

**IDAL**

INVEST IN **LEBANON**



# OPERATIONAL LICENSES IN THE **TOURSIM SECTOR**





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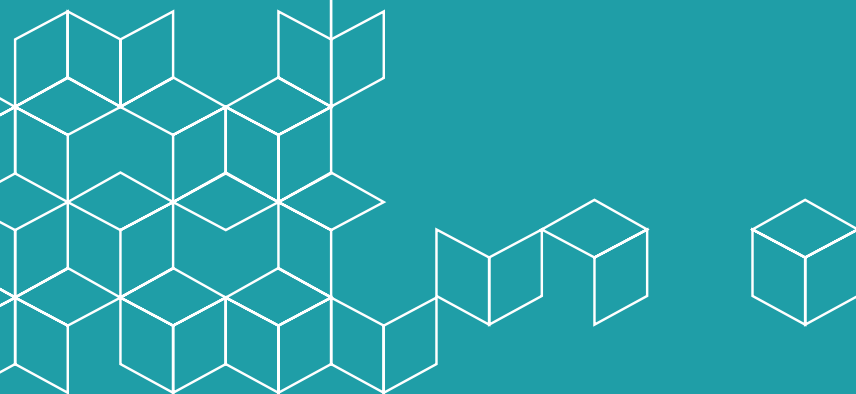
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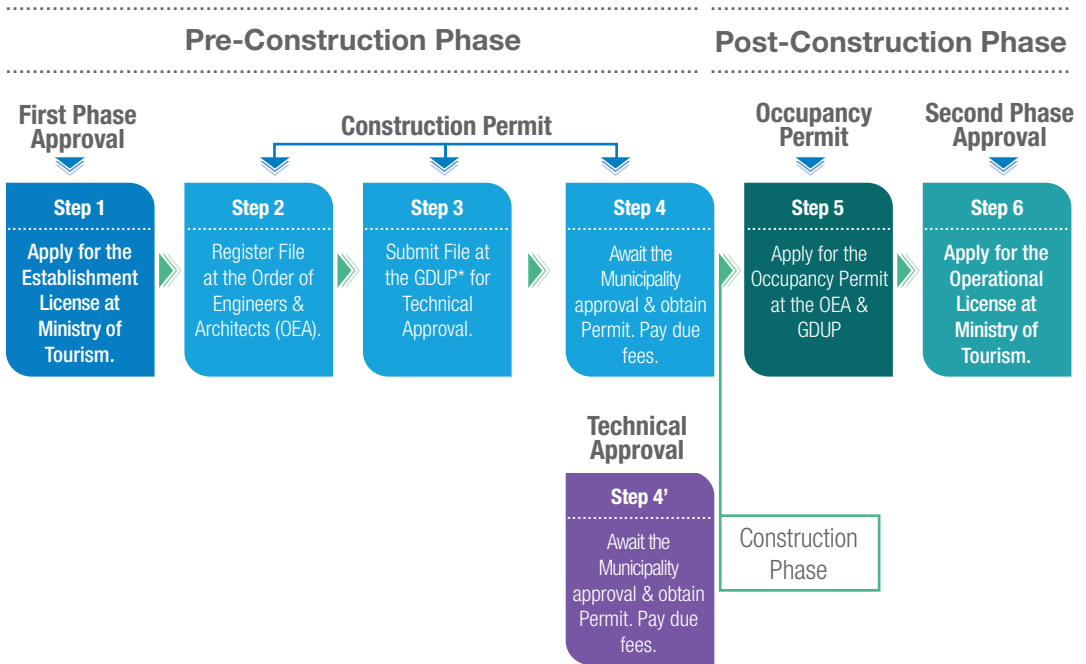
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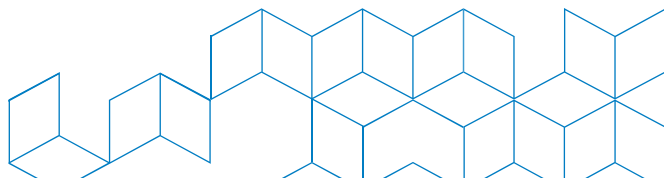
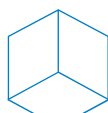


# I. INTRODUCTION

An investor wishing to acquire licenses for operational activities for a project in the Tourism sector must first obtain an **Establishment License** from the Ministry of Tourism (**First Phase Approval**). After obtaining a **Technical Approval**, together with the Construction Permit, construction may begin. An **Investment License** will be needed from the Ministry as well (**Second Phase Approval**). This is the last license to be obtained prior to commencement of operations.



