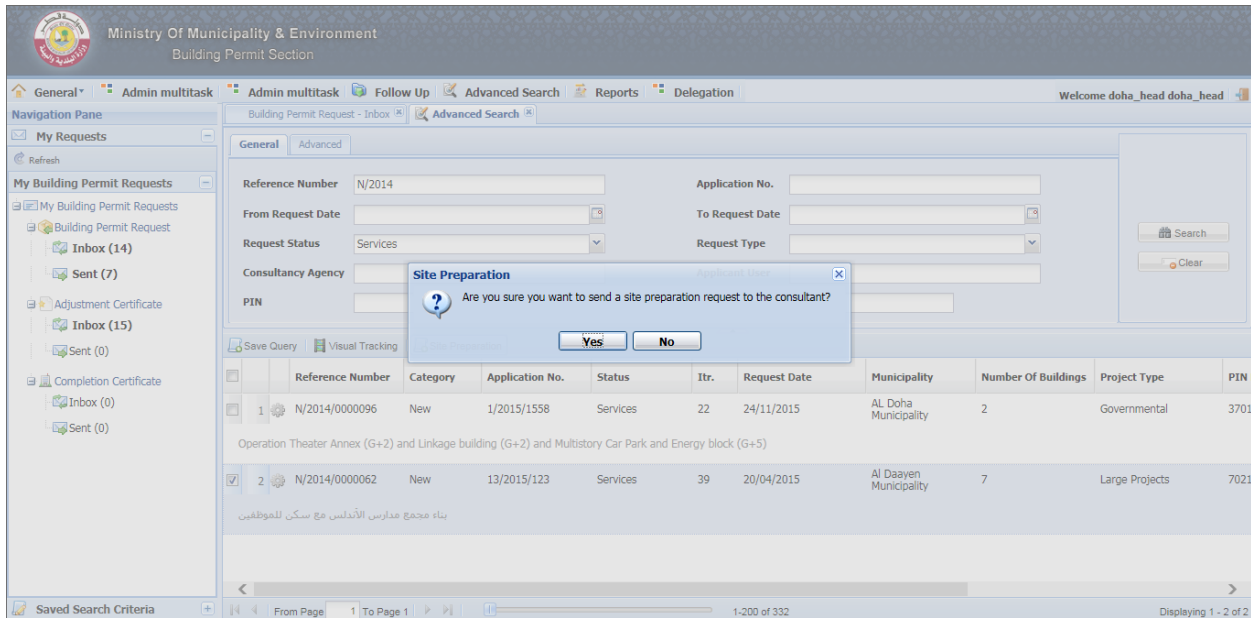


Figure 2- Section Head Interface: Sending the request

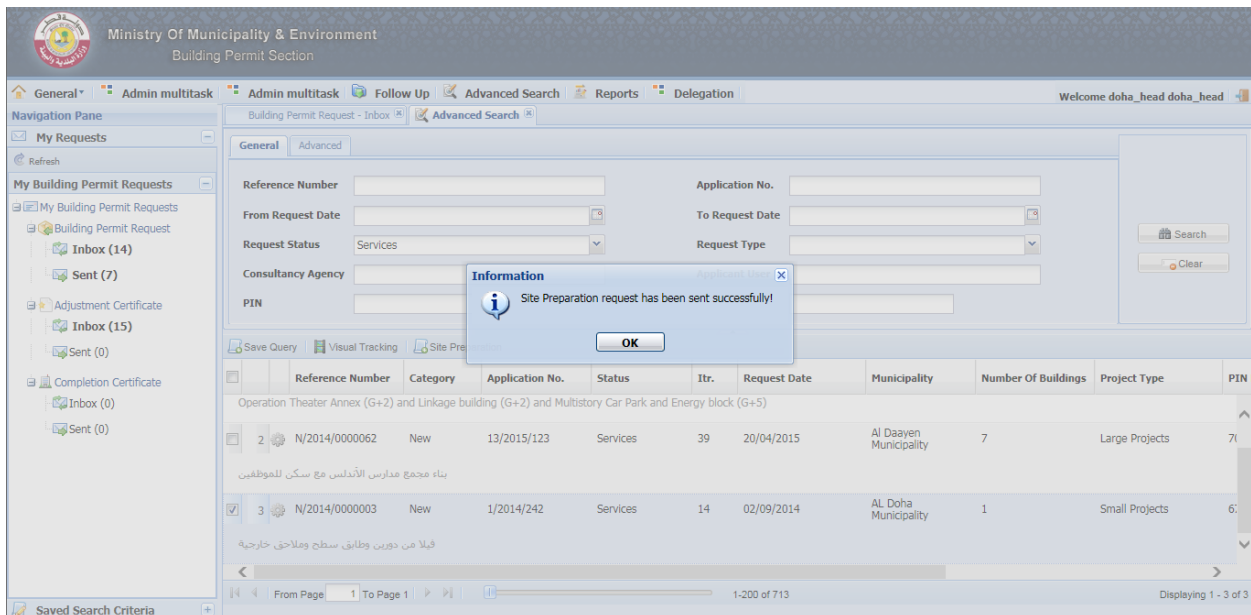


Figure 3- Section Head Interface: Request has been sent successfully

Notes:

- ✓ If the selected item wasn't in the appropriate status one message box will appear telling that the selected document is not in Services stage.
- ✓ If he selects more than one item another message box will appear telling that selecting more than one item is not allowed also if no row is selected it he will see another message box.
- ✓ This process is not allowed if the document has already a site preparation request.

