



COMPREHENSIVE GUIDE: STEPS TO OBTAIN A PERMIT FOR CHANGE OF USAGE NATURE IN BAHRAIN





Thinking about repurposing a unit on your property to better suit your current needs?

Whether you're converting a commercial shop into a workshop or transforming an apartment into an office, obtaining a Change of Use Permit is the essential step to ensure your property is used legally and efficiently.

With Al Balady Expert, your trusted partner in handling official procedures, the process becomes simple, transparent, and stress-free.

Our expert team guides you every step of the way – from preparing your documents to successfully submitting your Change of Use application. Make the smart move today and unlock your property's full potential with Al Balady Expert



Why Do You Need a Change of Use Permit?

- Legal legitimacy that enables you to conduct the approved activity in accordance with applicable laws.
- Investment flexibility by optimising the use of your property.
- Enhanced financial returns through converting the property to a more profitable purpose.



Application Requirements (What Do You Need to Prepare?)

Required Documents:

1. A request addressed to the municipality explaining the purpose of the change of use
2. Ownership document: A copy of the property title deed
3. Approved architectural drawings showing both the current and proposed uses
4. Copy of the owner's smart ID card
5. Electricity bill for the unit whose use is being changed
6. A photo of the electricity meter showing the meter number
7. Recent photographs of the property





Basic Information:

1. Address of the property intended for change of use
2. Owner's residential address
3. Phone number registered in government notifications
4. Email address registered in government notifications



How to obtain the permit via “Benayat” system

1. **Create an Account:** Register and log in using your national ID
2. **Fill Out the Application:** Enter property details and the new intended use
3. **Upload Documents:** Attach all required documents in digital format
4. **Track the Application:** Monitor the status and respond to inquiries from the relevant authorities
5. **Obtain Final Approvals:** Receive approvals from the Municipality and relevant service authorities





How Can "Al Balady Expert" Help You?

Finding the process complex? We make it simple by:



- Ensuring documents and drawings comply with municipal regulations
- Preparing and uploading all documents in the required format
- Following up on the application and communicating with government authorities on your behalf
- Ensuring quick completion of the process and reducing the risk of rejection
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Golden Tips from "Al Balady Expert"

1. Ensure the new activity is allowed in the zoning area of your property
2. Use official architectural drawings that clearly show the requested changes
3. Don't start the new activity without a permit to avoid fines or project suspension
4. Consult specialists to avoid mistakes and speed up the process

LET US GET IT DONE FOR YOU :


Knowing the steps is important, but proper and speedy execution is what matters most. With our expert team at Al Balady Expert, we guarantee a smooth, transparent process for changing the use of your property – in full compliance with official regulations.



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