\* GDUP: General Directorate of Urban Planning



## II. LICENSES FOR HOTELS (NEW BUILDINGS)

### REQUIRED DOCUMENTS

#### FIRST PHASE APPROVAL

1. **Application Form.**
2. Site location map of the real estate plot showing nearby establishments, signed by an engineer.
3. Surface map of the real estate with a planning and classification statement, not older than 3 months.
4. Certified copies of the **blueprints** required for the Construction Permit.
5. A comprehensive **Real Estate Certificate** of the property.
6. Three copies of the blueprints of all floors occupying the building, on a scale of 1/100, stating the necessary measurements and the sections of the structure, signed and sealed by an engineer.
7. A declaration from the concerned person, stating that he/she obtained the list of basic specifications and technical plans required for the classification of the tourism establishment.
8. External perspective of the building.
9. Internal perspective (hotel's lobby).
10. Photographs of the establishment.
11. **Legal documents** related to the company (by-laws, commercial register, commercial circular).
12. Recent **Official Record** (*'Ikhraj Qeid'*) and **Criminal Record** of the investor.

#### TECHNICAL APPROVAL

1. Application Form;
2. First Phase Approval Letter;
3. Five Construction Permit files certified by the Order of Engineers and Architects.

#### SECOND PHASE APPROVAL

1. **Application Form.**
2. First Phase Approval Letter.
3. **Official Records** or *"Ikhraj Qeid"* of both the investor and manager
4. **Criminal Record** of both the investor and manager.
5. A recognized Professional Certificate or a Statement of Experience of at least five years.
6. **Commercial Register** of the company, after making sure that the company's name has been registered at the Ministry.
7. Photographs of all parts of the building, including the signage.
8. Detailed services distribution plan, signed by an engineer.

**Note:** In case of any missing documents, the file shall be kept at the Tourism Equipment Department at the Ministry of Tourism until the submittal of all needed documentation. The Department is responsible for notifying the concerned persons of the needed files at any phase in order to issue the permit.

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## FILE PROGRESS SYSTEM

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### FIRST PHASE APPROVAL

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- » The **First Phase** of the application shall be submitted at the Tourism Equipment Department at the **Ministry of Tourism**.
- » The file will then be transferred from the Head of the Department to the technical staff for evaluation, to be passed later on to the Head of the relevant section for follow-up, in light of the technical staff's perusal.
- » The Head of the relevant section transfers the file to the Inspectors Team formed of two members, who will examine the establishment and draft a report accordingly. The Head of section then approves the report.
- » It shall then be transferred from the Head of section to the Head of the Department, then to the Director General, to be later on submitted to the Advisory Committee.
- » After consulting the Advisory Committee, the Head of the Department sends the file to the Head of the relevant section to prepare a First Phase Approval letter.
- » The file shall be sent again to the Head of the Department to sign the First Phase Approval letter.
- » The file shall then be transferred from the Head of the Department to the Head of the relevant Section followed by the Department Registry, which will hand over the First Phase Approval letter to the concerned person(s), and keep the file until the Second Phase registration.

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### TECHNICAL APPROVAL

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- » The application shall be submitted for **Technical Approval** at the Tourism Equipment Department. This shall be carried out after obtaining First Phase Approval and before submitting the application for the Second Phase.
- » The application shall be transferred from the Registry to the Head of the Department then to the technical staff for evaluation. In the case of compliance with the conditions, the technical staff will seal and sign their approval on the licenses' cover then transmit them to the Head of the Department for approval.
- » The application shall then be transferred from the Head of the Department to the Director General for signature, to then be returned to the Head of the Department.
- » The application will finally be transferred back again to the technical staff to be handed over to the concerned person(s), while keeping a copy of the file.

