



هيئة المناطق الحرة - دولة قطر

FREE ZONES AUTHORITY-STATE OF QATAR

Building Permits and Planning Regulations

Version: 3

Issued on: 9 December 2025

Building Permits and Planning Regulations

PART 1 - Preliminary Rules

Article 1 - Citation

These Regulations will be cited as the Building Permits and Planning Regulations.

Article 2 - Definitions

The following words and phrases will have the meanings shown against each of them, unless the text indicates otherwise:

Alterations:

- (1) all internal alterations which result in a change in layout of a Ready-Built Premises or Custom Premises and/or include any works to structural or load bearing walls of a Ready-Built Premises or Custom Premises; and
- (2) all external alterations to a Ready-Built Premises or Custom Premises other than any external alteration which is solely decorative in nature.

Applicant: a natural or legal person who submits an Application.

Application: the application in the prescribed form submitted to the Authority for a Licence in accordance with the Licensing Regulations.

Authority: will have the meaning given to it in the Free Zones Law.

Board: will have the meaning given to it in the Free Zones Law.

Building Permit: a permit issued by the Authority (in the form determined by the Authority) pursuant to a Building Permit Application which authorises a Development Work and which may be subject to conditions, restrictions and requirements.

Building Permit Application: an application submitted to the Authority, (in the form determined by the Authority) for permission to carry out a Development Work in accordance with Article 6 of these Regulations.

Building Permit Register: the register created and maintained by the Authority in accordance with Article 13 of these Regulations.

Construction Guidelines: the guidelines issued from time to time by the Authority regulating how the Development Work must be constructed.

Custom Premises: a building or buildings constructed on a Land Plot by a Free Zone Entity in accordance with a Building Permit.

Designated Land: the specific plot of land or premises within the Free Zone allocated by the Authority.

Development Criteria: the criteria issued from time to time by the Authority and to which it will have regard in determining whether or not to issue a Building Permit.

Development Work: includes any of the following:

- (1) the construction of Custom Premises;
- (2) the Alterations;
- (3) Signage, unless it complies in all respects with the Signage Guidelines;
- (4) any form of advertisement including all supporting structures; or
- (5) any other demolition, construction, engineering, or other works in, on, over, or under Designated Land, unless the Authority specified otherwise.

Final Certificate: the certificate issued by the Authority (in the form determined by the Authority) which confirms that the Development Work has been constructed in accordance with:

- (1) the Building Permit; and
- (2) the requirements set out in Article 10 of these Regulations.

Free Zone: will have the meaning given to it by the Free Zones Law.

Free Zone Entity: an entity that has been incorporated or registered in a Free Zone.

Free Zones Law: Law Number (34) of 2005 as referred thereto.

Free Zones Legislation: the Free Zones Law, these Regulations and any other regulations issued pursuant to the Free Zones Law, rules, decrees, resolutions, decisions, policies, or orders issued from time to time in connection with the Free Zone.

Land Plot: the plot of land comprised within the Designated Land on which a Free Zone Entity constructs Custom Premises.

Lease: a master lease, a sub-lease or an agreement granting usufructuary rights and any amendments thereto.

Licence: a permission to carry out one or more permitted activities issued by the Authority to a Free Zone Entity pursuant to the Licensing Regulations.

Licensing Regulations: the regulations relating to the licensing of a Free Zone Entity in accordance with the Free Zones Legislation.

Master Plan: the overall plan setting out the conceptual layout, areas, and use of the Free Zone as amended by the Authority from time to time.

Occupy: the beneficial occupation of a Development Work for the permitted activity under the Licence but does not include occupation for the purposes of works carried out prior to or during construction, fitting out, testing, commissioning, advertising, marketing, or security.

Permit to Work: a formal, documented system obtained from the Authority to control high-risk activities that have the potential to adversely affect the safety of persons, plant and/or equipment and/or environment as determined by risk assessment.

Practical Completion Certificate: a certificate issued by the Free Zone Entity's architect, civil engineer, or chartered surveyor, as appropriate, certifying that the Development Work is, for all practical purposes, sufficiently complete to be put into use.

