

I. LICENSES FOR HOSPITALS

II. LICENSES FOR PHARMACEUTICAL COMPANIES

**III. LICENSES FOR WATER/SOFT DRINK
BOTTLING PLANTS**

**IV. ESTABLISHMENT LICENSES FOR VARIOUS
HEALTH INSTITUTIONS**



I. LICENSES FOR HOSPITALS

APPLYING FOR AN ESTABLISHMENT LICENSE

REQUIRED DOCUMENTS

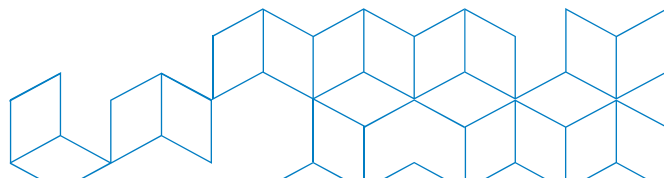
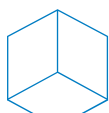
1. **Application Form**, signed by the concerned person.
If the applicant is a common citizen:
 - » **Official Record** or a certified copy thereof.
 - » **Criminal Record** issued within the past three months.**If the applicant is of legal stature:**
 - » Certified copy of the **Official Circular**.
 - » Certified **declaration** from the Ministry of the Interior proving the legality of the association.
 - » **Public Benefit Decree**, if any.
2. **Planning and Easement Statements**, including:
 - » Comprehensive **Real Estate Certificate**.
 - » **Surface blueprint**.
 - » Planning and Easement **receipt**.
3. **Blueprints** file signed by an engineer, member of the Order of Engineers and Architects, including:
 - » 1/200 focus of the building.
 - » 1/100 blueprints showing the horizontal layout of the various floors.
 - » Blueprints of each floor, showing all sanitary installations.
 - » 2 section blueprints.
 - » 4 façade blueprints indicating the measurements of all doors and windows.
 - » Sanitary duct for the drainage.
4. **Declaration** of the number of beds.

FILE PROGRESS

- » The application can be submitted at the Department of Hospitals & Clinics in the Ministry of Public Health in Beirut on Mondays, Wednesdays and Fridays.

FEES DUE

- » Revenue stamp of **LBP 1,000** for every application.



APPLYING FOR AN INVESTMENT LICENSE

REQUIRED DOCUMENTS

1. **Application Form**, signed by the concerned person.
 2. Copy of the **Hospital Establishment License**.
 3. Certified copy of the **Occupancy Permit**.
 4. Comprehensive **Real Estate Certificate**.
 5. Copy of the building **blueprints**, signed by the Head of the Department of Sanitary Engineering at the Ministry of Public Health.
 6. At least two copies of the **blueprints file** (mentioned above) sealed by the Order of Engineers and Architects and the Chief Engineer.
 7. **List** of medical and technical equipment required, signed by the hospital's administration.
 8. **Statement** showing the distribution of beds in the hospital's sections, signed by the hospital's administration.
 9. **List** of medical and assistant medical staff, with a certified copy of each member's license and degrees.
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FILE PROGRESS

- » The application can be submitted at the Department of Hospitals & Clinics in the Ministry of Public Health in Beirut on Mondays, Wednesdays and Fridays.
 - » The Processing time if all documents are in order is one month at maximum.
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FEES DUE

- » Revenue stamp of **LBP 1,000** for every application.
 - » Revenue stamp of **LBP 25,000** for the Investment License.
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II. LICENSES FOR PHARMACEUTICAL COMPANIES

REQUIRED DOCUMENTS

1. **Application Form**, signed by the concerned person.
2. **Official Record 'Ikhrāj Qeid'** or Copy of Owner's **Identification Card**.
3. **Criminal Record**, issued within the past three months.
4. **Real Estate Certificate**, issued within the past three months.
5. **Commercial Record** of the company
6. Surface **blueprint** on a scale of at least 1/2000 showing in detail the buildings located in the surrounding area of the establishment. The blueprint must cover a radius of no less than three hundred meters. Schools, public buildings, stations, warehouses, industrial establishments, wells and water streams must be visible.
7. **Planning and Easement Statements**, issued within the past three months.
8. Five copies of the blueprint file, signed by a certified engineer at the Order of Engineers and Architects, which includes the following:
 - » **Blueprint** on a scale of 1/200 showing the location of the factory in detail and all sections of the internal facilities.
 - » Comprehensive **blueprint** of every floor on a scale of 1/100 showing the internal arrangements, including the installation of all equipment to be used, and all technical indications with their source of origin.
 - » Detailed **blueprint** on a scale of 1/100 showing precisely the method of sanitary drainage of all sections, including the treatment of chemical and sewage waste of the establishment.
 - » Detailed **blueprint** on a scale of 1/100 showing the firefighting system and process.
 - » Detailed **blueprint** on a scale of 1/100 showing the ventilation and air treatment processes.
 - » Detailed **blueprint** on a scale of 1/100 showing the lighting circuits.
 - » Two **sectional perspectives** on a scale of 1/100.
 - » At least two **façade perspective**.
9. Economic **feasibility study**, stating the reasons for establishing the plant.

REQUIRED CONDITIONS

1. Perusal of the Pharmaceutical Law No 367, dated 01/08/1994.
2. Perusal of Legislative Decree No 106, dated 16/09/1983 (for Pharmaceutical Companies).
3. Perusal of Decision No 1/422, dated 16/05/2009 (Proper Drug Manufacturing Rules).

FEES DUE

- » Revenue stamp of **LBP 1,000** for every Application
- » Revenue stamp of **LBP 25,000** for every License.

Note: The application file shall be submitted at the Department of Sanitary Engineering in the Ministry of Public Health in Beirut.