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## SECOND PHASE APPROVAL

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- » The Second Phase application shall be submitted at the Tourism Equipment Department at the Ministry of Tourism.
- » The file will then be transferred from the Head of the Department to the technical staff for evaluation, to be passed later on to the Head of the relevant section for follow-up, in light of the technical staff's perusal. A copy of the file shall also be given to the Department of Classified Establishments in the concerned district for categorization of the project.
- » The file shall then be transferred from the Head of the Section to the two inspectors of the Classification Committee, which will categorize the establishment subsequent to a field visit. The Classification Committee shall submit the report to the Head of the Section who peruses the inspectors' report and documents.
- » It shall then be transferred from the Head of the Section to the Registry for archiving, until the approval of the provincial prefect regarding the upholding of health and public safety. After the approval of health and public safety measures, the file shall be transferred from the Registry to the Head of the Department and then to the Director General and submitted to the Advisory Committee.
- » After consulting the Advisory Committee, the Head of the Department transfers the file to the Head of the relevant Section to prepare the Investment License.
- » The file shall then be sent from the Head of the Section to the Head of the Department, and then to the Director General who shall sign the Investment License. The file will then be returned to the Head of the Department.
- » The file shall then be transferred from the Head of the Department to the Head of the Section after signing, who will hand over the license to the concerned person(s).
- » The file will be saved in the archive of the Tourism Processing Department.

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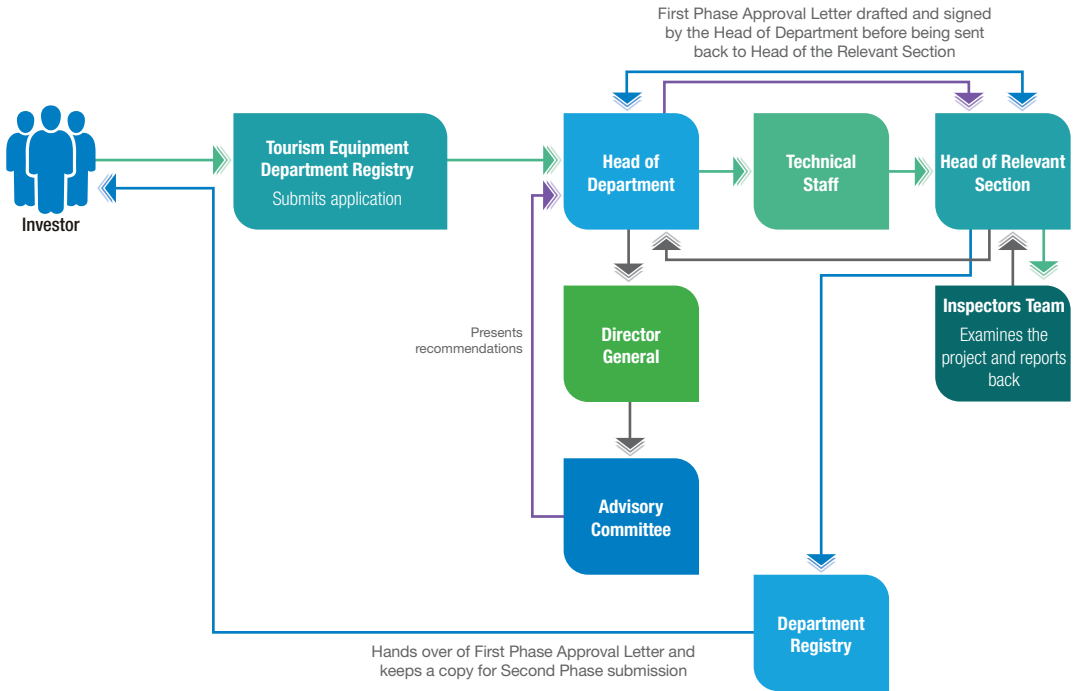
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- » **LBP 1,000** for the application form.
- » **LBP 25,000** for the Investment License.