Practical Completion Date: the date when the Practical Completion Certificate is issued.

Qatar Construction Specification (QCS): the latest version of the Qatar Construction Specifications (or any successor or replacement specifications) or the applicable local construction standards which are in force on the date the Building Permit is issued.

Ready-Built Premises: a building or a part of a building constructed on Designated Land in the Free Zone which may be occupied by a Free Zone Entity pursuant to a Lease.

Regulations: these Building Permits and Planning Regulations, including any rules, decrees, resolutions, decisions, policies, or orders issued under or in connection with these Regulations.

Schedule of Fees: the schedule of fees set out in Schedule 1 of these Regulations as issued and updated from time to time by the Authority.

Schedule of Sanctions: the schedule of sanctions set out in Schedule 2 of these Regulations as issued and updated from time to time by the Authority.

Signage: any signs on the exterior of any Custom Premises, or Ready-Built Premises, or on any Land Plot, but must not include any form of advertisement.

Signage Guidelines: the guidelines issued from time to time by the Authority setting out the requirements for Signage, including (but not limited to) the size, location, design, style and illumination of any Signage.

State: the State of Qatar.

Article 3 - Interpretation

(1) In these Regulations, a reference to:

(a) a law includes all amending or supplementary legislative instruments, or secondary or subordinate executive regulations, including decrees, regulations, resolutions, decisions, policies, or orders issued by the Authority, or any other competent State authority having

jurisdiction over the Free Zone, made from time to time under that law as amended, restated or re-enacted from time to time;

- (b) a provision of any law or regulations includes a reference to that provision as amended, restated or re-enacted from time to time;
 - (c) the singular includes the plural and vice versa;
 - (d) a year, month or day means a year, month or day of the Gregorian calendar;
 - (e) the masculine gender includes the feminine gender or a legal body;
 - (f) a document or deed in “prescribed form” is a reference to that document or deed in the form prescribed by the Authority from time to time;
 - (g) “written” or “in writing” includes any form of representing or reproducing words in a legible form; and
 - (h) a person includes any natural or legal person, including a branch, company, partnership, unincorporated association, government or state, including any governmental department, body or authority.
- (2) The headings in these Regulations do not affect their interpretation.
- (3) Any reference to an article, a sub-article, a paragraph or a sub-paragraph in these Regulations without further identification is a reference to an article, a sub-article, a paragraph or a sub-paragraph of an article in these Regulations.
- (4) Any reference in these Regulations to “include”, “including”, “in particular”, “for example”, “such as” or any similar expressions will be considered as being by way of illustration or emphasis only and is not to be construed so as to limit the generality of any words preceding them.
- (5) Any reference to a document or instrument requiring certification by a legal person may be signed by an authorised signatory on behalf of such person.
- (6) Any reference to the “Authority” includes any person who has been delegated or granted powers by the Authority to regulate, develop, operate or manage any Free Zone in accordance with the Free Zones Legislation.

Article 4 - Application

- (1) These Regulations regulate amongst other things, the building permits and planning regime of the Free Zone.
- (2) Pursuant to the Free Zones Law, the Authority is empowered to establish a facility to issue approvals, permits, and licences required for the licensing of Free Zone Entities and for such entities to carry out permitted activities in or from the Free Zone. Notwithstanding any other provision in any laws, rules, policies, decisions, orders or regulations of the State, only the Authority is permitted to issue Licences, certificates and any other

documents relating to or required for Free Zone Entities to carry out their permitted activities in or from the Free Zone. All such Licences, certificates and any other documents issued by the Authority in connection with the Free Zone will be recognised as binding by all persons in the State, without the need for any additional governmental approvals, licences or permits.

- (3) Unless specified to the contrary by these Regulations, all Development Work on Designated Land will be governed exclusively by the provisions of and be regulated as provided by and pursuant to the Free Zones Legislation.

