



تعميم رقم (17) لسنة 2024 بشأن:

الامتثال للوائح والنظم المعمول بها لدى إدارة الهندسة المدنية – تراخيص

Circular No. (17) of Year 2024 Regarding:

Compliance with the CED regulations - Trakhees

Issue Date: 30/07/2024

صدر بتاريخ: 30/07/2024

To: All Business Units, Customers, Consultants, Contractors, Real Estate & Master Area Developers.

إلى: جميع الوحدات التنظيمية، المتعاملين، الاستشاريين، المقاولين والمطورين العقاريين.

Dear Customers,

متعاملينا الأعزاء،

As part of continuous to provide better services to our clients, all concerned must comply with the regulations and systems in force at the Civil Engineering Department – Trakhees.

في إطار سعيينا المستمر لتقديم أفضل الخدمات لتعاملينا، فإن يجب على كافة المعنيين الامتثال للوائح والنظم المعمول بها لدى إدارة الهندسة المدنية – تراخيص.

According to this Circular, Civil Engineering Department confirms what mentioned in Circular No. (42516) of year 2008 regarding violation procedures followed during daily site inspections of all facilities and activities located within its jurisdiction.

وبموجب هذا التعميم فإن إدارة الهندسية المدنية تؤكد على ما ورد بالتعميم رقم (42516) لسنة 2008 بشأن المخالفات التي يتم رصدها من خلال عمليات التفتيش اليومية على كافة المرافق والأنشطة الواقعة ضمن مناطق اختصاصها.

For the purposes of clarifying and simplifying the procedures followed by the Department, therefore we attached the following:

ولغايات توضيح وتبسيط الإجراءات المتبعة لدى الإدارة، نرفق لكم مع هذا التعميم ما يلي:

1. Violation Process Workflow Chart.

1. مخطط مسار الإجراءات المتبعة لدى إدارة الهندسة المدنية.

2. List of common and potential violations.

2. قائمة المخالفات الخاصة بإدارة الهندسة المدنية.

In accordance with the above, this circular supersede the previous circular and is effective as of the date of its issuance.

ووفقاً لما ورد أعلاه، فإن هذا التعميم يحل محل التعميم السابق ويُعمل به اعتباراً من تاريخ إصداره.

We appreciate your constant cooperation with us and your efforts to serve the public interest and optimize the use of resources and infrastructure in the Dubai Emirate.

نقدر تعاونكم الدائم معنا ونشمن جهودكم لخدمة المصلحة العامة والاستغلال الأمثل للموارد والبنية التحتية بإمارة دبي.

For any related queries and support, you may contact:

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Civil Engineering Department