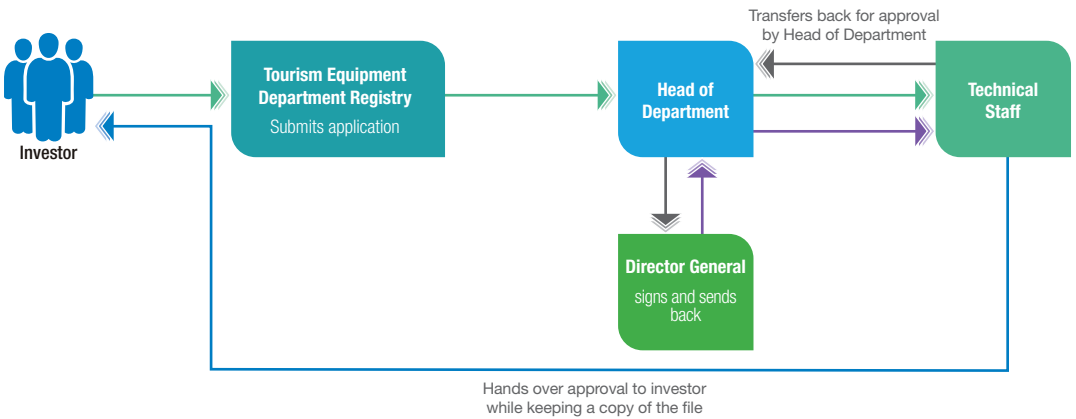
# FILE PROGRESS SYSTEM

## 1. FIRST PHASE APPROVAL | MINISTRY OF TOURISM (CHART 1)



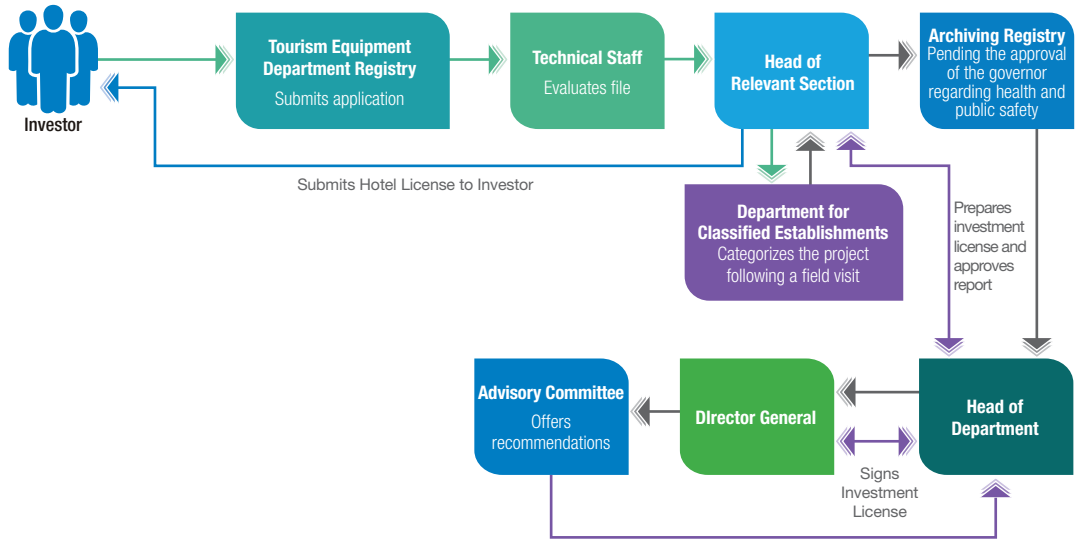
# FILE PROGRESS SYSTEM

## 2. TECHNICAL APPROVAL | MINISTRY OF TOURISM (CHART 2)





### 3. SECOND PHASE APPROVAL | MINISTRY OF TOURISM (CHART 3)



# III. LICENSES FOR HOTELS (EXISTING BUILDINGS)

## REQUIRED DOCUMENTS

### FIRST PHASE APPROVAL

1. **Application Form.**
2. Site location plan of the real estate plot, showing the locations of the nearby establishments, signed by an engineer.
3. An original copy of the **Occupancy Permit** and its associated maps, certified by the relevant authority (GDUP or the Municipality). The Permit shall bear the following statement: "This map is valid to date"; **OR** a **Legal Certificate of Construction** for all the building's parts, signed by the Municipality's Head or by a Certified Engineer, not older three months.
4. **Blueprints** of the establishment on a scale of 1/100, stating the necessary measurements of the surfaces and the names of the establishment's sections. The location of the car park should be clearly indicated. The blueprints must be signed and sealed by an engineer, and certified by the relevant authority at the Municipality, not older than three months.
5. Original & comprehensive **Real Estate Certificate**, if the building is not parceled, issued within the past three months. If the building is parceled, a **Real Estate Certificate** will be required for each parceled section of the plot, issued within the past three months.
6. A certified copy of the building's **parceling blueprint**, showing the sections occupied by the tourism establishment, if the plot is parcelled.
7. In case of a **Planning Decree** in the Real Estate Certificate (following the issuance of the Occupancy Permit), the real estate map shall be submitted showing the location featured in the Planning Decree, noted by the relevant authority.
8. A certified copy of the **Lease Contract** registered at the Municipality **OR** a certified copy of the **Title Deed**.
9. **Planning and Classification Certificate** issued by the General Directorate of Urban Planning (GDUP).
10. **Photographs** of the interior and exterior of the building.
11. A **declaration** from the concerned person stating that he/she obtained the list of principles and technical plans required for the classification of the tourism establishment.
12. **Legal documents** related to the company (by-laws, commercial register, commercial circular).
13. Recent **Official Record** (*'Ikhraj Qeid'*) and **Criminal Record** of the investor.