PART 2 - Building Permit Applications

Article 5 - Requirements for Development Work

- (1) A Building Permit is required for the carrying out of any Development Work.
- (2) A Free Zone Entity is not permitted to commence or carry out any works which constitute a Development Work unless a Permit to Work has been obtained, as applicable, and the Authority has issued a Building Permit which authorises the works constituting a Development Work.
- (3) A Building Permit is required to authorise Signage which is not compliant in all respects with the Signage Guidelines.

Article 6 - Building Permit Application

- (1) The Free Zone Entity must submit a Building Permit Application in the form prescribed by the Authority accompanied by any document or supporting information as may be set out by the Authority from time to time.
- (2) The Authority will not acknowledge the submission of the Building Permit Application and/or reject it that does not comply with the requirements.

Article 7 - Determination of a Building Permit Application

- (1) The Authority will have absolute discretion to determine whether to approve or reject a Building Permit Application, and in doing so, will take into account the following:
 - (a) compliance of the proposed Development Work with the Master Plan;
 - (b) compliance of the proposed Development Work with the Development Criteria;
 - (c) compliance of the proposed Development Work with the Free Zones Legislation and the QCS; and
 - (d) any other factor which the Authority deems appropriate.
- (2) If the Authority approves a Building Permit Application, a Building Permit will be issued.

- (3) If the Authority refuses a Building Permit Application, the Authority will give the Free Zone Entity reasons for the refusal.

Article 8 - Information Contained in a Building Permit

- (1) A Building Permit will state:
- (a) permit number;
 - (b) Ministry of Municipality application number;
 - (c) a description of the authorised Development Work;
 - (d) a list of the drawings, plans and documents submitted with the Building Permit Application and approved by the Authority, which the Development Work must be carried out in accordance with;
 - (e) any condition, restriction or requirement imposed on the Free Zone Entity by the Authority;
 - (f) the date of issue;
 - (g) validity period;
 - (h) permit fee details;
 - (i) address details;
 - (j) building data; and
 - (k) any other information deemed relevant by the Authority

Article 9 - Refusal of a Building Permit Application

- (1) If the Authority rejects a Building Permit Application, the Free Zone Entity may address the issues with the proposed Development Work identified by the Authority pursuant to Article 7(3) of these Regulations, and submit a revised Building Permit Application for consideration by the Authority.
- (2) The Authority will consider whether to issue a Building Permit pursuant to any revised Building Permit Application in the same way as it will consider whether to issue a Building Permit for the first time pursuant to a Building Permit Application.
- (3) The provisions in these Regulations which relate to a Building Permit Application will also apply to a revised Building Permit Application.

PART 3 - Carrying Out the Development Work

Article 10 - Construction Compliance Requirements

- (1) The Free Zone Entity must carry out the Development Work in full compliance with the Building Permit and all conditions, restrictions, or requirements to which it is subject.
- (2) The Free Zone Entity must carry out the Development Work in full compliance with the following:
 - (a) adopting the most up-to-date engineering and construction practices, methods, and procedures which are compliant with QCS;
 - (b) in a sound and workmanlike manner, with all due skill, care, and diligence;
 - (c) maintaining a tidy and orderly condition at all times; all waste materials properly managed, stored, and disposed of in compliance with requirements;
 - (d) using appropriate accepted standards for materials and workmanship which are compliant with QCS and applicable to works having characteristics comparable to those of the Development Work;
 - (e) the Construction Guidelines;
 - (f) minimising any impact on other Free Zone Entities; and
 - (g) ensuring compliance with the Free Zones Legislation.