إدارة الهندسة المدنية

Department of Planning and Development - Trakhees

دائرة التخطيط والتطوير - تراخيص

Ports, Customs and Free Zone Corporation

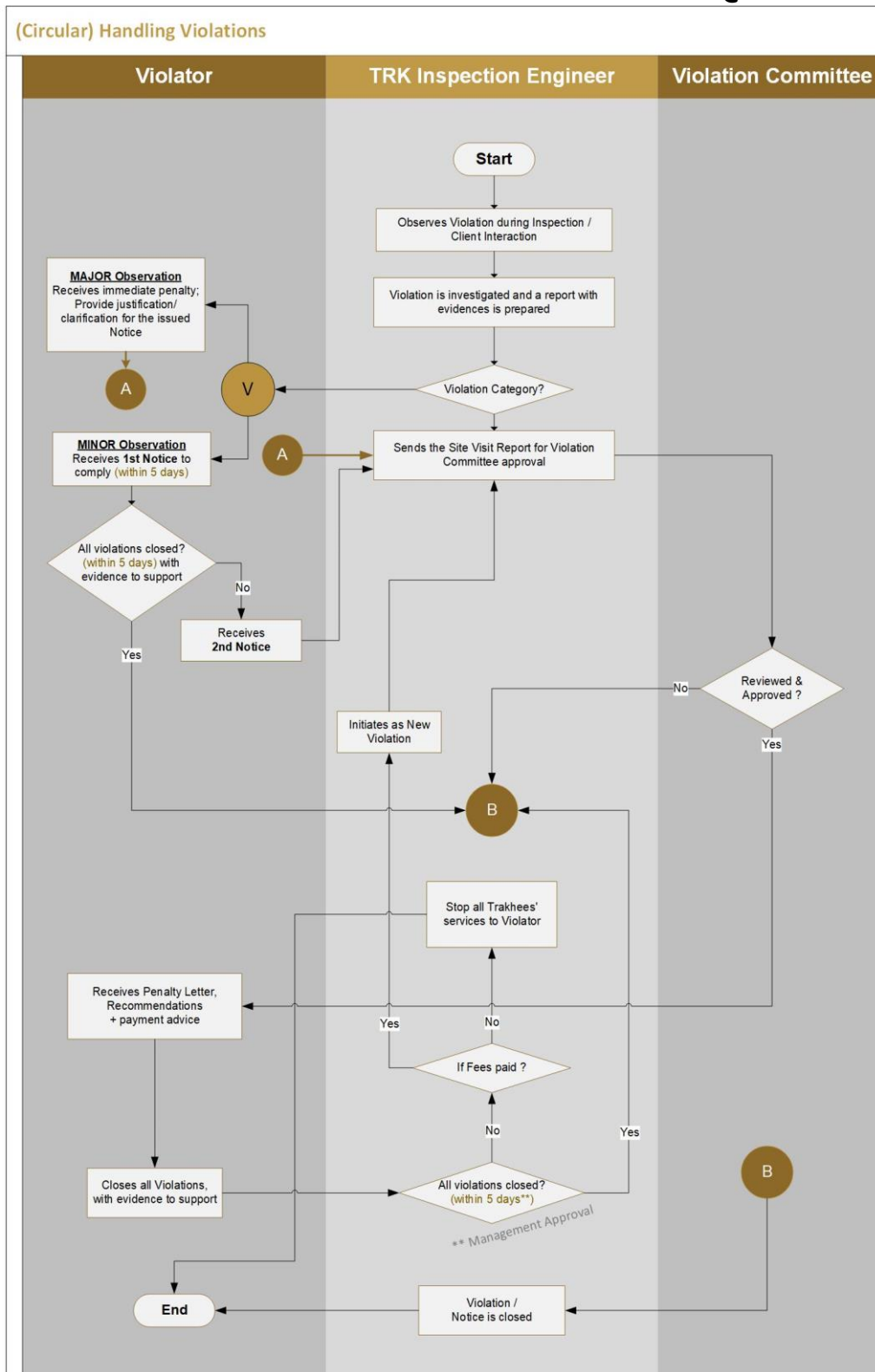
مؤسسة الموانئ والجمارك والمنطقة الحرة





1. Violation Process Workflow Chart

1. مخطط يوضح مسار الإجراءات.



2. A comprehensive listing common and potential violations.

2. جدول المخالفات والانتهاكات الشائعة والمحتملة.