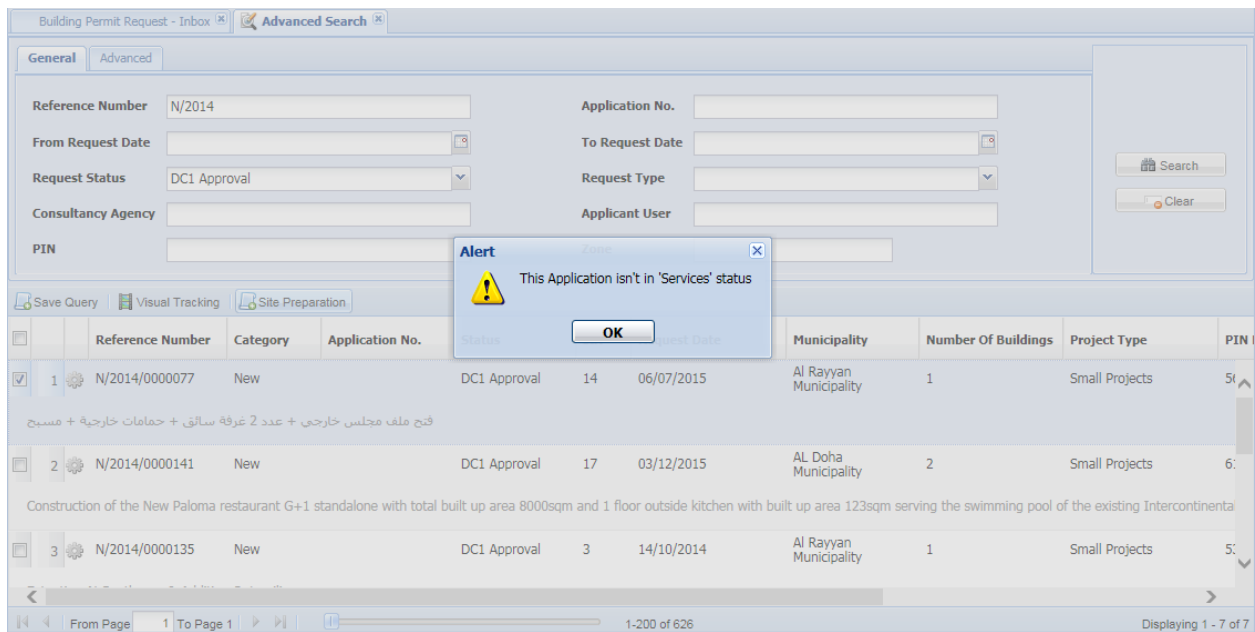


Figure 4- Section Head Interface: Document not in services

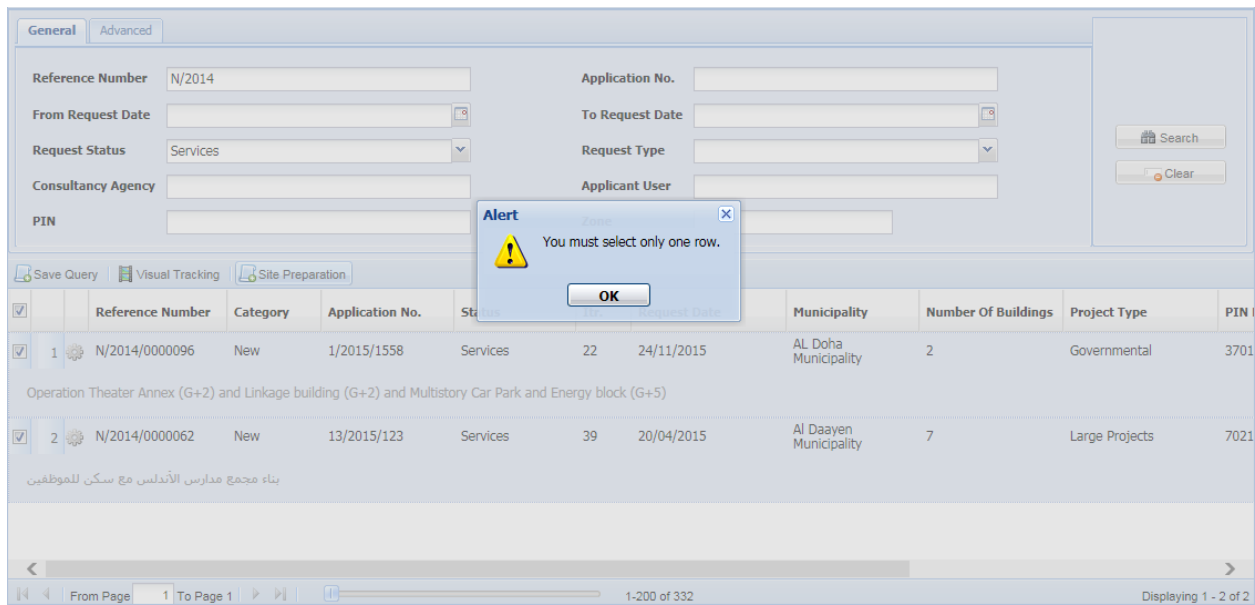


Figure 5- Section Head Interface: One row selection obligation

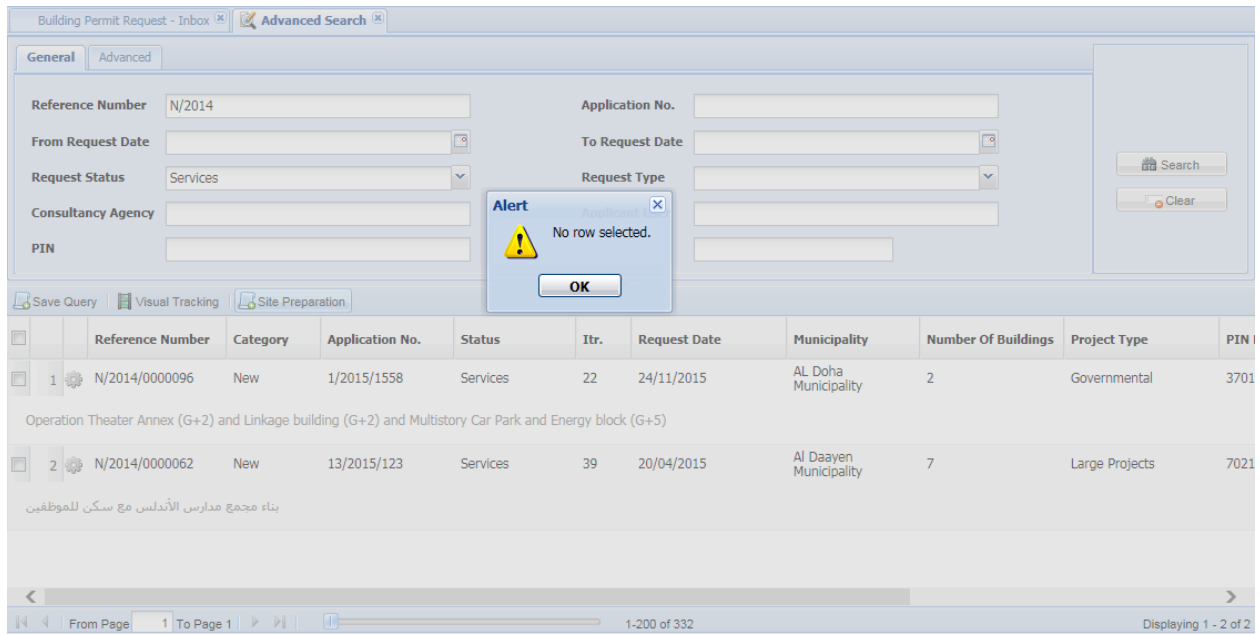


Figure 6- Section Head Interface: No row selected

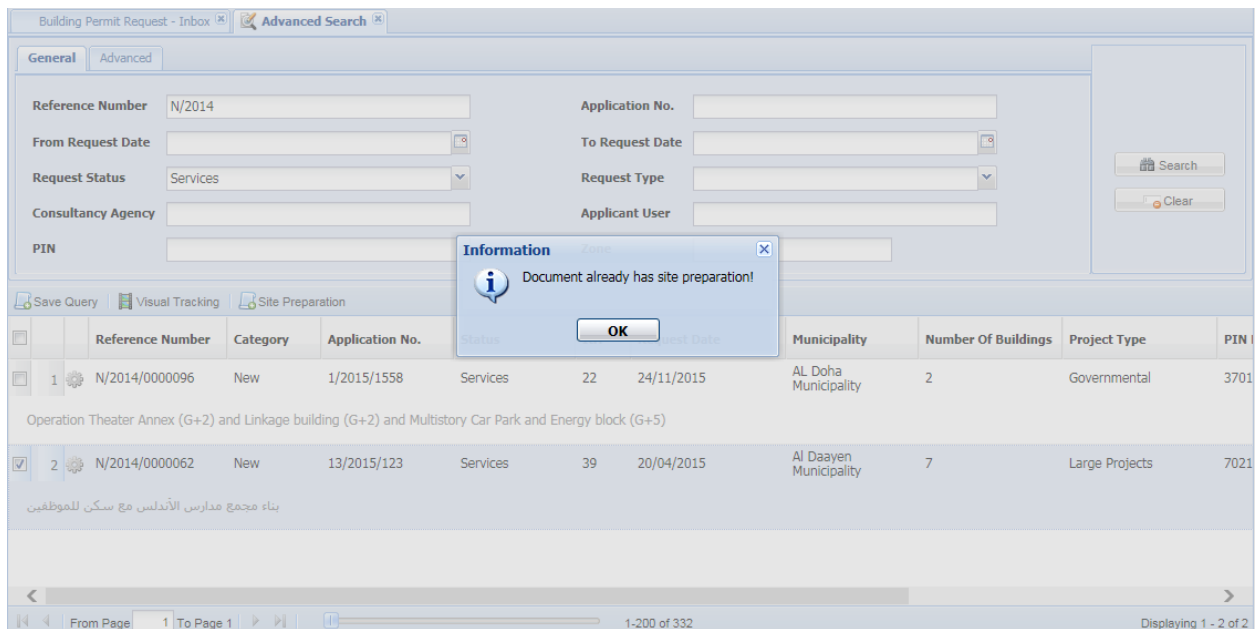


Figure 7- Section Head Interface: Document with site preparation

2. Consultancy Agency

Once the consultant opens his account he will find the 'Site Preparation' documents sent by the section head on the Building permit requests inbox with the new reference number we talked about in the previous section.

The consultant opens the received document and he will apply the below steps:

- Uploading the attachments of the Site Preparation:
 - i. Written consent of the concerned municipality administration.
 - ii. Surficial Report.
 - iii. Commitment of Contractor and Consultant and Owner.
 - iv. Commitment from the contractor and consultant and owner abide by the terms of temporary license to operate until the ground level, and assume responsibility for any change may knock during the completion of the building permit procedures.
 - v. Identify reviewing Roads Department to determine the street level.
- Sending the document to the municipality where the section head who started the process belongs.