Article 11 - Notification of Completion of the Development Work

- (1) The Free Zone Entity must notify the Authority in writing on the Development Work Practical Completion Date and provide the following to the Authority:
 - (a) a copy of the Practical Completion Certificate; and
 - (b) a set of as-built drawings of the Development Work.
- (2) The Free Zone Entity must not Occupy the Development Work unless and until the Authority has issued a Final Certificate.
- (3) The Authority will not issue the Final Certificate unless:
 - (a) the Development Work has been constructed in accordance with the Building Permit;
 - (b) all conditions, restrictions and requirements in the Building Permit have been complied with and/or discharged; and
 - (c) the Development Work has been constructed in compliance with the requirements of Article 10 of these Regulations.
- (4) For the purpose of determining whether the requirements of Articles 11(2) and 11(3) of these Regulations have been satisfied or whether a Development Work is being or has been carried out without a Building Permit, the Free Zone Entity will:

- (a) allow the Authority to enter the Land Plot, Custom Premises and/or Ready-Built Premises; and
- (b) co-operate with the Authority during an inspection or investigation, which includes granting the Authority access to its premises, data, records and employees.
- (5) On issue of the Final Certificate, the Free Zone Entity is authorised to Occupy the Development Work.

PART 4 - Post-Completion of the Development Work

Article 12 - Continuing Compliance

If the Building Permit is subject to conditions, restrictions, and requirements which apply or continue to apply once the Final Certificate is issued, the Free Zone Entity must comply and continue to comply with all such conditions, restrictions, and requirements.

PART 5 - Building Permit Register

Article 13 - Building Permit Register

- (1) The Authority will establish and maintain the Building Permit Register.
- (2) The Building Permit Register may be held in electronic form or in any other permanent manner as the Authority deems appropriate.
- (3) The Building Permit Register will record such information as the Authority deems necessary from time to time.

PART 6 - Applications by an Applicant

Article 14 - Building Permit Applications by an Applicant

- (1) An Applicant may submit a Building Permit Application at any time following the Application and the Authority may consider whether or not to issue the Building Permit (in accordance with these Regulations) provided that the Authority will not issue the Building Permit unless and until a Licence has been issued in relation to the permitted activities regarding the Designated Land to which the Building Permit Application relates.
- (2) In the event that an Applicant submits a Building Permit Application pursuant to this Article, the Applicant will be required to comply with all other obligations and requirements on the Free Zone Entity in these Regulations.

PART 7 - General Provisions

Article 15 - Fees

- (1) Fees must be paid to the Authority as set out in Schedule 1 immediately upon the fee becoming due.
- (2) Fees paid to the Authority are not refundable.

Article 16 - Sanctions

The Authority may impose sanctions for a contravention of the Building Permits and Planning Regulations as set out in Schedule 2.

Article 17 - Amendments of the Regulations

- (1) An Applicant and a Free Zone Entity are required to comply with these Regulations or any rules, decrees, resolutions, decisions, policies or orders supplementing these Regulations, or any other Free Zones Legislation, in each case as is currently in force and published on the Authority's website or by other means. No person will have a right to bring any claim or action against the Authority based upon any replacement, cancellation or amendment of these Regulations or any other Free Zones Legislation.
- (2) The Authority may, within the scope of its jurisdiction, authority or powers, amend these Regulations from time to time, waive any requirements of these Regulations, or make such rules, decrees, resolutions, decisions, orders, policies and regulations to supplement these Regulations as it considers necessary or appropriate to implement, carry out, or enforce the Free Zones Law or any of the Free Zones Legislation.

Article 18 - Revocation and Replacement

The Building Permits and Planning Regulations 2020 is hereby revoked and replaced by these Regulations.

Schedule 1- Schedule of Fees

Article 1- Scope

This Schedule of Fees is issued by the Authority and prescribes the fees that will apply and are to be paid pursuant to the Free Zone Legislation.

Article 2- Application

(1) Where a fee is payable for any service stipulated in the annexed Table of Fees, the service request may not be regarded as received until the fee has been paid.

(2) The Authority may also charge fees by notice for various other requested services consistent with the Free Zone's objectives, even if they are not included in the annexed Table of Fees.

Article 3- Amendment

This schedule may be updated or amended at any time by the Authority and the updated or amended version will apply upon the date of issue.

