



GUIDELINE MANUAL

FOR THE PROCEDURES OF ISSUING
BUILDING PERMITS

V 1.0 | 2024

KINGDOM OF BAHRAIN





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Drawings / Document Preparation Stage

Stage 1-5

Prepare necessary drawings and documents to apply for a building permit.



1



Assign a licensed engineering office by the owner.

2

3



The creator engineering office submit the primary online application.

Obtain pre-approval.
(special cases)



4

10-60 DAYS

5



Submitting the engineering drawings & other documents.

Review the application by the reviewer engineering office.



6

7 Days

7



Obtain approvals from relevant governmental entities.

Payment of the applicable fees



8

10 Days

9



Issuance of building permit

Advertisement



10

11



Addresses

Road occupation
(If applicable)



12

13



Service connectivity.

Applying construction stages



14

3 Days / Stage

15



Issuance of NOC

10 Days

Applying for insurance refund



16

Applying for Addresses & Services Stage

Stage 10-13

Applying for Construction Follow-Up

Stage 14-15

Applying for Insurance Refund

Stage 16

CHAPTER 1

BENAYAT SYSTEM





1. BENAYAT SYSTEM

1.1 Benayat System

Benayat building permit portal is the kingdom of Bahrain's official system used to issue building permits for all types of building projects.

The system enables the licensed engineering offices to apply for building permits, track their application status, consult with relevant government entities regarding building permits, in process, pay related fees, and apply for other building related services.



Benayat portal
introduction video

1.2 Benayat System Users?

1



Property owners & investors

- View Bahrain interaction map.
- Follow up their application on the system.
- Pay the application fees.

2



CRPEP licensed engineering offices

- Apply for new building permits.
- Apply for addresses & services.
- Apply for construction follow-up.
- Apply for service connectivity.



Licensed
engineering offices
in the kingdom of
Bahrain

*CRPEP: The Council for Regulating the Practice
of Engineering Professions*

CHAPTER 2

ENGINEERING OFFICES
GUIDELINE MANUAL





2. ENGINEERING OFFICES GUIDELINE

2.1 System Access & Roles

Types of Engineering Offices

1



Publisher Engineering Office

The licensed engineering office assigned by the owner or his representative to design and publish the engineering drawings and submit the application on Benayat portal.

2



Reviewer Engineering Office

The licensed engineering office assigned by the publisher to review drawings, ensure compliance with the building codes, and issue the permit.

3



Supervisor Engineering Office

The licensed engineering office assigned by the publisher to apply for advertisement, road occupation, addresses, service connectivity, construction follow-up, NOC and insurance refund.

To obtain system access & roles in Benayat, the following documents must be provided:

1



Engineering Office

- Office CRPEP License
- Commercial Registration
- Official Request Letter
- Valid Copy of Owner's Identity Card
- Thermal Certificate

2



Users Roles

- Fill the Request Form
- Engineer CRPEP License
- Copy of Identity Card



Types of Users Roles and Access on Benayat System:

1



User

- View requests.

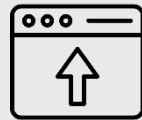
2



Creator

- Create requests as planned, without publishing them.

3



Publisher

- Publish his requests and other planned requests created by his entity.

4



Manager

- View the requests in (Watch List).
- Forward the requests to senior engineer.
- Internal and external response.

5



Senior Engineer

- Building permit responsible officer.
- Receive the request in (To Do List).
- External and internal response.

6



Site Engineer

- Access Benayat APP.
- Upload construction follow-up stages.



