

Procedures` Manual for Building Permits

Marota City

The objective of the manual:

Embodying the vision of Damascus Governorate within its framework by structuring and simplifying administrative procedures to raise and develop the level of work performance to provide simplified, clear services that shorten the time, procedures and documents , also excelling in providing services to raise the customer`s satisfaction as well as identifying responsibilities, and automate the work to provide services through the website of the governorate.

The manual will be subject to periodical revision to get acquainted with latest laws, provisions, conditions, and decisions .

Please check the governorate, directorate of executing decree 66 or Marota website

General Provisions:

Based on the Legislative Decree No. 82 of 2010:

- Owners of plots in regulated areas must obtain building license within one year from the declaration of subjecting the area to the law in accordance with the decision of the provincial council No. 4 / MD dated 11/1/2018
- The lands that their owners have not obtained their licenses to build within one year from the date of the announcement shall be charged an annual fee of 10% of the value of the land for a period of four years. Upon the expiry date, the council must declare their sale in a public auction.
- Owners who have obtained building licenses yet have not completed the basic structure and cladding within the period specified in the license are subject to an annual fee of 10 percent of the estimated value of the land for two years and then sold in a public auction.

Definitions:

The technical committee :

It is the special technical committee to decide on the applications submitted for the initial design ideas for the plots in the regulated area in southeast of Mazzeh – Marota City, holding weekly meetings, include representatives of Damascus Governorate, Damascus Syndicate of Engineers, and Damascus University - Faculty of Architecture.

Front Office: Charged with the receiving and registration of applications.

Back Office: Urban Planning Directorate

Quality Management: The body responsible for the quality of engineering work

Provided Services:

1. Issuing perimeters diagram
2. Issuing a general site diagram
3. Granting approval of the project design idea
4. Granting approval for conducting examinations
5. Issuing building license
6. Real estate documentation in the provisional register
7. Granting certified copies of the license and diagrams
8. Delivering the plot and granting permission for commencement
9. Building observation during construction .

1. Issuing perimeters diagram (completion duration: one day)

A digital and paper perimeter diagram is granted according to the following procedures:

- An application submitted to the front office
- Fee payment

2. Issuing a general site diagram (completion duration: one day)

A general site diagram is granted according to the following procedures:

- An application submitted to the front office
- Fee payment

3. Granting approval of the project design idea (completion duration: 3 weeks)

The application is submitted to the front office by one or more owners or their legal representative including the following:

- An explanatory, analytical descriptive note with an idea of the codes used
- Preliminary architectural plans, cadastral plans and illustrations of levels
- A presentation showing building perspectives, the site and its relationship with the neighborhood, entrances and traffic linkage
- Fee payment

An appointment is set for applicants to review the back office (Building Permits Department) within 2 days (maximum)

Application course:

- 1- The application is submitted to the back office - to conform and study the plans according to the curriculum of the organizational general and special requirements .
 - a. In the absence of comments, the application is forwarded to the technical committee within a week after submitting models of building materials, colors, and three-dimensional model according to the regulations determined by the administration.
 - b. In case of any observations, they will be corrected
- 2- Presentation to the technical committee:
 - a. Approving the design idea of the project .
 - b. In case of any observations, the stakeholders will be informed immediately after the meeting to complete and correct those observations.

The process is repeated three times, and if the application is rejected, a new project idea is presented by a new planner.
 - c. In case of failure to approve the project idea completely, re-submission of the aforementioned clauses is required

The observations of each phase must be corrected within a period of two weeks, or the application is rejected.

The approval shall be delivered within one week from the date of submission to the committee, provided that posters for the approved design measuring (70 * 50 cm) and a construction maquette of 1/500 scale shall be submitted to the committee for details, to complete the procedures and apply for the license.

4. Granting approval for conducting examinations (completion duration: two days)

An approval is granted to conduct examinations in the division according to the following procedures:

- An application is submitted to the front office
- Fee payment

Application course:

- The application shall be forwarded to the back office (Cadastral Department) and approval shall be granted showing date of commencement of work at the site, with the concerned parties pledging to provide the necessary requirements (equipment and water).
- Examination period is one week

5. Issuing building license (completion duration: 3 months)

An application is submitted to the front office

The required documents to register the application:

1. Project idea approval document by the technical committee in Decree /66/
2. Make an agreement within Damascus Engineers Syndicate
3. Construction license forms notebook
4. The approval of all the share owners of the plot , free from non-disposable signs or from their representatives by official agencies. The application submitted by the owners of half or more of the shares shall be accompanied by another request to remove the public domain signs of this plot. The license shall not be granted until after the approval of all the owners of the plot in accordance with the provisions of Land Construction Law No. 82 of 2010
5. Real estate registry record (can be provided through the front office)
6. Acquittance note from Finance Department of Damascus Governorate (can be queried and collected with final fees before obtaining the license)
7. Architectural plans compatible with the approved design idea .