The screenshot displays the 'Building Permit System' interface. At the top, it shows the Ministry of Municipality & Environment logo and navigation tabs like 'General', 'Services', 'Meeting Management', 'Advanced Search', 'Consultant Profile', and 'Search PIN'. Below this, there's a 'My Applications' section with a 'Building Permit' dropdown and filters for Draft (8), Inbox (3), Accepted (0), Rejected (0), and Sent (19). A table of applications is shown below, with a red box highlighting the first row:

Category	Application No.	Status	Itr.	Request Date	Transferred From	Transfer Date	Transfer Notes	Municipality
Site Preparation	1/2014/242 - T	DC1 Approval	0		doha_head doha_head	04/09/2016 17:25:05		AL Doha Municipality
New	1/2015/1186	Services	28	29/08/2015 12:54:40	doha_head doha_head	18/08/2016 17:46:08		AL Doha Municipality
New		DC2 Approved	3	27/08/2016 04:17:00	doha_coord1 doha_coord1	27/08/2016 04:19:32	reply to applicant: init1	AL Doha Municipality

Figure 8- Consultancy agency interface

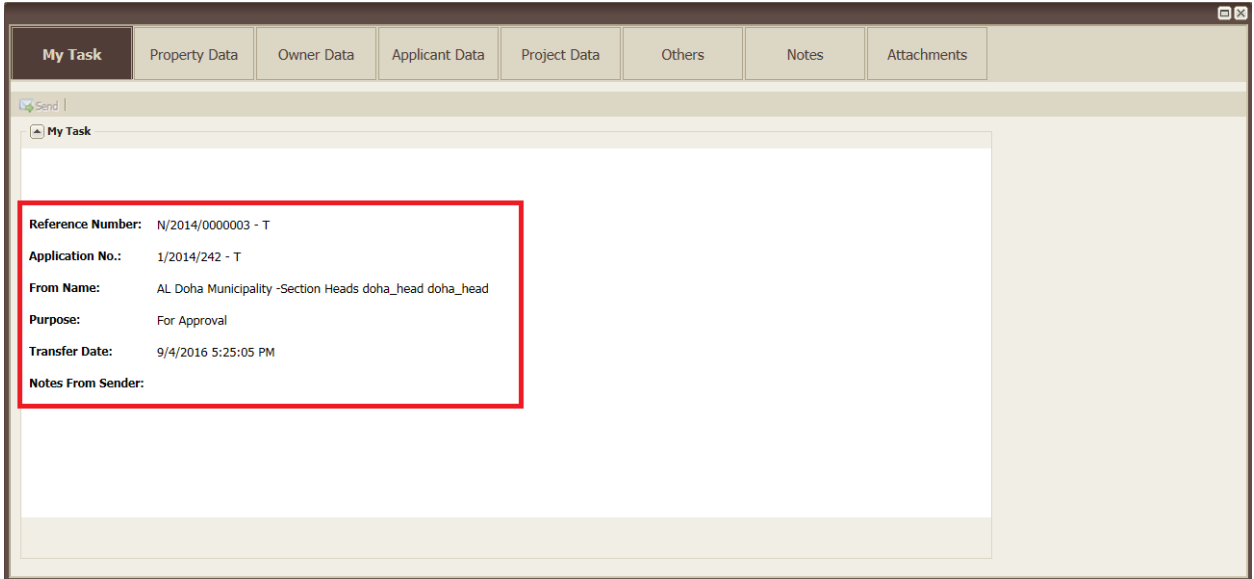


Figure 9- Consultancy agency interface: Opening Document

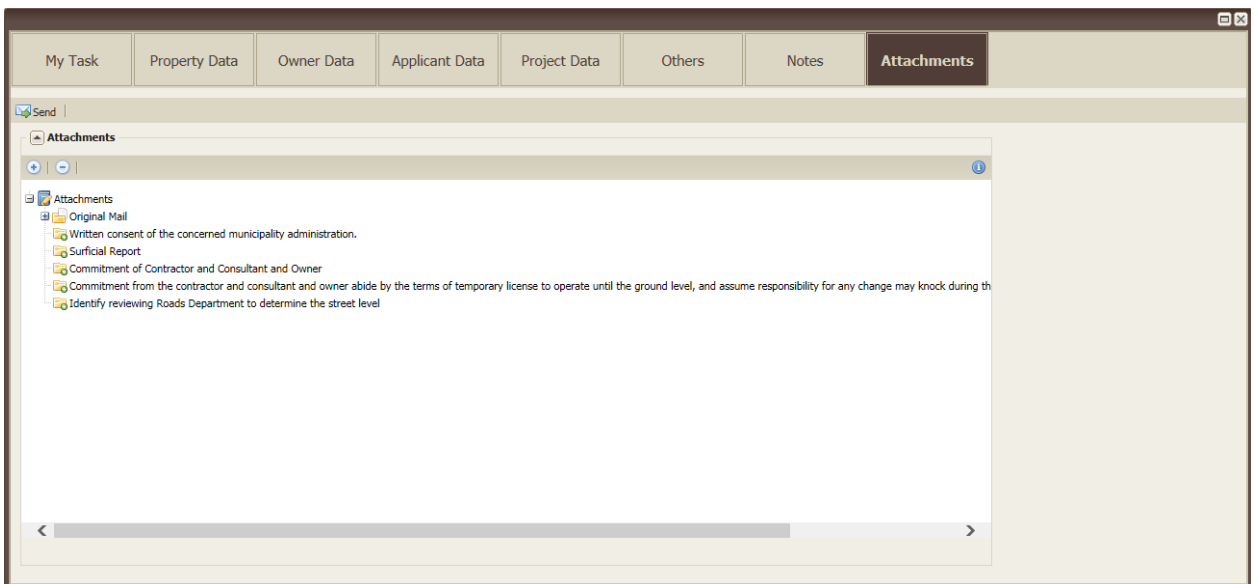


Figure 10- Consultancy agency interface: Attachments

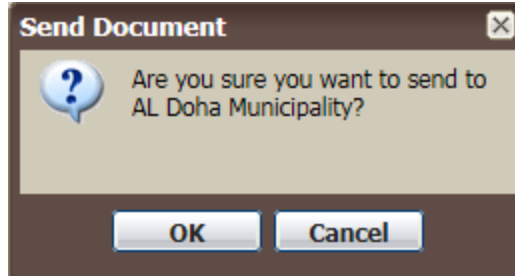


Figure 11- Consultancy agency interface: Send to municipality