Access Cancellation
Form



Access
Request Form

Forms should be submitted to benayat@iga.gov.bh

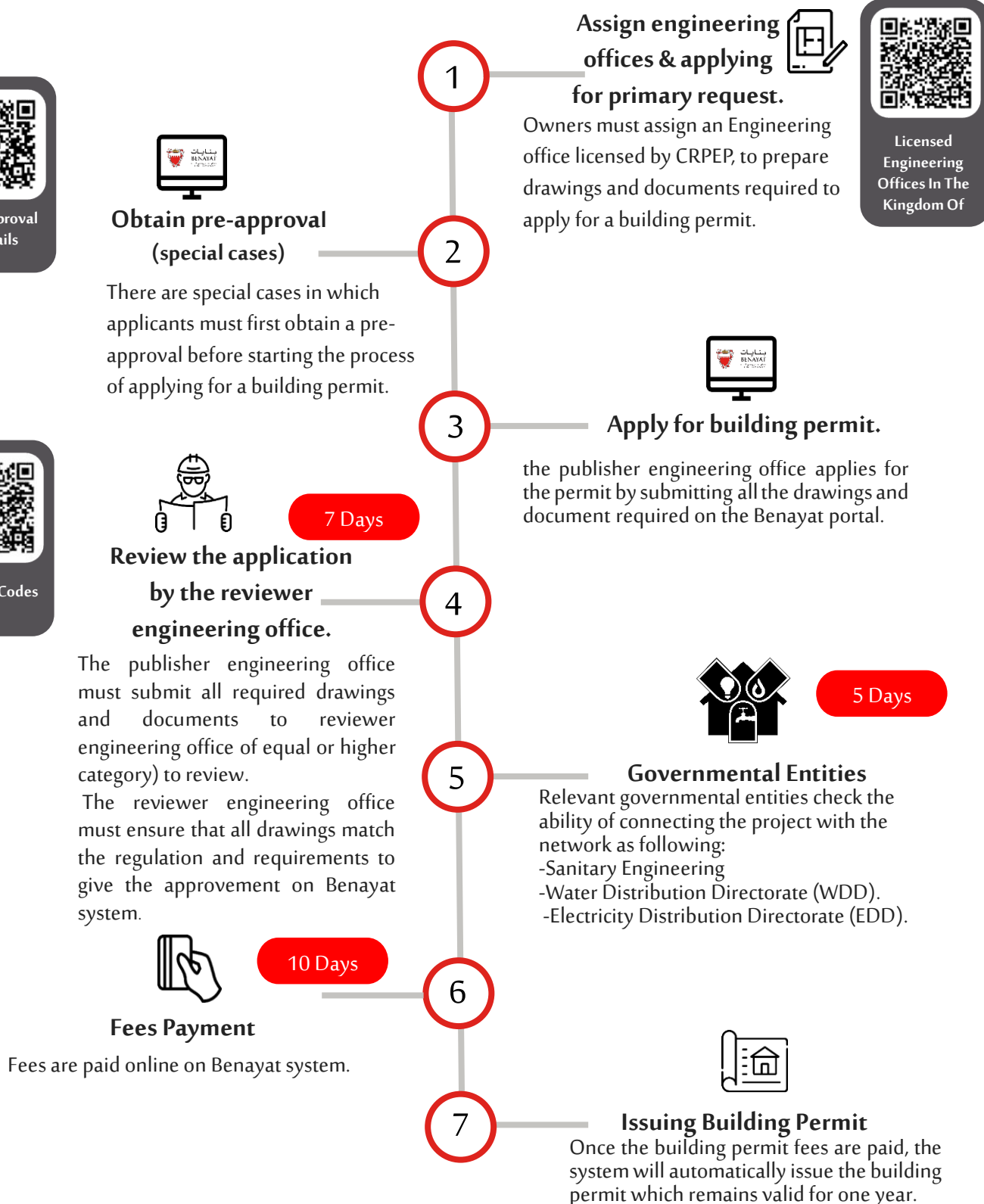


2.2 Applying for new building permit.

Drawings / Document Preparation Stage



Building Permit Submission Stage





2.3 Applying for Addresses & Services

The publisher engineering office assigns a supervisor engineering office who will apply for building services on Benayat system as following: Advertisement, Road Occupation, Addresses and Service Connectivity.

The stage could be completed without applying for service connectivity, but it should be applied later during the building stage.

Services:

1



Addresses

Apply for an address and obtain number plate matching the project nature.