8. Functional program for mixed and investment plots to meet the requirements of professions that need special conditions according to the profession manual of Marota City

Application course:

1. Referring the application to the back office to study the application documents and conforming them with the approved idea (one week)
 - a. In the absence of observations, the applicant is notified to submit the executive file for all specialties audited by the Engineers Syndicate (in accordance with the Engineering Studies Manual approved by the Executive Office decision 31 / CE for 2018. (one month)
 - b. Correcting observations if found.
2. Confirmation from the license office (two weeks)
3. Quality inspection (one month)
 - a. In case of any observations, the file shall be referred for approval by the Syndicate of Engineers - Damascus Branch - according to the system of practicing the profession.
 - b. Correcting observations if found
4. Final audit of the file contents from the license office and completing the documents (pledges - acquittances) as well as calculating spaces, fees, and taxes * (one week)
5. Fee payment
6. Granting license

(Observations must be corrected within a period of two weeks or the application is rejected)

6. **Real estate documentation in the provisional register** (completion duration: one week)

Based on the regulations of Land Construction Law /82/ of 2010

- Immediately after the issuance of the building license, the License Office shall forward a certified copy of the license, the technical form, the diagram of the plots , a real estate registry record of the licensed plot to the provisional register (in the Directorate of Decree Implementation)
- The provisional registrar shall form a manuscript for each section of the real estate or licensed plot, each of which shall include the names of the licensed owners, their shares, the rights and signs recorded in the real

estate manuscript, the license number, the date and the descriptions of each section.

7. Granting certified copies of the license and diagram (completion duration: one day)

A copy of the building license diagram saved in the licenses archive shall be granted, duly authenticated and to be executed upon accordingly, and to show it to the supervising authority after securing the following documents:

1. An application is submitted to the front office
2. Fee payment

The application is then forwarded to the licenses archive to provide what is necessary.

8. Delivering the plot and granting commencement permission:

Article / 40 / of Legislative Decree / 66 / of 2012 states that

((Damascus Governorate is obliged to deliver the land of the plot evacuated to its owners within a maximum period of ninety days after the date of obtaining the building licenses.))

Since the plots are evacuated, the division is delivered within a week

9. Building observation during construction

The administrative body shall keep up with the projects and monitor the implementation at all stages. According to the license granted and the approved functional program - from the beginning of the construction until the issuance of construction completion certificate , through periodic visits to the project and work mechanisms that include good and accurate implementation- up to acquiring residence permit, where the licensee must obtain a residence permit for all sections or a document stating the completion of construction, completing the basic cladding according to the regulations of Land Construction Law / 82/2010.

10 - The administration is provided with a copy of the diagrams As Built .

- Assortment at the Directorate of Real Estate Interests:

According to the regulation of Land Construction Law /82/ of 2010

- Plots shall be assorted and their real estate manuscript transferred from the provisional register to the real estate register after fully completion based on the request of the licensee or a buyer or administration. In case the licensee or one of the buyers does not request the assortment and correction of the real estate description, the plot or the section, the Department shall request the completion of the assortment and the correction of descriptions from the Directorate of Land Registry within one year from the date of obtaining the residence permit for all sections at the expense of the owners in accordance with the sales contracts and the body responsible for the assortment and correction of descriptions. Fees shall be collected from the insurance deposited with the administration (insurance of assortment and correcting the descriptions of the building license) and what remains can then collected according to the law of public funds collection.

Legal references and obligatory decrees:

- 1- Decree 66 of 2012
- 2- Decree 82 of 2010 (Land Construction Law) and executive instructions issued by decision 105/N of 2010
- 3- Decree 80 of 2010
- 4- General and special requirements for the organizational diagram
- 5- Infrastructure prerequisites of Decree 66 administration .
- 6- Guide manual and Engineering Studies Manual of Marota City
- 7- Construction license application notebook
- 8- Proposed codes by Engineers Syndicate and Damascus Government (for consideration)
- 9- Several decisions related and forcing the Decree
- 10- Law No. /10/ of /2018/