### SECOND PHASE APPROVAL

1. **Application Form.**
2. First Phase Approval Letter.
3. **Official Records** or "*Ikhraj Qeid*" of both the investor and manager.
4. **Criminal Record** of both the investor and manager.
5. A recognized **Professional Certificate** or a Statement of Experience of at least five years.
6. **Commercial Register** of the company, after making sure that the company's name has been registered at the Ministry.

- 7. **Photographs** of all parts of the building, including the signage.
- 8. Detailed services distribution **blueprint**, signed by an engineer.

**Note:** In case of missing documents, the file shall be kept at the Department's Registry, until the submittal of all needed documentation. The Department's Registry is responsible for notifying the concerned persons of the needed files at any phase to obtain the license.  
A Technical Approval could be required in case of a modification or renovation of the existing building.

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## **FILE PROGRESS SYSTEM**

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### FIRST PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### SECOND PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 5.

# IV. LICENSES FOR TOURISTIC RESIDENCES (NEW BUILDINGS)

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## REQUIRED DOCUMENTS

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### FIRST PHASE APPROVAL

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1. **Application Form.**
2. Site location plan of the real estate plot, showing the locations of the nearby establishments, signed by an engineer.
3. An original copy of the **Occupancy Permit** and its associated maps, certified by the relevant authority (GDUP or the Municipality). The Permit shall bear the following statement: “This map is valid to date”; **OR** a **Legal Certificate of Construction** for all the building’s parts, signed by the Municipality’s Head or by a Certified Engineer, not older three months.
4. **Blueprints** of the establishment on a scale of 1/100, stating the necessary measurements of the surfaces and the names of the establishment’s sections. The location of the car park should be clearly indicated. The blueprints must be signed and sealed by an engineer, and certified by the relevant authority at the Municipality, not older than three months.
5. Original & comprehensive **Real Estate Certificate**, if the building is not parceled, issued within the past three months. If the building is parceled, a **Real Estate Certificate** will be required for each parceled section of the plot, issued within the past three months.
6. A certified copy of the building’s **parceling blueprint**, showing the sections occupied by the tourism establishment, if the plot is parceled.
7. In case of a **Planning Decree** in the Real Estate Certificate (following the issuance of the Occupancy Permit), the real estate map shall be submitted showing the location featured in the Planning Decree, noted by the relevant authority.
8. A certified copy of the **Lease Contract** registered at the Municipality **OR** a certified copy of the **Title Deed**.
9. **Planning and Classification Certificate** issued by the General Directorate of Urban Planning (GDUP).
10. **Photographs** of the interior and exterior of the building.
11. A **declaration** from the concerned person stating that he/she obtained the list of principles and technical plans required for the classification of the tourism establishment.
12. **Legal documents** related to the company (by-laws, commercial register, commercial circular).
13. Recent **Official Record** (*‘Ikhraj Qeid’*) and **Criminal Record** of the investor.

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## SECOND PHASE APPROVAL

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1. **Application Form.**
2. First Phase Approval Letter.
3. **Official Records** or "*Ikhrāj Qeid*" of both the investor and manager.
4. **Criminal Record** of both the investor and manager.
5. A recognized **Professional Certificate** or a Statement of Experience of at least five years.
6. **Commercial Register** of the company, after making sure that the company's name has been registered at the Ministry.
7. **Photographs** of all parts of the building, including the signage.
8. Detailed services distribution **blueprint**, signed by an engineer.

**Note:** In case of missing documents, the file shall be kept at the Tourism Equipment Department, until the submittal of all needed documentation. The Department is responsible for notifying the concerned persons of the needed files at any phase to obtain the license.

A Technical Approval could be required in case of a modification or renovation of the existing building.