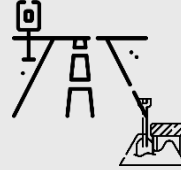
2



Advertisement

Apply to obtain a license to advertise the project details, including the building permit number, supervising engineering office, and contractor's name.

3



Road Occupation

Apply for a permit to allow the occupation of the public or secondary road, or a portion thereof, for the placement of construction materials and scaffolding according to the nature and size of the property and surrounding roads.

4



Service Connectivity

Submitting a request to connect the project to electricity, water, and sewage services according to the availability of services in the area.

Note: The application for the services can be submitted either before the construction stages or later, prior to the issuance of the completion certificate.



Address Tutorial



Road Occupation
Tutorial



Service Connectivity
Tutorial



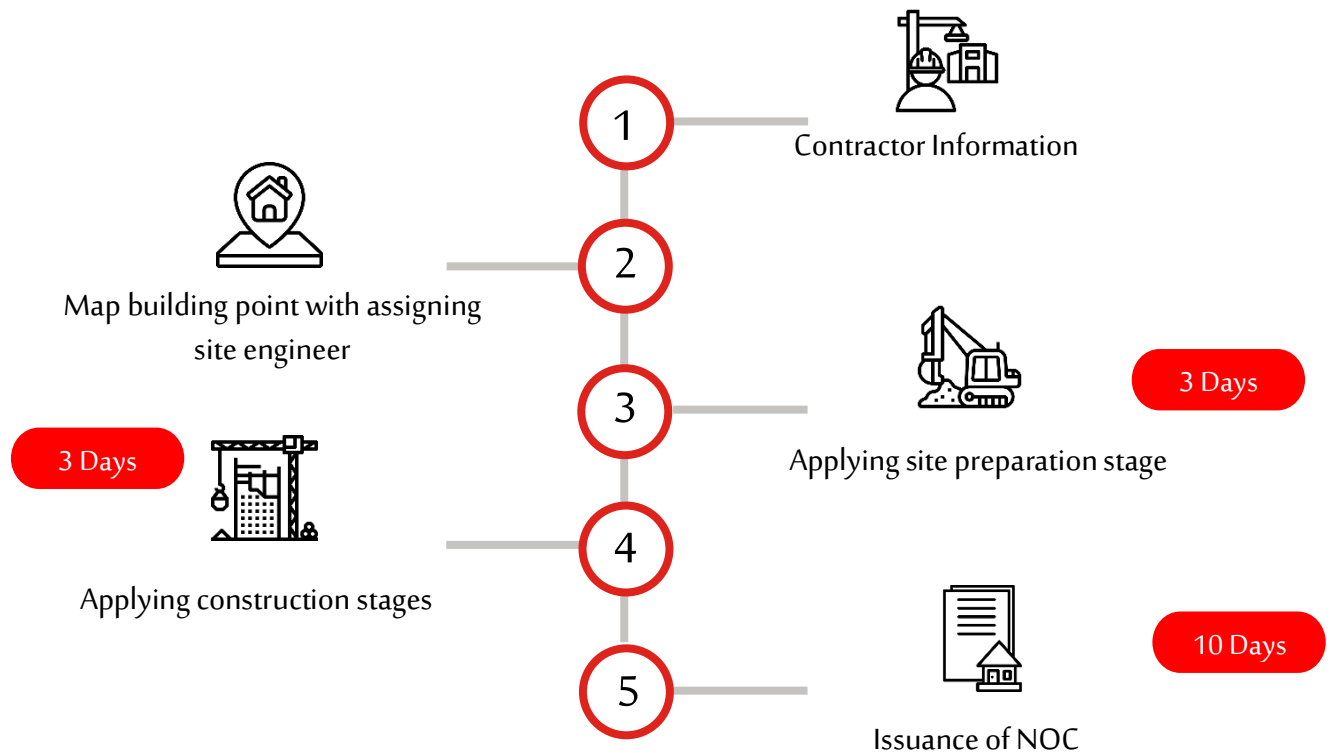
Load Modification
Tutorial



2.4 Applying for Construction Follow-up

The supervision engineering office must upload the construction stage on Benayat app and then it will be passed to the concerned entities for approval to open the next stage until the final inspection and issuing the NOC .