III. LICENSES FOR WATER/SOFT DRINKS BOTTLING PLANTS

APPLYING FOR AN ESTABLISHMENT LICENSE

REQUIRED DOCUMENTS

1. **Application Form**, signed by the concerned person.
2. **Official Record** (*Ikhrāj Qeid*) or copy of Owner's **Identification Card**.
3. **Criminal Record**, issued within the past three months.
4. **Real Estate Certificate**, issued within the past three months.
5. Surface **blueprint** on a scale of 1/2000 showing the facilities and institutions surrounding the establishment.
6. **Planning and Easement Statements** issued within the past three months.
7. Five copies of the **blueprint files**, signed by a certified engineer at the Order of Engineers and Architects, which include the following:
 - » Detailed blueprint of the building on a scale of 1/200 showing the internal facilities and constructions, as well as their different sections.
 - » Blueprint on a scale of 1/100 showing internal arrangements, which include the placement of equipment, technical details and air treatment processes.
 - » Blueprint on a scale of 1/100 showing the methods for the disposal of chemical wastes, unused water surpluses and solid residues, in addition to the sewage network for the different sections.
 - » At least two sectional perspectives.
 - » At least two facade perspectives.

REQUIRED CONDITIONS

1. Refer to Decree-Law No 108/83 dated 16/09/1983.

FEES DUE

- » Revenue stamp of **LBP 1,000** every Application
- » Revenue stamp of **LBP 25,000** every License.

APPLYING FOR AN INVESTMENT LICENSE

REQUIRED DOCUMENTS

1. **Application Form**, signed by the concerned person.
 2. **Real Estate Certificate**, issued within the past three months.
 3. Copy of the Establishment License Decree.
 4. Copy of the Establishment License Approval Letter.
 5. Certified copy of the Occupancy Permit.
 6. Technical and scientific manuals of all equipment used by the plant.
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REQUIRED CONDITIONS

1. Perusal of Decree No 108/83, dated 16/09/1983.
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FEES DUE

- » Revenue stamp of **LBP 1,000** every Application
 - » Revenue stamp of **LBP 25,000** every License.
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Note: The application file shall be submitted at the Department of Sanitary Engineering in the Ministry of Public Health.





IV. ESTABLISHMENT LICENSES FOR VARIOUS HEALTH INSTITUTION

| Required Documents \ Type of Institution | General or Specialized Medical Laboratory | Physical Treatment Center | Radiation Institute | Dental Laboratory | Artificial Limbs Center | Cosmetics Center | Samples Collection Center |
|---|---|---------------------------|---------------------|-------------------|-------------------------|------------------|---------------------------|
| Individual Official Records OR copy of the ID Card. | × | × | × | × | × | × | × |
| Criminal Record, issued within the past three months. | × | × | × | × | × | × | × |
| Four passport photos, certified by the municipal clerk or 'mukhtar'. | × | × | × | × | × | × | × |
| Copy of the General Doctors License. | × | | × | | | | |
| Copy of the Specialization Certificate. | × | × | × | × | × | × | × |
| Order of Physicians (LOP) Statement issued within the past year. | × | × | × | × | | | × |
| Dedication Agreement, certified by a Public Notary. | × | | | | | | |
| Copy of the Professional License. | × | × | × | × | × | × | |
| Copy of the Specialization License. | × | | × | | | | × |
| List of all technical equipment to be used. | × | × | × | × | × | × | × |
| List of human resources with corresponding professional licenses. | × | × | × | | | | |
| Building blueprint on a scale of 1/100 signed by a certified engineer. | × | | | | | | |
| Lease Contract, certified by the Municipality. | × | × | × | × | × | × | × |
| Copy of the Management License. | × | | | | | | |
| Statement of professional experience of at least 3 years at a laboratory. | | | | × | | | |
| Copy of the medical laboratory License. | | | | | | | × |
| Blueprint showing all rooms signed by a certified engineer. | × | × | × | × | × | × | × |
| Real Estate Certificate OR copy of the Title Deed. | × | × | × | × | × | × | × |
| Health Certificate from the Medical Committee. | | | | | | × | |

REQUIRED CONDITIONS

1. Individuals who own a Baccaureate (Part II) from outside Lebanon, a copy of the degree must be submitted along with a Statement of Equivalence.
2. Individuals who own a university degree from outside Lebanon, a statement confirming the validity of the degree in the country in which it was granted must be provided.
3. Individuals who own a degree from a technical or vocational institute outside Lebanon, an equivalence form must be sought from the Ministry of Education & Higher Learning.
4. In case the degree is from a private university or institute in Lebanon or abroad, a statement certifying the passing of Colloquium exams must be provided.

Concerning Cosmetics Centers:

- » A statement confirming training in the use of laser machines, in case the latters are available at the centers.

FEES DUE

- » Revenue stamp of **LBP 1,000** every Application
- » Revenue stamp of **LBP 25,000** every License.

Concerning Artificial Limbs Centers:

- » Revenue stamp of **LBP 1,000** for the Application.
- » Revenue stamp of **LBP 25,000** for the Permit.
- » Revenue stamp of **LBP 1,000** for the Approval.
- » Fee worth **LBP 600,000** to be paid at the Ministry of Finance.

Note: : The application can be submitted at the Ministry of Public Health in Beirut on Mondays, Wednesdays, and Fridays. The processing time if all documents are in order is one month at maximum.

CONTACTS

Ministry Of Public Health

- Add. : Abdallah El Yafi Street,
Mathaf, Beirut 9800, Lebanon
- Tel. : + 961 1 615 773-4-5-6
- Hotline : **1214**
- Fax : + 961 1 615020
- Email : ministry@public-health.gov.lb
- Web : www.moph.gov.lb



