Sultanate of Oman سلطنة عُمان
وزارة التراث والسياحة
Ministry of Heritage and Tourism

رؤية عُمان 2040
OmanVision

Ministry of Heritage and Tourism

Request for Initial Approval and Architectural Map Reviewing for Licenses

User Manual

ALMADINA
Development & Supply L.L.C

Al Madina Development & Supply LLC

04/06/2026

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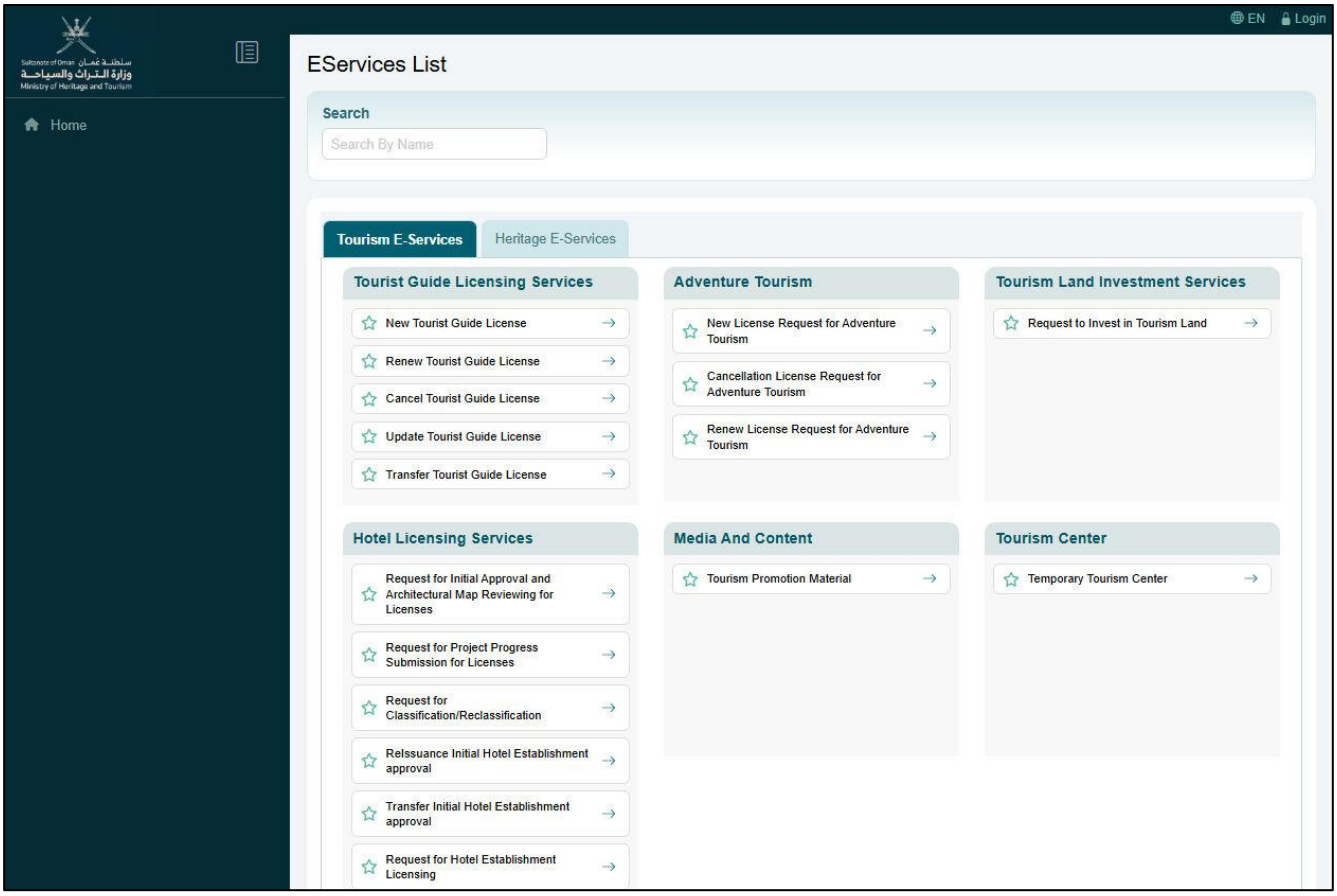
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1. Login

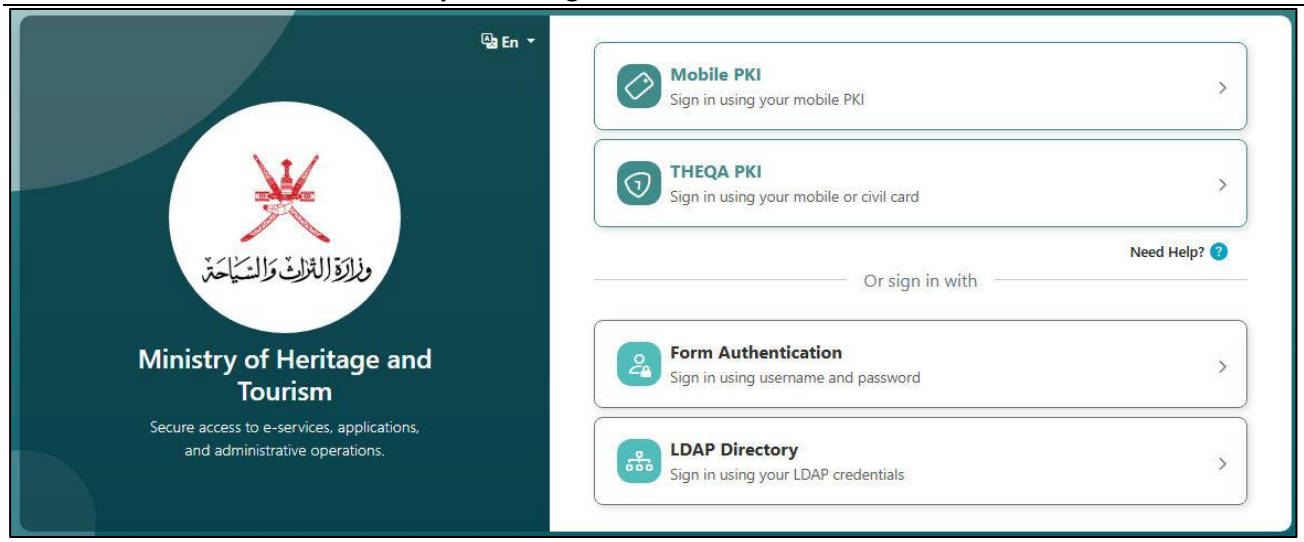
The first step of using the system is to login using three different methods: ID card Login, Mobile PKI Login, and Ldap Employee login.

The **Home** page appears as shown below:



You can click the Login link which appears on the top right corner of the screen.

The **Login** page appears as shown below:



You can login to the system using four different methods: Mobile PKI, THEQA PKI, Form Authentication, and LDAP Directory.

