

Building Permit Checklist

A practical guide to the permit process for structural projects in Beirut & Lebanon

1. Before You Start

Confirm these foundational items before design work begins — missing any of these is the single most common cause of permit delays in Lebanon.

- Clear land title (Sanad Tabou) and up-to-date property registration at the Land Registry (Foundry / Cadastre).
- Zoning classification and buildable ratio (exploitation factor) for the plot, confirmed with the local municipality.
- Topographic survey of the site, prepared by a licensed surveyor.
- Setback and height restrictions applicable to the zone.
- Any heritage, coastal, or Directorate General of Antiquities (DGA) restrictions if the site falls in a protected zone.

2. Design Package You'll Need

A complete, coordinated design package moves through approval far faster than a partial one. At minimum, expect to submit:

- Architectural drawings (plans, sections, elevations) stamped by a licensed architect.
- Structural design drawings and calculations, stamped by a licensed structural engineer.
- MEP (mechanical, electrical, plumbing) drawings coordinated with the structural and architectural design.
- BIM/coordinated 3D model where required — increasingly requested for larger or more complex projects, and it materially reduces on-site clashes and rework.
- Site plan showing setbacks, access, and parking.

3. Approvals & Registrations

The design package is routed through several bodies before a permit is issued. Typical stops include:

- Order of Engineers & Architects (OEA) — registration and stamping of drawings by licensed professionals.
- Municipality (Baladiye) — review against zoning law and issuance of the building permit itself.
- Civil Defense — fire safety and life-safety review for larger or public-occupancy buildings.
- Directorate General of Antiquities (DGA) — required only if the site is in or near a heritage zone.
- Electricité du Liban (EDL) & utility providers — for service connection approvals.

4. Submission Checklist

- ☐ Land title / Sanad Tabou copy
- ☐ Topographic survey
- ☐ Architectural drawing set (stamped)
- ☐ Structural drawing set + calculations (stamped)
- ☐ MEP drawing set
- ☐ BIM coordination model (if applicable)
- ☐ OEA registration confirmation
- ☐ Municipality application form
- ☐ Civil Defense clearance (if applicable)
- ☐ Proof of engineer/architect professional insurance where required

5. Common Delays & How to Avoid Them

- **Uncoordinated drawings** — structural, architectural, and MEP sets that don't match cause review rejections. A BIM-coordinated workflow catches these before submission, not after.
- **Incomplete land documentation** — verify title and zoning before committing to a design.
- **Missing stamps/registrations** — confirm every drawing carries a valid OEA-registered stamp before submission.
- **Scope creep after submission** — design changes mid-review restart parts of the approval clock.

This checklist is a general guide, not legal or regulatory advice. Requirements vary by municipality, zone, and project type, and regulations can change. Amirise Engineering handles the structural design, BIM coordination, and permit process end-to-end for projects across Lebanon, the GCC, and Africa — [contact us](#) for guidance specific to your project.

Amirise Engineering · Cornish Mazraa, Beirut, Lebanon · info@amirise.com · +961 79 133 009