Ser	Violation Type	Ser	Violation Type
1	Building and Construction without Permit	7	Violations Related to Demolition Works
1/1	Construction inside plot limit	7/1	Causing damage to services or properties of others as a result of construction or demolition works
1/2	Building an enclosure with a roof inside existing Buildings	7/2	Not complying with the demolition method approved by the Authority
1/3	Installing temporary Pergolas or sheds of any material, within the plot limit	7/3	Non-compliance with the conditions set in the demolition permit
1/4	Installing car shades in residential villas within the plot limit	7/4	Demolition without permit
1/5	Addition of portacabins within plot limit	7/5	Partial demolition without permit
1/6	To add or remove walls or partitions within the plot limit or the building	7/6	Demolition without an insurance policy or with an expired one
1/7	Installing a swimming pool within the plot limit	8	General fines related to professional practice
1/8	Installing temporary Pergolas, portacabins or sheds of any material, outside the plot limit	8/1	Dealing with companies whose qualifications (grade) do not meet the requirements of the work in the contract (contractor, consultant)
1/9	Building outside plot limit	8/2	Dealing with contractors or consultants not registered in Dubai to construct or design buildings.
1/10	Multi storey building outside plot limit	8/3	Dealing with sub-contractors or sub-consultants not registered in Dubai to construct, supervise or design buildings.
1/11	Constructing walls or partitions or their projection outside plot limit	8/4	Delegate the work totally or the essential part of it to another contractor in the same category without Authority approval.
1/12	Constructing temporary fences or barriers outside plot limit	8/5	Leasing or giving the trade license to another company to use in B.P application
1/13	Modifying walls height, by increasing or decreasing, using same building materials	8/6	Modifying the information, the signatures, the documents, the drawings or the contract documents which are related to the B.P. or construction.
1/14	Increasing walls height by using hedges or other barriers	8/7	Changing drawings without the owner's approval.
1/15	Drilling an Artesian well within the plot limit, or outside it or within sites under construction	8/8	Accepting design /building permit processes assignments for projects above current classification (grade) without prior approval of the Authority
2	Modifications to Approved Drawings without Permit Revision	8/9	Lack of response to CED Engineers' requests for information, records, and test results
2/1	Opening or closing doors or windows, complying with regulations	9	Violations related to Consultants' Offices
2/2	Opening or closing doors or windows, not complying with regulations	9/1	Modifying the architectural or structural drawings after the preliminary approval and before the final approval without informing the concerned Authority Engineer or after issuing B.P.
2/3	Closing of Balconies	9/10	Not implementing the conditions attached with the B.P. or the notes / comments on stamped drawings.
2/4	Modifications to building area dimensions, setbacks or its surface area or to any part of the building	10	Violations to Decoration, roads, pavement, temporary installations and temporary commercial utilisation works
2/5	Architectural or Structural modifications in conflict with approved drawings	10/1	Presenting erroneous information or unlawfully making changes or using stamps and modifications and any irregularity in the permit process
2/6	Changing heights of building floors set in the approved drawings, by increasing or decreasing	10/2	Presenting decoration plans conflicting with actual situation, approved drawings or incomplete in such a way to affect the permit process
2/7	Changing the use of car parks or their dimensions, contravening the regulations, with the use of temporary materials	10/3	Presenting badly prepared plans, conflicting with standard norms for submission, not complying with reviewing submission and collection procedures
2/8	Changing the use of car parks or their dimensions, contravening the regulations, with the use of permanent materials	10/4	Carrying out decoration works without permit
2/9	Contravening dimensions and levels of approved drawings which may lead to preventing access to car parking area or their non- conformance structural or architectural	10/5	Utilisation of pavement or public yard without permit
2/10	Non-conformance with approved reference level or any other levels causing damage to the building or harming the general appearance	10/6	Exceeding area allowed for in permit
2/11	Starting boundary wall construction before main buildings without prior approval	10/7	Utilising pavement or yards for uses other than that in the permit
2/12	Finishing construction of boundary wall before starting with the main buildings without prior approval of the authority	10/8	Utilising pavement or yards in a way conflicting with permit
2/13	Not fulfilling undertakings made to the Authority (for cases where no security deposit is collected)	10/9	Utilising pavement or yards beyond expiry of permit
2/14	Mistake in the orientation of North Arrow of the building	10/12	Setting up temporary tents as in hotels or for commercial purposes
2/15	Dimensions and axes lines not conforming to approved drawings	10/13	Setting up temporary tents for weddings or other social functions or for charity fund raising without permit
2/16	Setbacks not conforming to approved drawings	10/14	Setting up temporary tents for any purpose other than listed above without permit
3	Violations Related to Maintenance Works	10/15	Building temporary fencing for the construction site without obtaining approval or not as per the approval from the Authority
3/1	Not undertaking maintenance works to building (villas, local houses)	10/16	Utilising roads, side lanes (Sikka), neighbouring land or public land without a permit
3/2	Not undertaking maintenance works to building (industrial, leisure, services)	10/17	Not complying with the area as per permits for the above
3/3	Not undertaking maintenance works to building (investment, commercial)	10/18	Not complying with permits for setting out tents of any kind in dimensions, uses, conditions or timing
3/4	Not undertaking external painting works to building (villas, local houses)	10/19	De-watering/installing bore well without permit or non-compliance with such permits or its conditions and technical specifications
3/5	Not undertaking external painting works to building (industrial, leisure, services)	10/20	Paving works without permit or non-compliance with such permits or its conditions and technical specifications
3/6	Not undertaking external painting works to building (investment, commercial)	10/21	External landscaping without permit or non-compliance with such permits or its conditions and technical specifications