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## FILE PROGRESS SYSTEM

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### FIRST PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### SECOND PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 5.

# V. LICENSES FOR TOURISTIC RESIDENCES (EXISTING BUILDINGS)

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## REQUIRED DOCUMENTS

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### FIRST PHASE APPROVAL

---

1. **Application Form.**
2. Site location map of the real estate plot showing nearby establishments, signed by an engineer.
3. Surface **blueprint** of the real estate, with a planning and classification statement, not older than 3 months.
4. Certified copies of the blueprints required for the **Construction Permit**.
5. A comprehensive **Real Estate Certificate** of the property.
6. Three copies of the blueprints of all floors occupying the building, on a scale of 1/100, stating the necessary measurements and the sections of the structure, signed and sealed by an engineer.
7. A **declaration** from the concerned person, stating that he/she obtained the list of basic specifications and technical plans required for the classification of the tourism establishment.
8. External **perspective** of the building.
9. **Photographs** of the establishment.
10. **Legal documents** related to the company (by-laws, commercial register, commercial circular).
11. Recent **Official Record** (*'Ikhraj Qeid'*) and **Criminal Record** of the investor.

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### TECHNICAL APPROVAL

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1. **Application Form.**
2. First Phase **Approval Letter**.
3. Five Construction Permit **files** certified by the Order of Engineers and Architects.

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## SECOND PHASE APPROVAL

---

1. **Application Form.**
2. First Phase Approval Letter.
3. **Official Records** or "*Ikhrāj Qeid*" of both the investor and manager
4. **Criminal Record** of both the investor and manager.
5. A recognized **Professional Certificate OR a Statement of Experience** of at least five years.
6. **Commercial Register** of the company, after making sure that the company's name has been registered at the Ministry.
7. **Photographs** of all parts of the building, including the signage.
8. Detailed services distribution plan, signed by an engineer.

**Note:** In case of any missing documents, the file shall be kept at the Tourism Equipment Department, until the submittal of all needed documentation. The Department is responsible for notifying the concerned persons of the needed files at any phase to obtain the permit.

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## FILE PROGRESS SYSTEM

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### FIRST PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### TECHNICAL APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### SECOND PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 5.







# VI. LICENSES FOR SWIMMING POOLS (NEW BUILDINGS)

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## REQUIRED DOCUMENTS

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### FIRST PHASE APPROVAL

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1. **Application Form.**
2. **Official Records** proving that the applicant is Lebanese and at least 21 years old.
3. **Criminal Records** indicating that the applicant assigned to manage the establishment has not been convicted of any felony or misdemeanor charges.
4. **Lease Contract** if the investor is a tenant **OR** a **Title Deed** if he/she is the owner.
5. A document indicating the name of the establishment, subject to the approval of the Ministry of Tourism.
6. A document proving that the concerned company has a legal entity in Lebanon, which is subject, in this case, to the laws of the country.
7. A copy of the duly authenticated **blueprints** required for the Construction Permit.
8. A recent **Real Estate Certificate** of the land plot.
9. Surface **blueprint** of the real estate plot on a scale of 1/500, showing its planning scheme authenticated by the concerned section of the GDUP, and issued within the past six months. It must also show the number of the real estate plot(s), the nearby streets, as well as the link to the public sewage system.
10. Site location **blueprint** of the establishment on a scale of 1/500 within a radius of at least 125 meters, showing the names of the streets, nearest public attractions, nearby hospitals, schools, gas stations and worship places.
11. A **declaration** from the concerned person, stating that he/she obtained the list of basic specifications and technical plans required for the classification of the tourism establishment.
12. **Photographs** of the real estate plot.
13. **Focus map** on a scale of 1/100, showing the surface of the whole horizontal area of the building with respect to the real estate plot and the streets. All measurements and distances must be highlighted.
14. **Floor plan** of the compound, on a scale of 1/100, locating the establishment.
15. **Floor plan** of the building on a scale of 1/100, showing all the installations required by the establishment.
16. **Longitudinal section and cross section** on a scale of 1/100, showing the height, ventilation pipes and funnels, and identifying the floors above or beneath the building.

**Note:** All maps and blueprints must be signed by the Chief Engineer. The company must declare if it is operating any motorcycles/cars/trucks.

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## TECHNICAL APPROVAL

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1. **Application Form.**
2. First Phase **Approval Letter.**
3. Five Construction Permit **files** certified by the Order of Engineers and Architects.