Note: To apply for construction follow-up, the engineer must be a civil or construction engineer and he should have the site engineer role and licensed from the CRPEP.



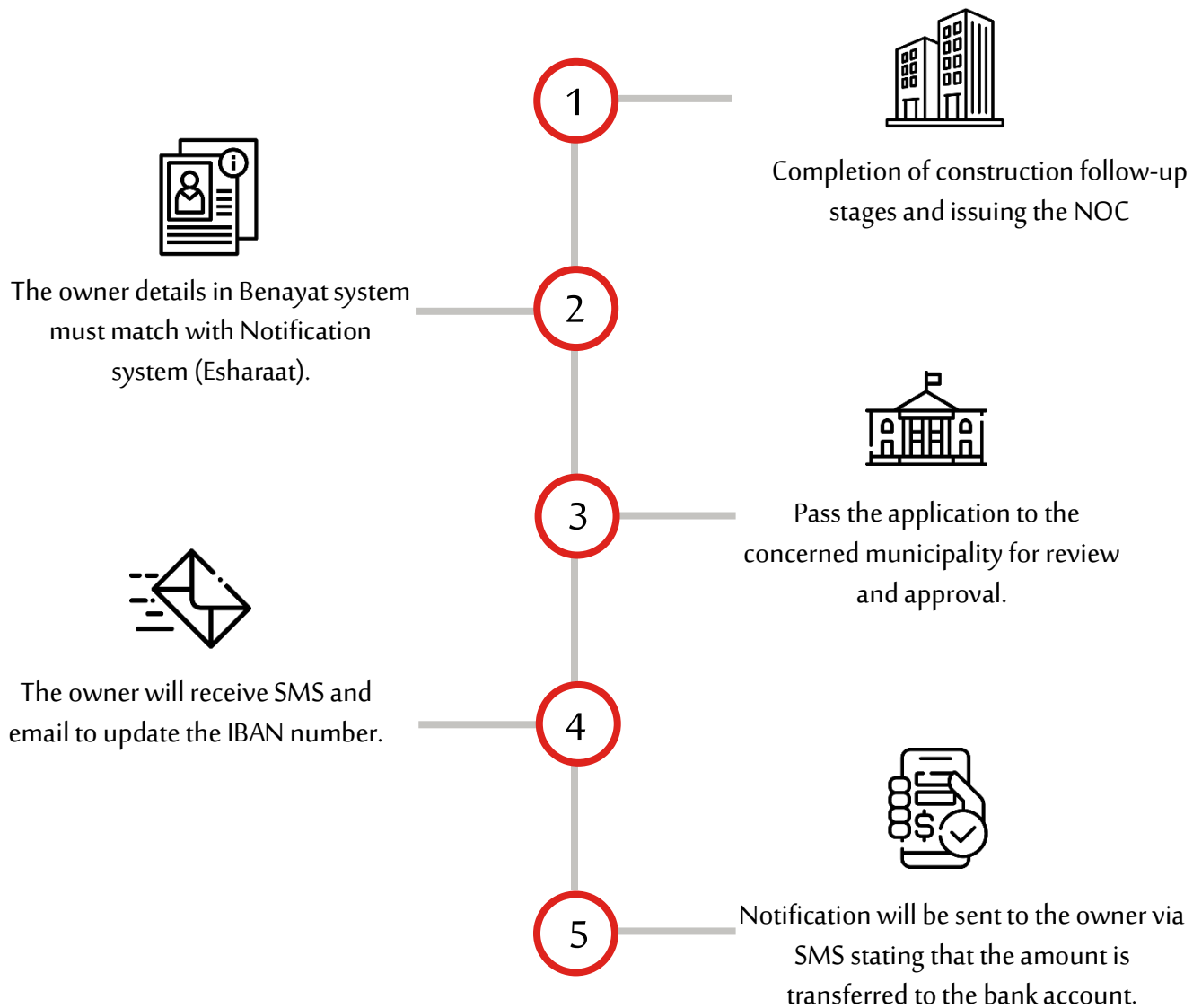
Construction
follow up tutorial.