- If you have a PKI enabled SIM card, click 

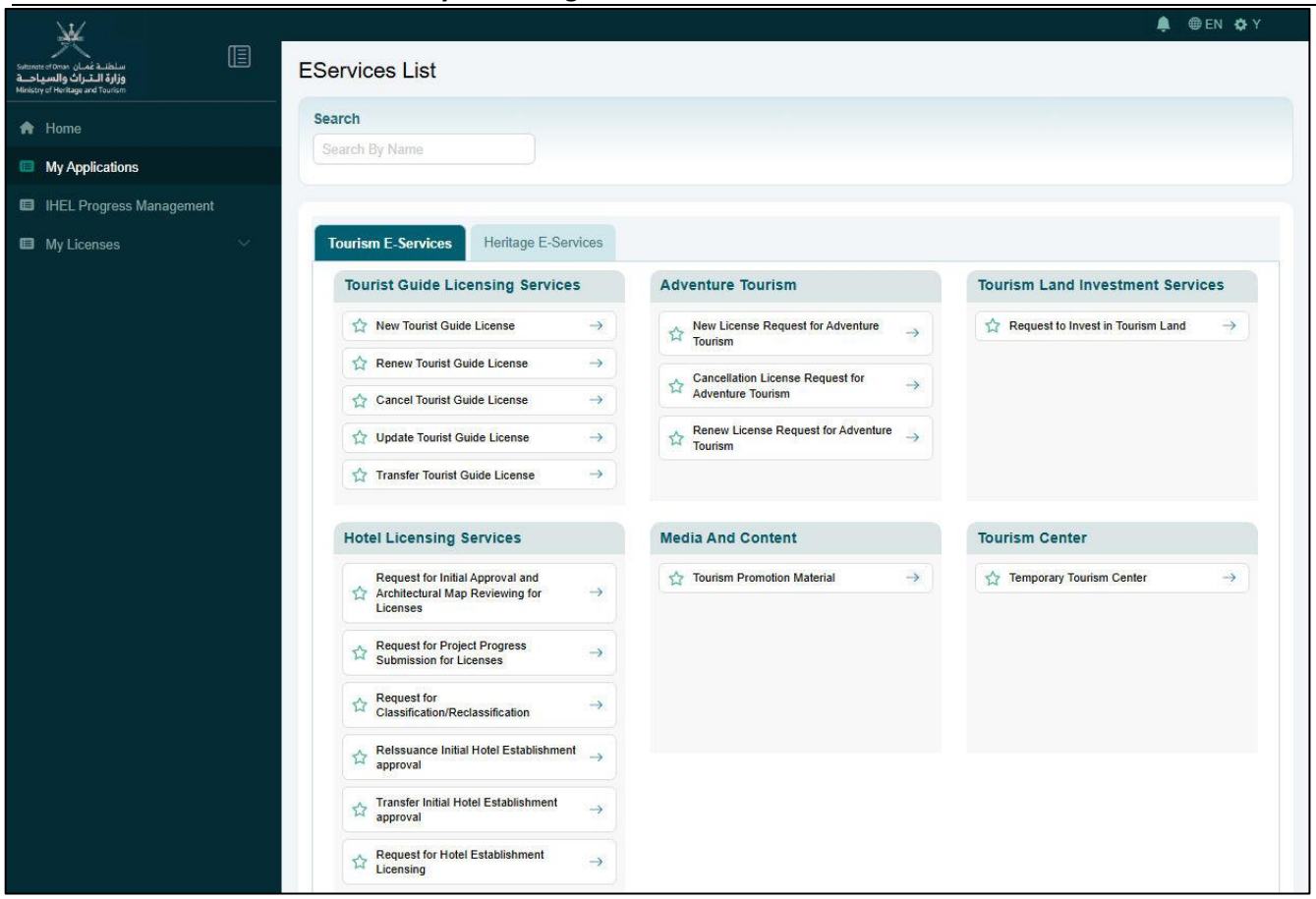
button then enter your Mobile number.
- If you have a PKI enabled National ID and a card reader, click 

button then enter your National ID.
- If you're an employee, click 

button then enter your username and password.
- If you have LDAP access, click 

button then enter your credentials.

After logging in as an applicant, the following page appears:

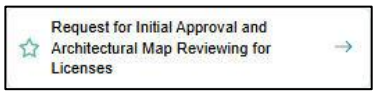

EN
Y
Sultanate of Oman سلطنة عُمان
وزارة التراث والسياحة
Ministry of Heritage and Tourism
Home
My Applications
IHEL Progress Management
My Licenses
EServices List
Search
Search By Name
Tourism E-Services
Heritage E-Services
Tourist Guide Licensing Services
New Tourist Guide License
Renew Tourist Guide License
Cancel Tourist Guide License
Update Tourist Guide License
Transfer Tourist Guide License
Adventure Tourism
New License Request for Adventure Tourism
Cancellation License Request for Adventure Tourism
Renew License Request for Adventure Tourism
Tourism Land Investment Services
Request to Invest in Tourism Land
Hotel Licensing Services
Request for Initial Approval and Architectural Map Reviewing for Licenses
Request for Project Progress Submission for Licenses
Request for Classification/Reclassification
Reissuance Initial Hotel Establishment approval
Transfer Initial Hotel Establishment approval
Request for Hotel Establishment Licensing
Media And Content
Tourism Promotion Material
Tourism Center
Temporary Tourism Center

2. Request for Initial Approval and Architectural Map Reviewing for Licenses

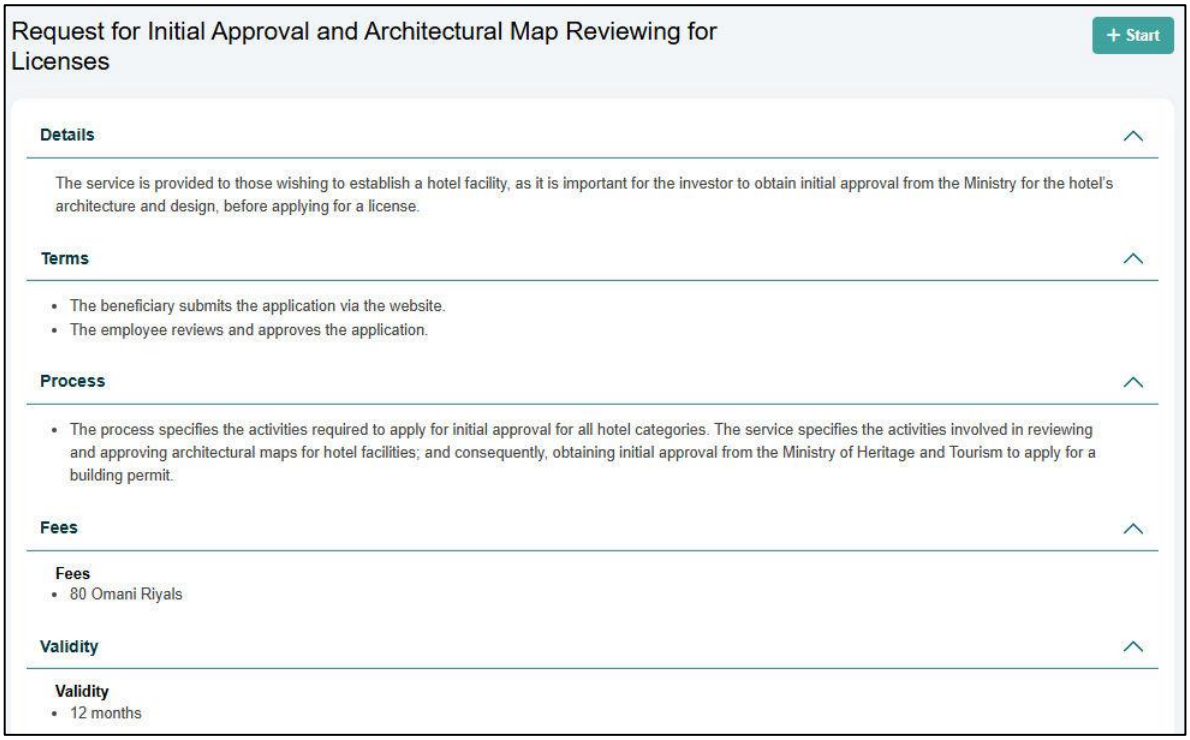
As an applicant, you can apply for a request initial approval and Architectural map reviewing for licenses where you submit all the required application details. Afterwards, the application is reviewed and approved by MHT Staff/ HOD. And finally, you complete the payment process and then obtain the approval.