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## SECOND PHASE APPROVAL

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1. **Application Form.**
2. First Phase Approval Letter.
3. **Official Records** of both the investor and manager.
4. A recognized **Professional Certificate OR a Statement of Experience** of at least five years of the person in charge.
5. **Commercial Register** of the establishment, after making sure that the company's name has been registered at the Ministry.
6. **Photographs** of all parts of the project, including exterior facades.
7. Detailed **services distribution plans**, signed by an engineer.
8. A legal **document** showing the licensing in marine water investments (Decree or Statement from the Directorate of Transportation at the Ministry of Public Works & Transportation).

**Note:** In case of any missing documents, the file shall be kept at the Department's Registry, until the submittal of all needed documentation. The Department's Registry is responsible for notifying the concerned persons of the needed files at any phase to obtain the permit.

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## FILE PROGRESS SYSTEM

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### FIRST PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### TECHNICAL APPROVAL

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Same process as for new hotels. Please, refer to page 4.

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### SECOND PHASE APPROVAL

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Same process as for new hotels. Please, refer to page 5.



# VII. LICENSES FOR SWIMMING POOLS (EXISTING BUILDINGS)

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## REQUIRED DOCUMENTS

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### FIRST PHASE APPROVAL

---

1. **Application Form.**
2. **Official Records** proving that the applicant is Lebanese and at least 21 years old.
3. **Criminal Records** indicating that the applicant assigned to manage the establishment has not been convicted of any felony or misdemeanor charges.
4. **Lease Contract** if the investor is a tenant **OR** a **Title Deed** if he/she is the owner.
5. A document indicating the name of the establishment, subject to the approval of the Ministry of Tourism.
6. A document proving that the concerned company has a legal entity in Lebanon, which is subject, in this case, to the laws of the country.
7. The **Occupancy Permit** of the building.
8. A recent **Real Estate Certificate** of the land plot.
9. **Surface blueprint** of the real estate on a scale of 1/500, showing its planning scheme authenticated by the concerned section of the GDUP, and issued within the past six months. It must also show the number of the real estate plot(s), the nearby streets, as well as the link to the public sewage system.
10. Site location **blueprint** of the establishment on a scale of 1/500 within a radius of at least 125 meters, showing the names of the streets, nearest public attractions, nearby hospitals, schools, gas stations and worship places.
11. **Focus map** on a scale of 1/100, showing the surface of the whole horizontal area of the building with respect to the real estate plot and the streets. All measurements and distances must be included.
12. **Floor Plan** of the compound, on a scale of 1/100, locating the establishment.
13. **Floor Plan** of the building on a scale of 1/100, showing all the installations required by the establishment.
14. **Longitudinal section and cross section** on a scale of 1/100, showing the height of the building, ventilation pipes and funnels, and identifying the floors above or beneath the building.
15. A legal document showing the licensing in marine water investments (Decree or Statement from the Directorate of Transportation at the Ministry of Public Works & Transportation).

**Note:** All maps and blueprints must be signed by the Chief Engineer. The company must declare if it is operating any motorcycles/cars/trucks.

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## SECOND PHASE APPROVAL

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1. **Application Form.**
2. First Phase **Approval Letter.**
3. **Official Records** of both the investor and manager.
4. **Criminal Records** of both the investor and manager.
5. A recognized **Professional Certificate** or a **Statement of Experience** of at least five years of the person in charge.
6. **Commercial Register** of the company.
7. **Photographs** of all parts of the project, including exterior facades.
8. Detailed **services distribution plans**, signed by an engineer.

**Note:** In case of missing documents, the file shall be kept at the Tourism Equipment Department, until the submittal of all needed documentation. The Department is responsible for notifying the concerned persons of the needed files at any phase to obtain the license.

A Technical Approval could be required in case of a modification or renovation of the existing building.





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## CONTACTS

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### Ministry Of Tourism

- Add. 550 Central Bank Street, Hamra, Beirut 11-534, Lebanon
- Tel. + 961 1 340 940-4
- Hotline 1735
- Email [info@destinationlebanon.gov.lb](mailto:info@destinationlebanon.gov.lb)
- Web [www.tourism.gov.lb](http://www.tourism.gov.lb)

For municipalities contact information, visit:  
[www.informs.gov.lb](http://www.informs.gov.lb)