Construction Follow
Up Requirements.



2.5 Applying for Insurance Refund on Benayat System



Notifications
System (Esharaat)



Insurance Refund
Tutorial

CHAPTER 3

OWNERS GUIDELINE MANUAL





3. OWNERS GUIDLINE MANUAL

3.1 Recommendations Before Starting a Project

1



Considerations Before Purchasing the Property

- Ensure the property located in the right zone, which matches the requirements for the project. (Bahrain Interactive Map)
- Ensuring that there are no cuts on the property.
- Ensuring the legal status of the property.
- Availability of services (water, electrical, ...etc.).
- Registering the property in SLRB.

2



Considerations Before Starting a Project

- Define the project type.
- Choose a certified engineering office.
- Application procedure.
- Choose a certified contractor.

3



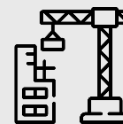
Considerations Before Assigning Engineering Office

- The office should be certified by CRPEP.
- View previous projects.
- Review the contract and ensure their integrity.



Bahrain Map
Check the building requirements for your property.

4

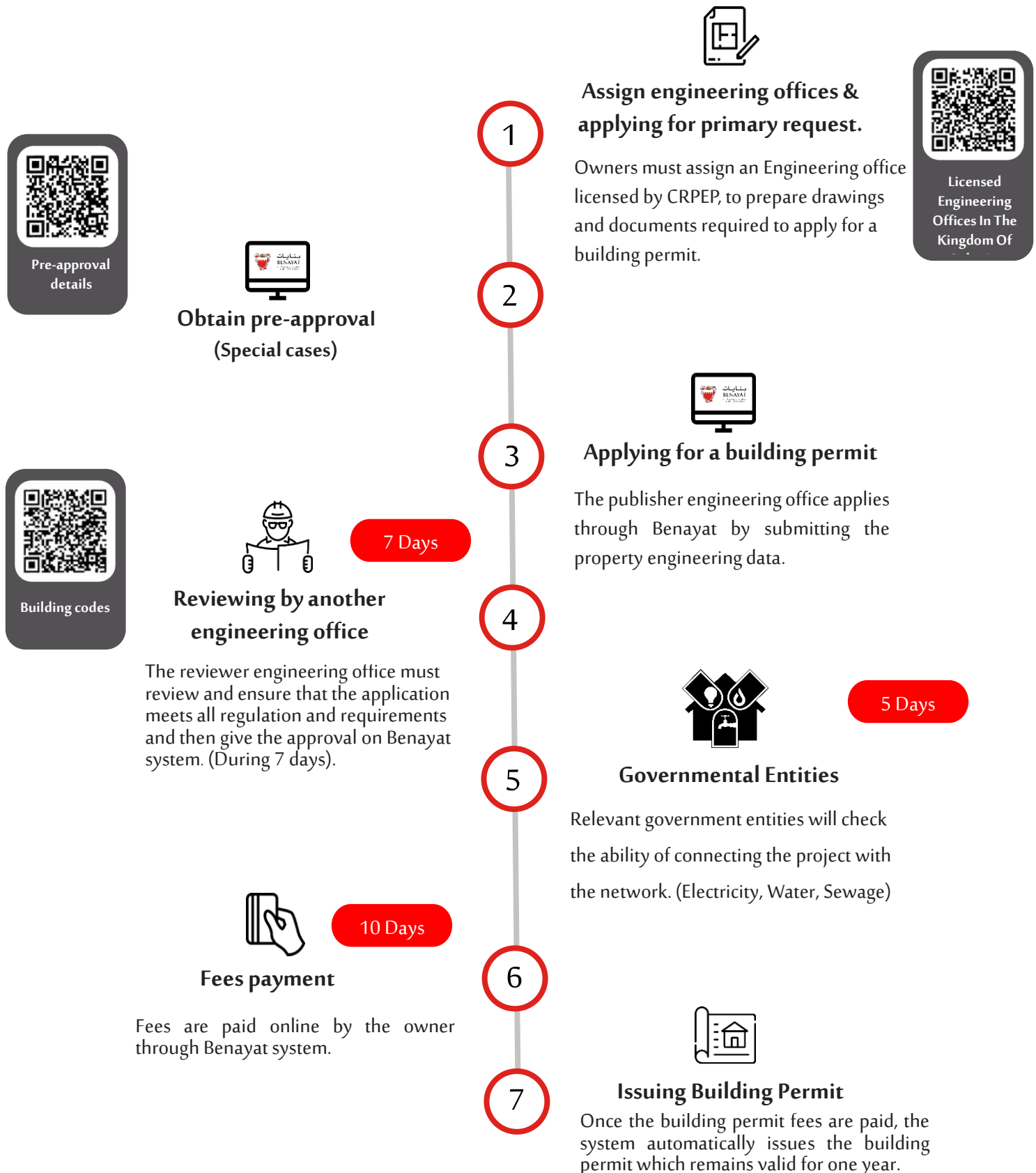


Considerations Before Assigning Contractor.

- Ensure that the contractor has an active CR.
- Contracts should be notarized and official.