2.1 Apply for a Request

To apply for a request for initial approval, follow the steps below:

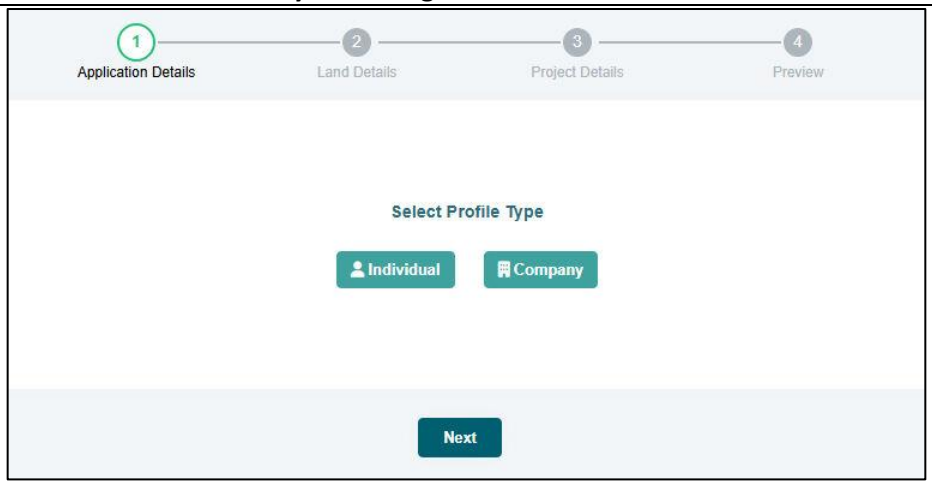
1. Click 

on the eServices menu, the following page appears:

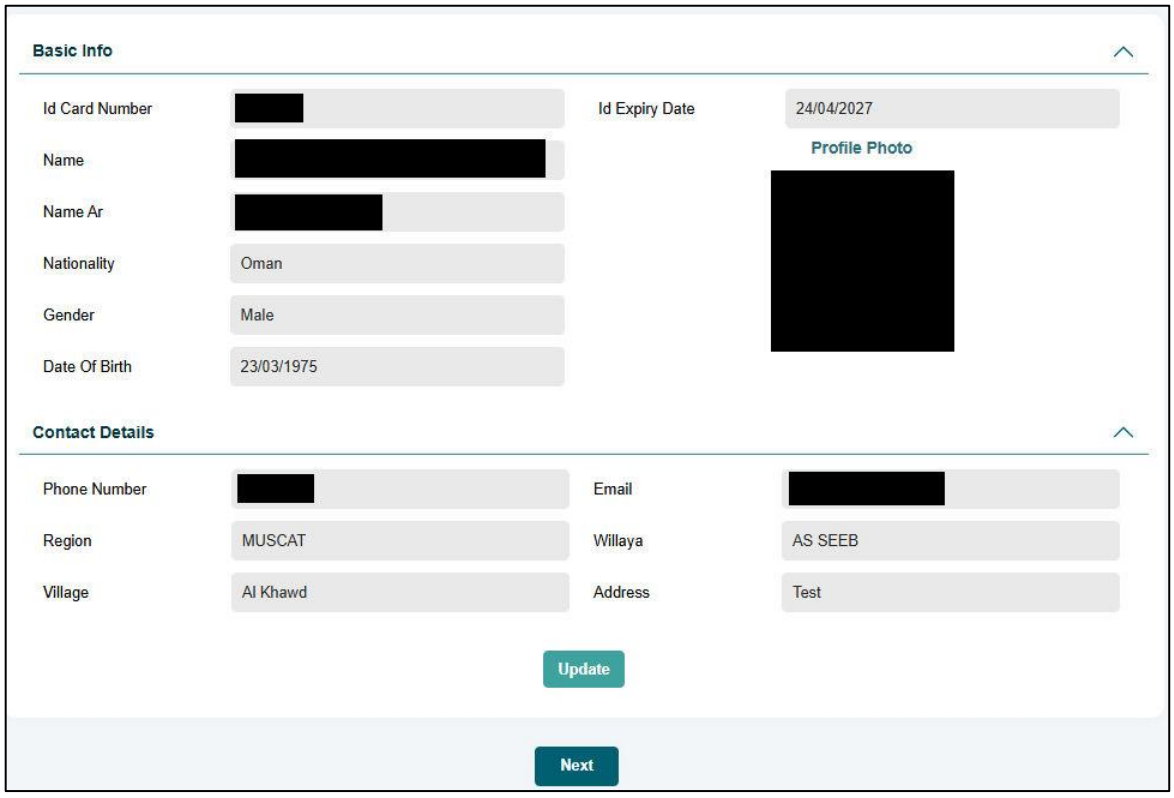


2. Click 

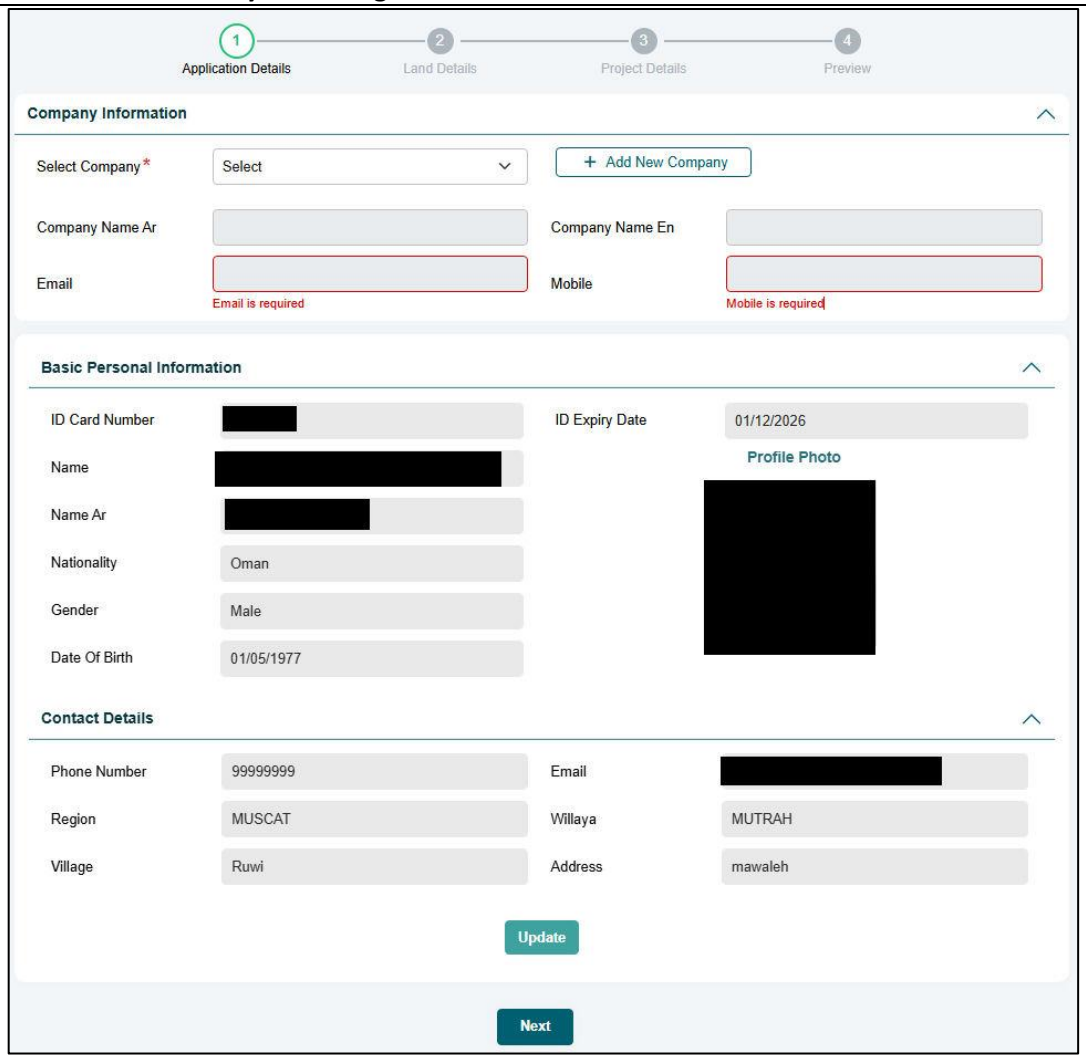
, and the following page appears:



3. Select applicant type if “Individual” or “Company”:
   - If you click Individual the details are fetched from NRS ROP API Integration as shown below:



   - If you click Company, the following page appears:

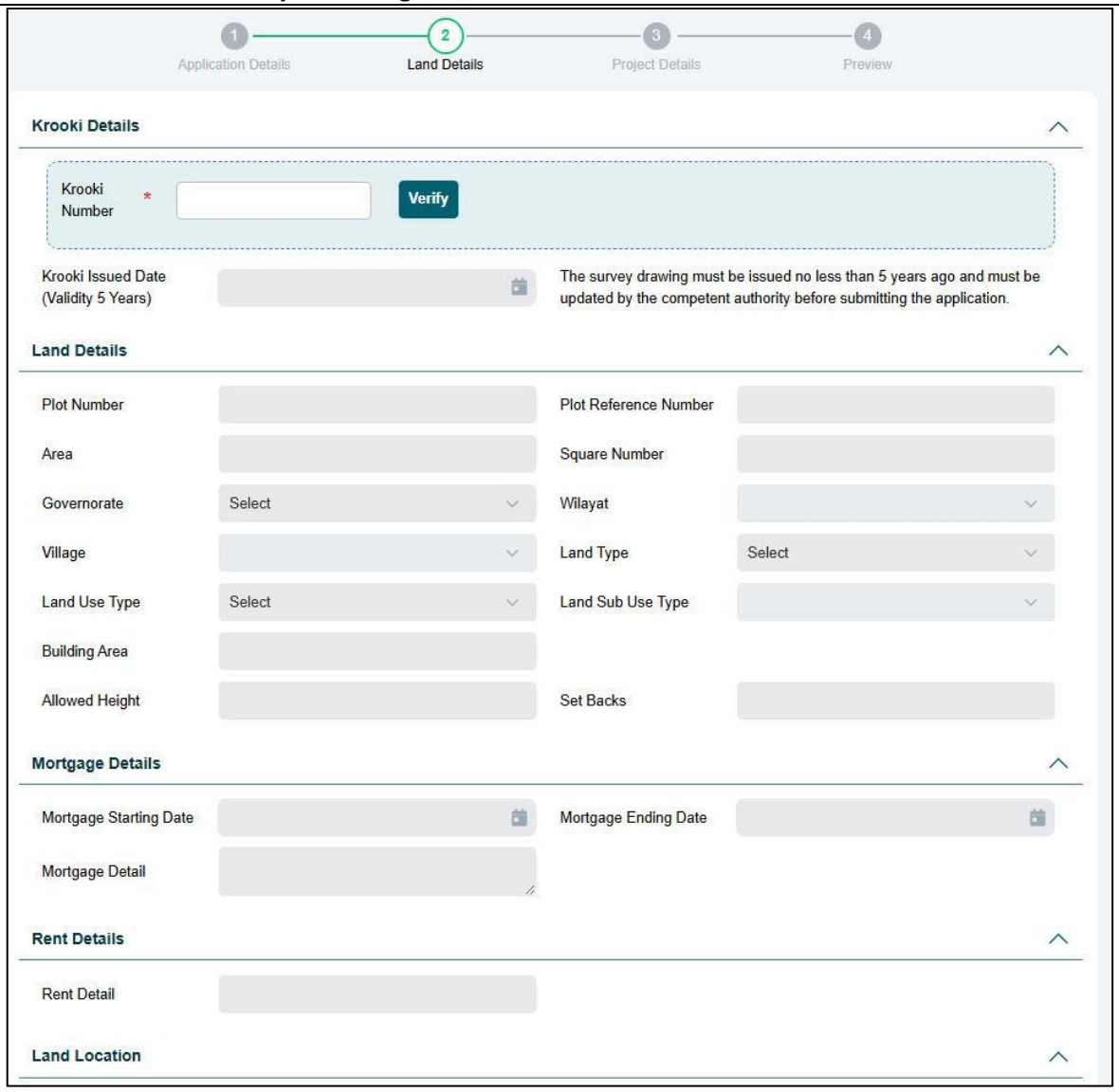


You select the company and the details appear automatically:

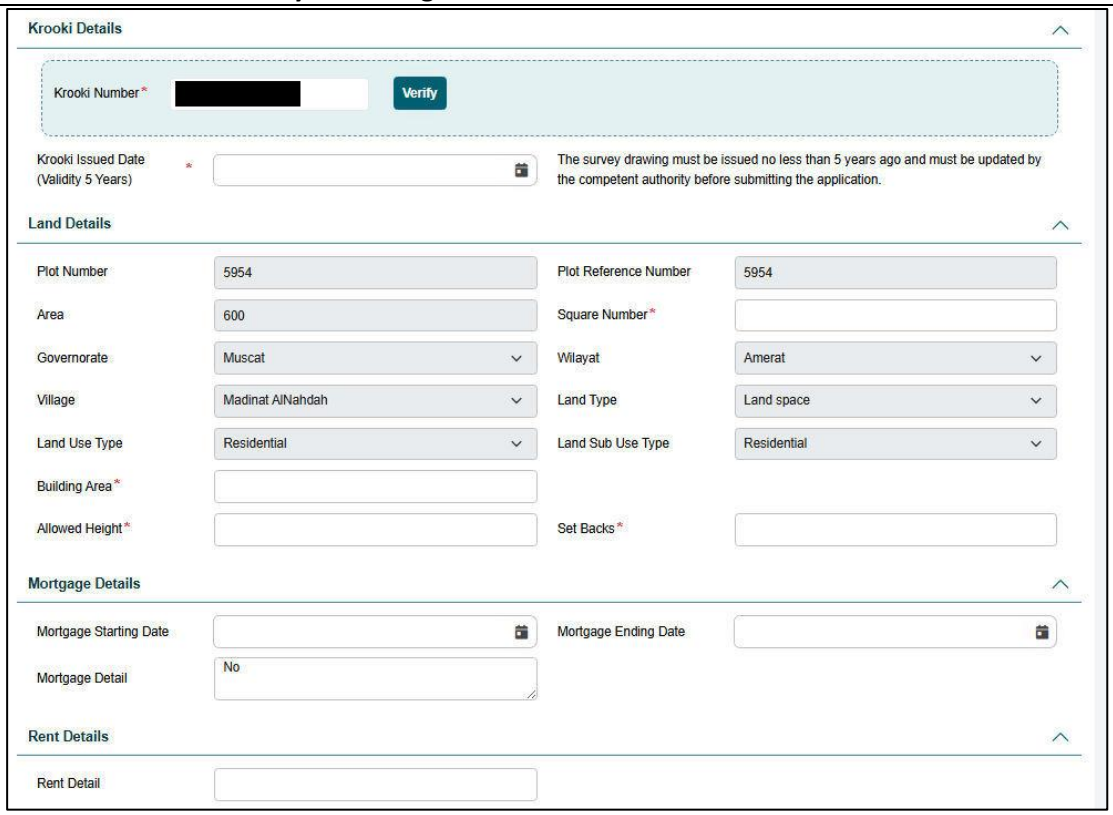


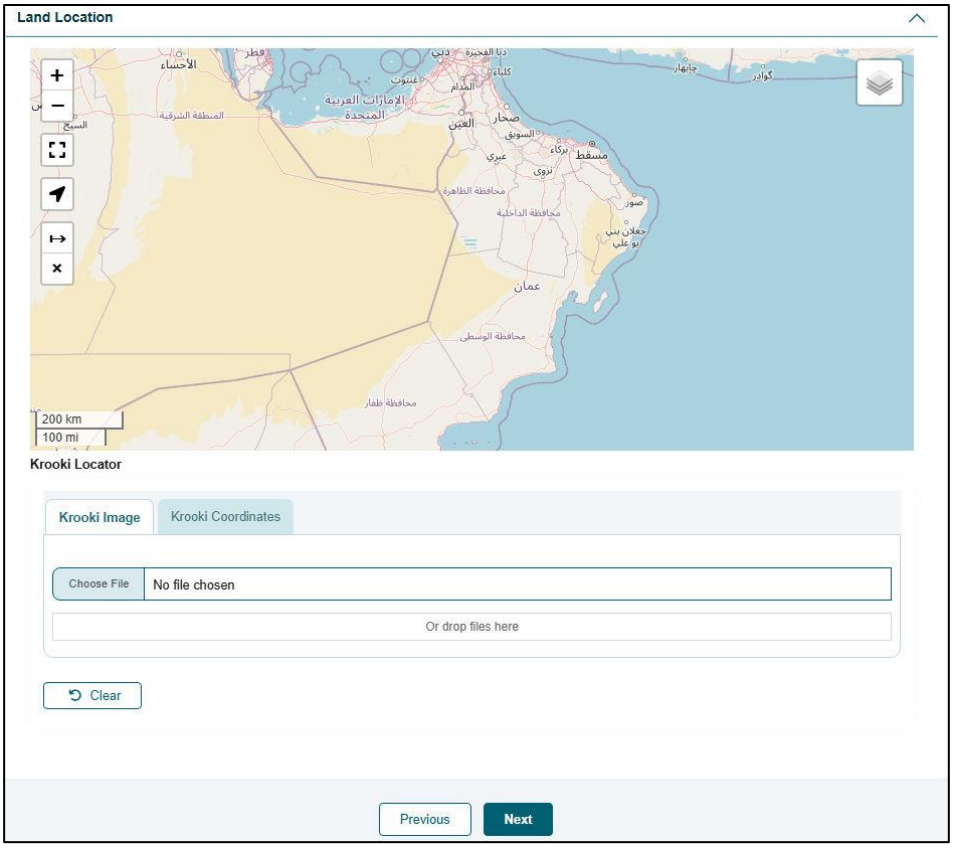
If the company you want is not appearing on the list, you can add it by clicking + Add New Company and enter the required information.