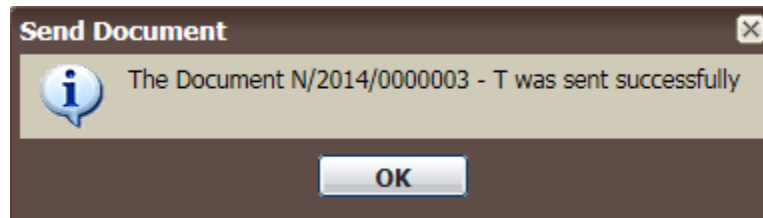


Figure 12- Consultancy agency interface: Document Sent

3. Coordinator

The Coordinator will receive the document sent by the consultant and after checking the attachments and the document information, he can:

- Send the document back to the consultant for modification if it's needed by clicking the button 'Reply to Applicant'.
- Issue the request if there's no need for the modification

He can select the received document and press the button Issue Permit, to get the Building permit delivery page where he should fill the mandatory data and issue the permit.

Reference Number/Application Number	Application No.	Status	Itr.	Request Date	Transferred From	Transfer Date	Transfer Notes
N/2014/0000003 - T	1/2014/242 - T	DC1 Approval	1	05/09/2016 00:41:12	init1 init1	05/09/2016 00:41:12	قبلا من دورين وطنائى سطح وملاحق خارجة
N/2014/0006610	New	DC2 Approved	22	25/11/2015 13:29:26	Jad Al Karim Ahmad	02/12/2015 09:48:39	بدء حكويمى وشكرأ (A) ا.أ. (1072) بناء مركز تخطيط قران نموذج
N/2015/0005501	New	DC1 Approval	2	03/11/2015 14:24:28	SABIKA ALJAMANI	07/12/2015 09:11:38	تم تطوير غرفة مصحات
N/2016/0000002	New	DC2 Approved	1	02/08/2016 10:06:40	init1 init1	02/08/2016 10:06:40	

Figure 13- Coordinator interface