- Ensure the quality of the building materials.
- Providing the contractor with a valid building permit with stamped drawings.
- Ensure coordination between the supervision office and the contractor.



3.2 Applying For New Building Permit





3.3 Track application & payments

The owner can track the application status by accessing Benayat system and then selecting the following: MY APPLICATIONS → TRACK APPLICATION → FOR PROPERTY OWNER. Then, the user should enter the application number and the owner's identity number and then the system will show the application status and allow the user to proceed with payment.



3.4 Applying for Insurance Refund on Benayat

Once the supervisor engineering office completes all requirements through Benayat, the concerned municipality will review and approve. If approved, the owner will receive an SMS and email to update the IBAN number for the refund. Once submitted, the owner will receive an SMS confirming transfer of the insurance refund amount.



CHAPTER 4

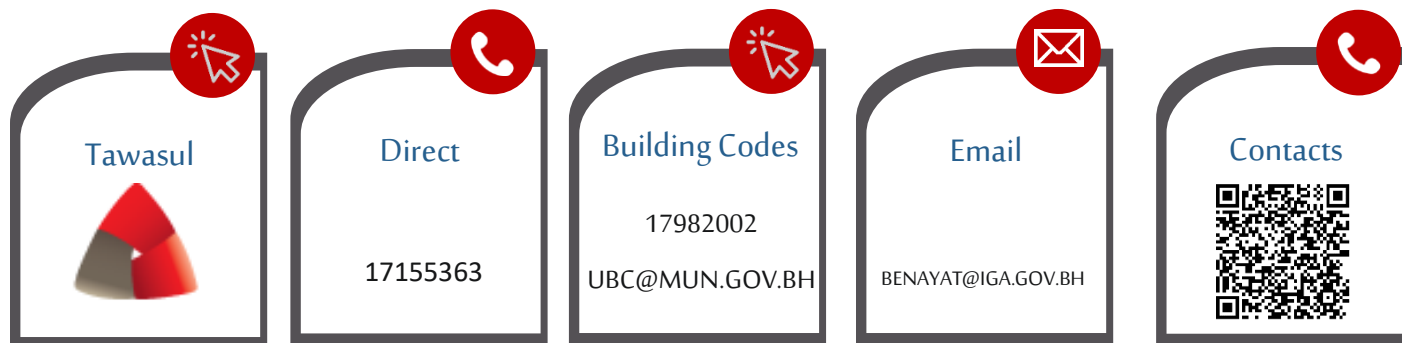
CONTACTS & FAQ





4. CONTACTS & FAQ

4.1 Contact Channels



4.2 Frequently Asked Questions

Please visit the frequent questions page on the website for more information.



- Useful forms