4. Click Next and the following page appears:

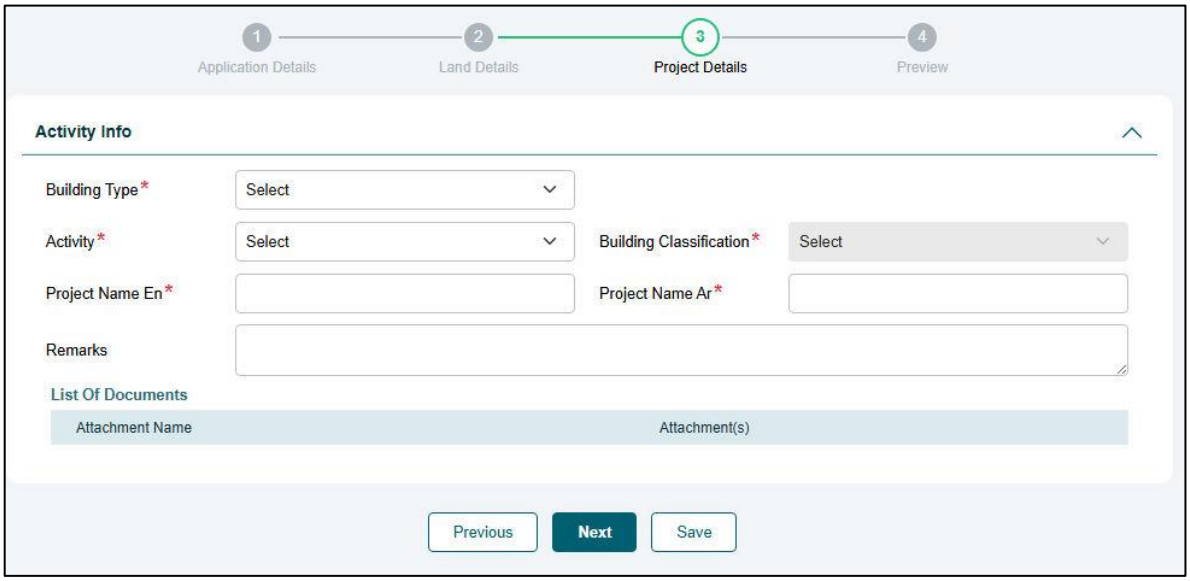


5. Enter Krooki number and click Verify, and the details appear automatically as shown below:

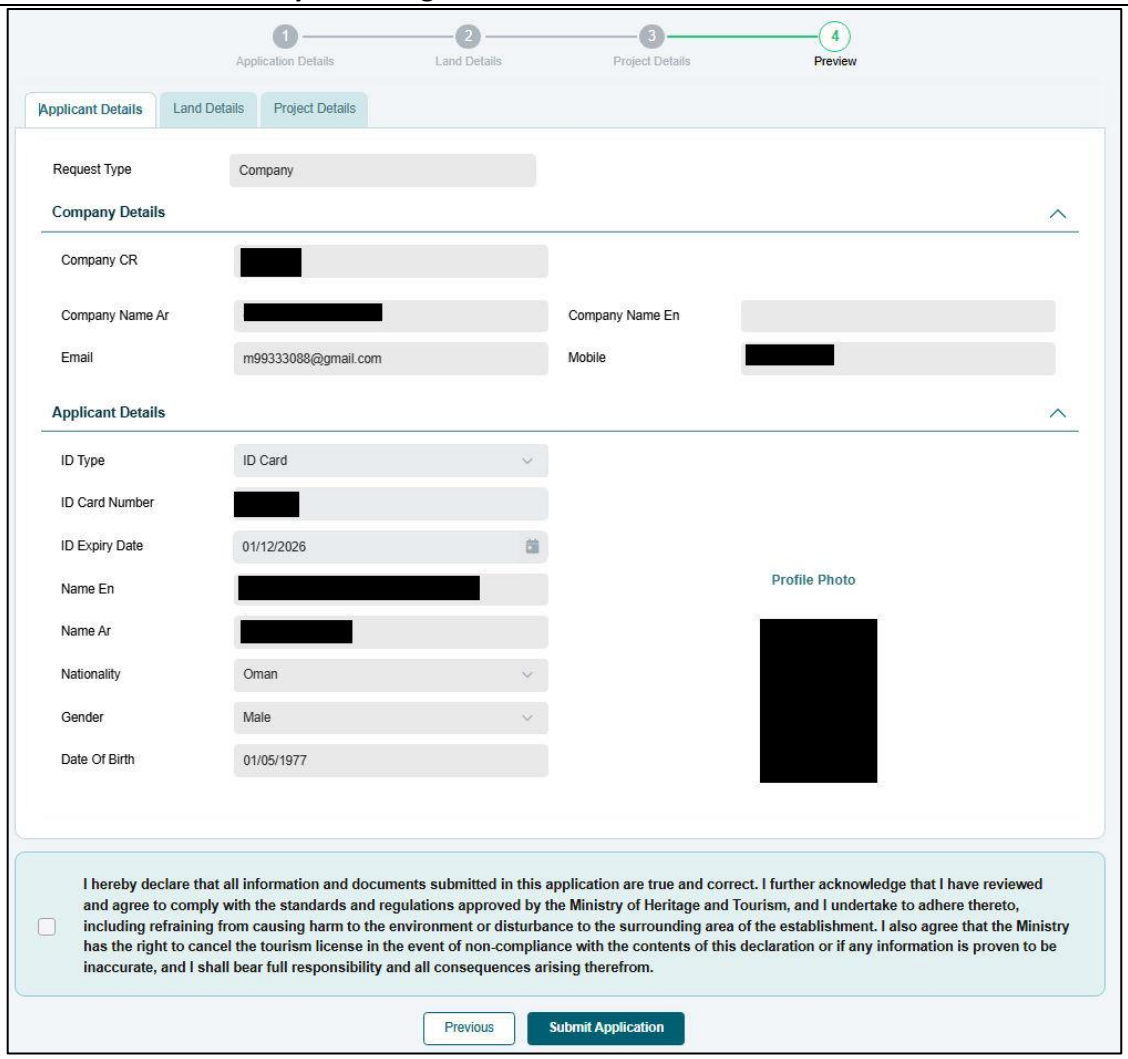

Krooki Details
Krooki Number*
[redacted]
Verify
Krooki Issued Date (Validity 5 Years) *
The survey drawing must be issued no less than 5 years ago and must be updated by the competent authority before submitting the application.
Land Details
Plot Number
5954
Plot Reference Number
5954
Area
600
Square Number*
Governorate
Muscat
Wilayat
Amerat
Village
Madinat AlNahdah
Land Type
Land space
Land Use Type
Residential
Land Sub Use Type
Residential
Building Area*
Allowed Height*
Set Backs*
Mortgage Details
Mortgage Starting Date
Mortgage Ending Date
Mortgage Detail
No
Rent Details
Rent Detail


Land Location
200 km
100 mi
Krooki Locator
Krooki Image
Krooki Coordinates
Choose File
No file chosen
Or drop files here
Clear
Previous
Next

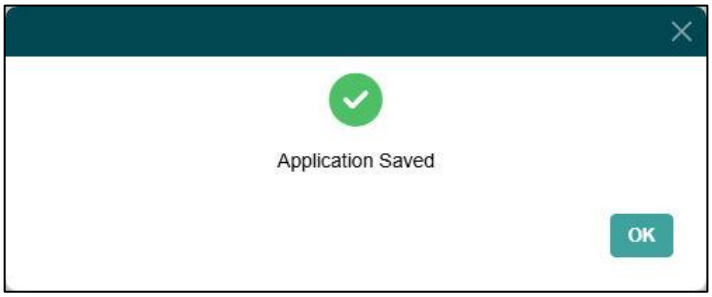
6. Enter Krooki issued date.
7. Enter building area, allowed height, and setbacks.
8. Enter mortgage details and rent details, if any.
9. Enter krooki image and coordinates.
10. Click Next and the following page appears:



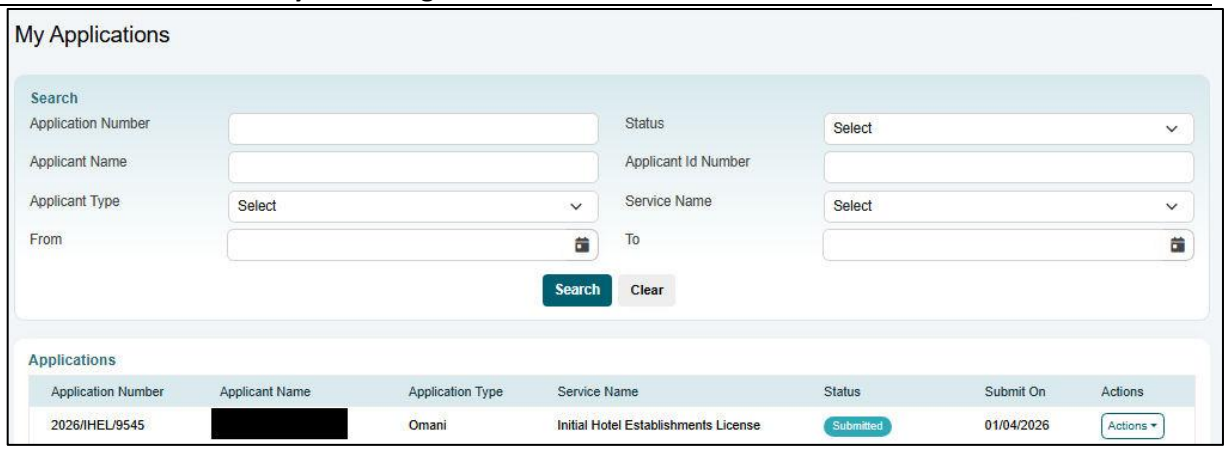
11. Enter building/activity information which includes building type, activity, building classification, project name in English and Arabic, and remarks.
12. Upload the required documents by clicking Choose file No file chosen or drag files to the screen.
13. Click Next and the following page appears:



14. Review the application then Click **Submit Application** and the following message appears:



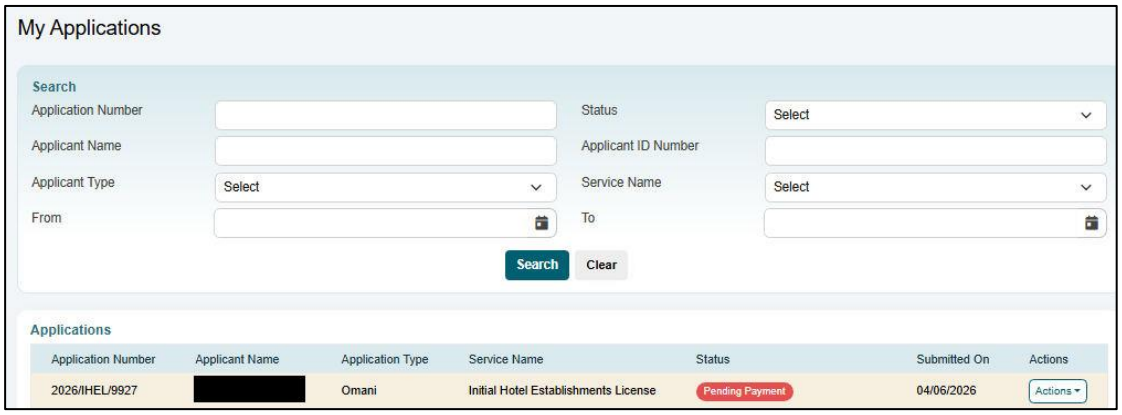
15. Click **OK**, and the status becomes “submitted” as shown below:



The application goes to MHT staff for review.

2.2 Complete Payment

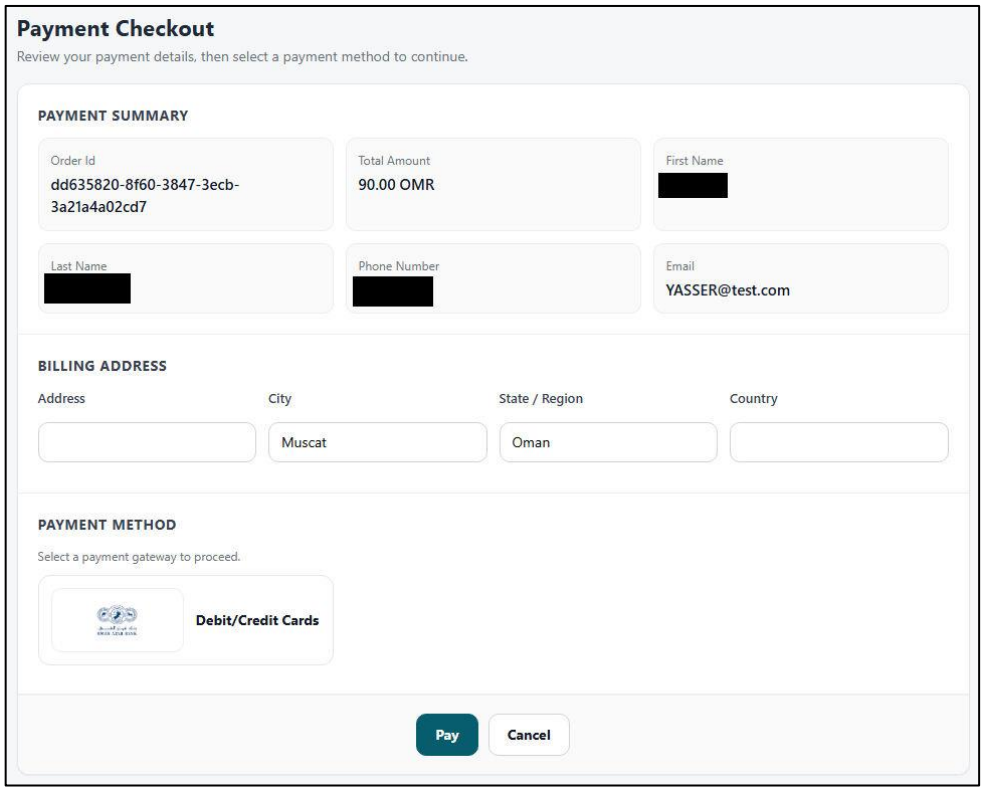
Once the application's status becomes "Pending Payment" you can complete the payment process, the page appears as shown below:



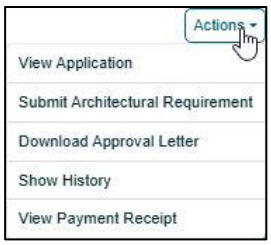
Use the Actions button and select "Pay" from the following menu:



The payment page appears as shown below:



Once the payment is done, the status changes to “Paid” and then to “Pending Architectural Requirements”, and you can download the approval letter using the Actions button and the following menu appears:



Click “Download Approval Letter” and it appears as shown below:



وزارة التراث والسياحة

التاريخ:	04/06/2026	رقم الرخصة:	2026/IHEL/9927

موافقة مبدئية لإقامة مشروع فندقي - بيت ضيافة

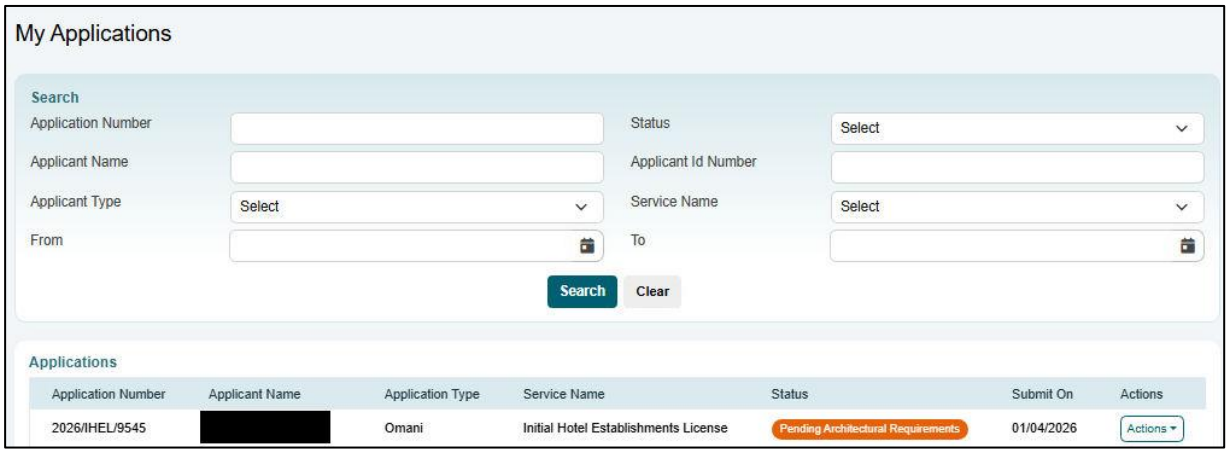
اسم الحاصل على الموافقة:	[redacted]		
الرقم المدني/رقم السجل التجاري:	[redacted]		
النشاط:	بيت ضيافة	التصنيف المقترح:	بيوت ضيافة
الموقع:	جنوب الباطنة,نخل,الجميمي		
نوع استخدام الأرض:	سكني	مساحة الأرض:	2290
رقم القطعة:	18	رقم المربع:	11
تاريخ الإصدار:	04/06/2026	تاريخ الانتهاء:	03/06/2027

سلطنة عمان وزارة التراث والسياحة

You can scan the QR code for validity.

2.3 Submit Architectural Drawings

After you complete the payment and the status changes to “Pending Architectural Requirements”, you are required to submit the architectural requirements, as shown below:

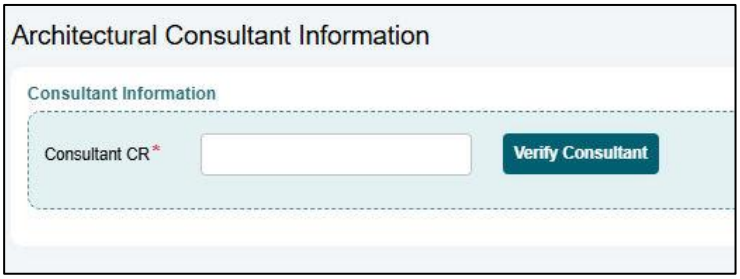


To do so, follow the steps below:

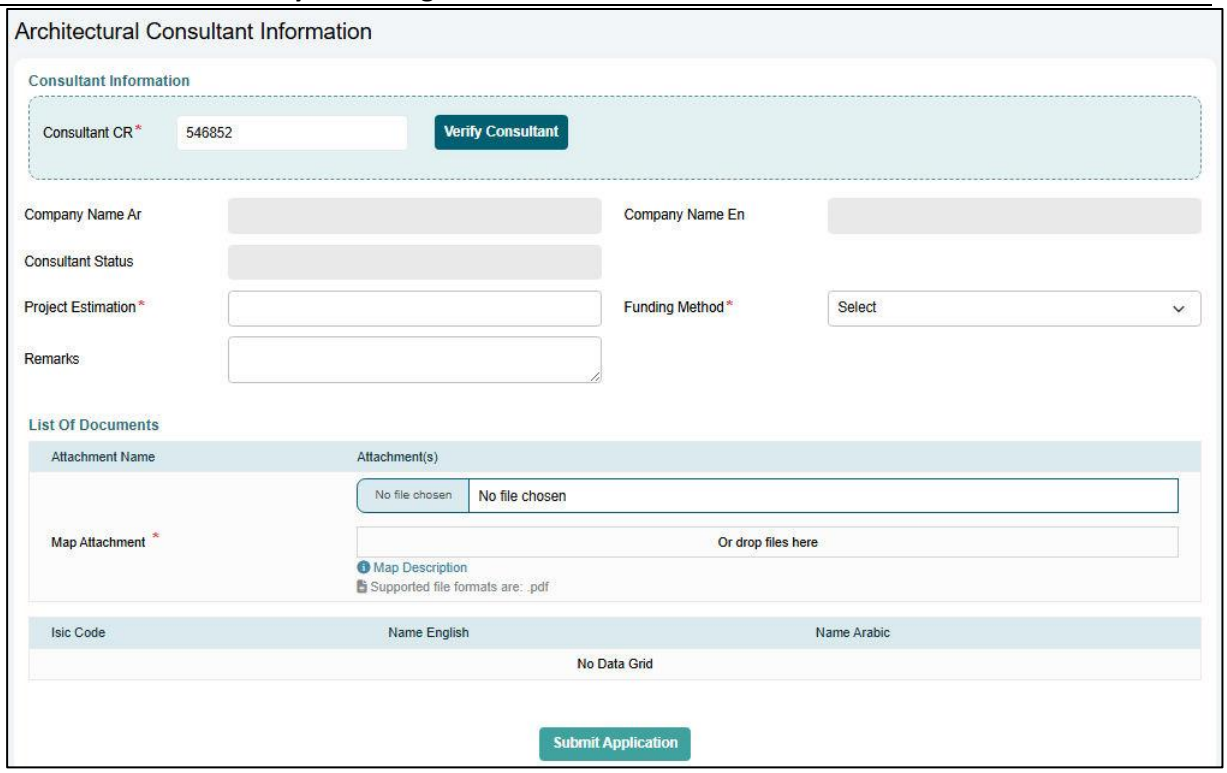
1. Click Actions next to the application and the following menu appears:



2. Click “Submit Architectural Requirements” and the following window appears:

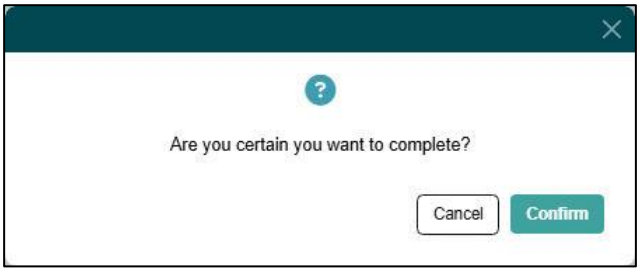


3. Enter CR number then click Verify Consultant and the follow data appears:



4. Enter project estimation.
5. Select the funding method from the dropdown list.
6. Enter any remarks.
7. Upload the required documents by clicking  or drag files to the screen.

8. Click Submit Application and the following message appears:



9. Click Confirm and the status changes to “Submitted Architectural Requirements”.

The application goes back to MHT to add map notes and complete the application.