Annex- Table of Fees

Type of Services	Fee (QAR)	Type of Fee
Building Permit Application	200	One Time
QFZ Consultation	300	Man/hour
Review of Drawings		Per Review
Commercial	6.8/ m2	
Industrial	5.6/m2	
Mixed-Use	4.4/m2	
Others	6.2/m2	
Expedited Projects	15/m2	
More Than Three Iterations of submissions	Commercial 200/submission Industrial 150/submission Mixed-Use Residential 120/ submission Others 100/submission	Usage Base After Third Iteration
Issuance of Building Permit (1 year)	Industrial 5.6/m2 of BUA Commercial 6.8/m2 of BUA Residential 4.4/m2 of BUA	One Time
Renewal of Building Permit 1st time	50% of Building Permit Fee	One Time
Renewal of Building Permit 2nd time	100% of Building Permit Fee	One Time
Issuance of Building Completion Certificate	1,000	One Time
Issuance of Maintenance Permit	100	One Time
Issuance of Final Certificate	1,000	One Time
Re-issuing Lost Building Permit, Building Completion Certificate or Final Certificate	200	Usage Base
Insurance Fee	0.005% of the Building Permit Fee (not more than 10,000 QAR)	Usage Base
Bulk load electrical requirement (More than 5 MW)	2,000,000 minimum plus Kahramaa Criteria	Usage Base
Attestation – True Copy / Original Seen/ Notarization	100	Usage Base
Standard Letter/NOC to 3rd Party	100	Usage Base
Non-Standard Letters	200	Usage Base

Schedule 2- Schedule of Sanctions

Article 1- Scope

This Schedule of Sanctions is issued by the Authority and prescribes the sanctions that will apply and are to be paid pursuant to the Free Zones Legislation for each single contravention of the provisions of Free Zones Legislation.

Article 2- Authority's Power to Impose a Sanction

If the Authority considers that any part or provision of the Free Zones Legislation referred to in the annexed Table of Financial Sanctions of this Schedule 2 is being contravened, without prejudice to any other legislation carrying a more severe sanction, the Authority may impose a financial sanction prescribed therein.

Article 3- Written Notice

(1) When the Authority believes that a contravention of the provisions referred to in the annexed Table of Financial Sanctions has occurred, it may issue a preliminary notice to be served on the alleged violator.

(2) The written notice will set out,

- (a) the proposed decision;
- (b) the reasons for that proposed decision, including any proposed findings of fact;
- (c) a copy of the relevant materials which were considered in making the proposed decision;
- (d) that the person may make written representations to the Authority concerning the proposed decision; and
- (e) that the time for making representations will be no less than fifteen (15) days.

(3) The recipient of the preliminary notice may request an extension of time allowed for making representations. The Authority will decide whether it is fair to allow an extension, and if so, how much additional time is to be allowed for making representations.

(4) If the Authority receives no response or representations within the period specified in the preliminary notice, or after considering the representations decides to make the same or a different decision, the Authority will, as soon as practicable, issue a decision notice to the person in relation to whom the power is exercised specifying:

- (a) the decision;
- (b) the reasons for the decision, including its findings of fact;
- (c) the date on which the decision is to take effect;
- (d) if applicable, the date by which any relevant action must be taken by the person; and
- (e) the person's right to seek grievance of the decision by the Authority.

(5) If the Authority decides that the Authority should not give a decision notice, Authority will notify the relevant parties of the decision in writing.

Article 4- Prejudice to the Interests of Free Zone Entities or the Authority

(1) If the Authority concludes that any delay likely to arise as a result of complying with the procedures in Article 3 would be prejudicial to the interests of other Free Zone Entities or otherwise prejudicial to the interests of the Authority:

- (a) preliminary notice and representation procedures do not apply; and
- (b) instead, the Authority must provide the person with an opportunity to make representations to the Authority in writing within a period of fifteen (15) days, or such further period as may be decided, from the date on which the decision notice is given.

(2) If the Authority does not receive any representations within the period specified in the notice, it must inform the person in writing that the decision is to stand.

(3) If the Authority receives representations within the period specified in the notice, after considering the representations the Authority may decide to confirm, withdraw or vary the decision and it must as soon as practicable notify the person of the decision in writing.

Article 5- Grievances

(1) A grievance against the decisions of the Authority will be submitted by the concerned person to the Authority, within fifteen (15) days from the date of the decision notice.

(2) The grievance will contain the following information:

- (a) the grievant's name, surname, capacity and address;
- (b) the grieved-against decision, the date of its issuance and the date of its notification to the grievant or the date of knowledge;
- (c) the grounds on which the grievance is based, and the supporting documents, and explanatory memorandums;
- (d) the specific requests of the grievant; and
- (e) the relevant means for the grievant to receive the notices related to the review of the grievance, whether by email or telephone or other means.

(3) The Authority will review and decide upon the grievance within thirty (30) days and at the end of the review may rescind the order or may issue a new decision notice.

(4) The decision notice shall comprise a summary of the subject-matter of the grievance and the grounds upon which it is based. The grievant shall be notified, in writing, of a copy of the decision within seven (7) days from the date of its issuance, by the notification means as specified in his grievance.

Article 6- Non-Payment of Sanction and Repeated Contraventions

The amount of financial sanction prescribed in the decision notice will be doubled in cases of non-payment of the stipulated sanction within the prescribed time; or in cases of a repetition of a contravention which was previously subjected to sanction.

Article 7- Administrative Action

The imposition of a financial sanction does not in any way prevent the Authority from undertaking administrative actions under the Free Zones Legislation, including, without limitation, the capacity of the Authority to suspend or revoke the Licence. Any administrative action by the Authority,

including revoking or suspending a Licence under Free Zones Legislation, is without prejudice to the obligation of payment of any sanctions so imposed by the Authority.

Article 8- Assessment and Contraventions not Covered by the Schedule 2

(1) The appropriate sanction and level of discretion may be determined by the Authority considering the following circumstances:

- (a) seriousness and consequences of the contravention; location, severity, quantity, extent and duration of the impact, or potential impact, of the alleged contravention; the potential of the contravention to have a wider impact on proper operation of the Free Zones; costs avoided, or profits realised by the alleged contravention; the degree of culpability of the alleged offender; issues of public concern, including the need for specific and general deterrence;
- (b) behavior of the offender regarding the contravention, cooperation with the Authority and willingness to commit to appropriate remedial actions; whether the contravention was intentional or reckless; any voluntary action by the offender to mitigate harm, and any mechanisms implemented to prevent any recurrence;
- (c) previous history of alleged offender with regard to compliance with legislation and frequency and seriousness of any past contraventions;
- (d) moral repugnance associated with the contravention; and
- (e) aggravating, mitigating or other relevant factors.

(2) The list of factors for the assessment is not exhaustive and not all the factors will apply in every case, and the weighting the Authority gives to each will depend on the particular circumstances and situation.

(3) Where a contravention of any provision of the Regulations is not explicitly covered in the annexed Table of Financial Sanctions, the Authority may charge an appropriate financial sanction of up to ten thousand (10,000) QAR.

Article 9- Prescribed Sanctions

The financial sanction corresponding to contraventions of provisions of respective regulations are listed in the annexed Table of Financial Sanctions.

Annex- Table of Financial Sanctions

Article of The Regulations	Nature of Contravention	Maximum Financial Sanction for Each Contravention (QAR)
5	Commencing or carrying out of any Development Work without a Building Permit	500/day
5	Commencing or carrying out of any Development Work without Permit to Work	1,500/m2
10	Making Alterations without Building Permit	5,000/m2
10	Damage of infrastructure	50,000/m2
10	Poor waste management	1,000/day
10	More than three weeks delay in appointing consultant after handover	500/day
10	Other violations of Article 10 requirements	200/day
11(2)	Occupying the Development Work before the Authority has issued a Final Certificate	500/day
11(4)(a)	Failing to allow the Authority to enter Designated Land and/or Premises	1,000/day
11(4)(b)	Failing to cooperate with the Authority	1,000/day
12	Failing to continue to comply with the relevant Building Permit conditions, restrictions and requirements (post-completion)	200/day