3/7	Starting Maintenance works without permit (villas, local houses)	10/22	Laying cables without permit or non-compliance with such permits or its conditions and technical specifications
3/8	Starting Maintenance works without permit (industrial, leisure, services)	11	Violation related to the usage of the approved Master Plan or Approved drawings
3/9	Starting Maintenance works without permit (investment, commercial)	11/1	Violation related to the usage of the approved Master Plan or Approved drawings
3/10	Parts of building are in danger to collapse or in a hazardous condition	12	Thermal Installations
3/11	Building in danger of collapse or actual collapse of building or part thereof	12/1	Not insulating floors, roofs or using not approved materials from Authority in their insulation
3/12	Empty abandoned yard negatively impacting general appearance	12/2	Not insulating the external walls and partitions or using non approved materials from Authority in their insulation
4	Violations Related to non-availability of Required Documents at Site, or Starting Work without Obtaining Them	12/3	Not insulating concrete structural elements (columns, drop beams, Intels... etc.) for private or commercial villas or using non approved materials from Authority in their insulation
4/1	Absence of Building Permit or Approved Drawings at site	12/4	Not insulating concrete structural elements (columns, drop beams, Intels... etc.) for commercial/residential and industrial buildings or using non approved materials from Authority in their insulation
4/2	Starting work without obtaining Building Permit (new sites) or without written approval by the Authority	12/5	Use of non-insulated glass or aluminium or not complying with approved drawings.
4/3	Starting mobilization before obtaining BP or a specific NOC	12/6	Lack of suitable storage facility at site.
4/4	Starting work after the expiry of BP	12/7	Concrete block file, insulation file or insulation checklist not available at site.
4/5	Absence of Demarcation Certificate at site	13	Fines related to Building Completion Certificate
4/6	Starting building works without obtaining a Demarcation Certificate	13/1	Occupancy without BCC
4/7	Not confirming re-demarcation with the Authority	13/2	Installation of equipment in building without prior approval
4/8	Absence of Steel Structure Inspection Form at site	13/3	Installation of equipment in setback area.
4/9	Absence of Blocks File at site	13/4	Blocking or reducing unimpeded access.
4/10	Block File lacking or unorganised or even not available at site	13/5	Access to plot provided without considering Lamp post, road sign etc.
4/11	The absence of sub-contractors file	13/6	Removal of all temporary buildings / portacabins or caravans
4/12	Sub-contractors file lacking or unorganized	14	Violation of Authority Circulars
4/13	Not submitting soil test results or having them approved	14/1	Violation of Authority Circulars that are not mentioned above
4/14	Changing contractor / consultant without an official approval	15	Violations Related to Construction Safety
4/15	Starting buildings works without renewal of NOC if specified on BP	15/1	Unauthorised Storage of hazardous/dangerous good/materials-Construction & Permits (HCCS501).
4/16	The absence of concrete quality tests for piles	15/2	Unauthorised dumping/transportation of waste inside PCFC Jurisdiction (HCCS502).
4/17	Not providing pile load tests prior to concreting foundations	15/3	Failure to meet Exhaust emission standards from Mobile/Equipment/Machineries (HCCS503).
4/18	Lack of Conformance Certificate of water heaters	15/4	Violation related to Noise (HCCS505).
5	Violations Related to Construction Site Organization	15/5	Non availability of first aid box or shortage of contents (HCCS506).
5/1	Abandoned site, work stopped and disorderly	15/6	Violations related to the safety of electrical wiring & maintenance of electrical equipment (HCCS507).
5/2	Not undertaking painting, maintenance or setting the external fence in order	15/7	Non availability of fire exits signs in designated area (HCCS508).
5/3	Not fixing Project Sign Board	15/8	Barring EHS Inspectorate from inspection of premises (HCCS510).
5/4	lack of clarity in project data on the sign or its lacking organization	15/9	Unauthorised operation by 3 rd parties within PCFC Jurisdiction (HCCS511).
5/5	Moving sand from open land without approval of the competent authority	15/10	Operation without OFC/COC (HCCS512).
5/6	Transporting sand from one site to another without obtaining the necessary permit	15/11	Unauthorised use of container/portacabin (HCCS514).
5/7	Failure to move, or remove waste, materials, or temporary fencing on specified time	15/12	Failure to satisfactorily progress on a warning/corrective notice/meet completion (HCCS515).
5/8	Causing obstruction to the execution of other licensed works or other projects, government or private	15/13	Violation related to maintaining equipment & machinery (HCCS517).
5/9	Failure to submit periodical inspection reports as per the form set by the Authority	15/14	Operation of equipment/vehicle by unlicensed/unauthorised personnel (HCCS518).
5/10	Failure to immediately report structural accidents	15/15	Use of uncertified lifting/pressure/fire detection/protection equipment (HCCS519).
6	Violations Related to Structural Works	15/16	Violation related to the design & construction of the facility (HCCS520).
6/1	Supply Ready Mixed Concrete from sources not approved by the Authority	15/17	Violation related to ventilation and lighting (HCCS521).
6/2	Supply of prefabricated/precast concrete elements, prestressed concrete elements or pre-formed steel structures from sources not approved by the Authority	15/18	Serious Accident/incident to failure to comply with Health & Safety (HCCS522).
6/3	Supply of concrete block and interlocking pavement block from plants not approved by the Authority	15/19	Failure to follow safe practices/acts/conditions (HCCS523).
6/4	Concreting foundations without approval from Authority Engineer.	15/20	Failure to comply with requirements of prohibitions notice issued by CED-CS (HCCS524).
6/5	Concreting floor slabs without approval from Authority Engineer	15/21	Failure to report a fatal accident or major/critical injury within 24 hours (HCCS525).
6/6	Concreting swimming pools without approval from the Authority Engineer	15/22	For Not complying with undertaking letters within the given time specific (HCCS526).
6/7	Failure to execute a structural member (column, beam, etc...)	15/23	Unauthorised building & occupation of facilities (HCCS527).
6/8	Collapse of a floor or part of a building during or immediately after concreting	15/24	Damaging the garbage skip, fencing or the foundation (Floor) of skip (HCCS528).
6/9	The absence of the contractor or consultant's engineers during structural inspection by the authority, or during concreting, excavation or any major works requiring the attendance of a qualified engineer to supervise the works under construction	15/25	Parking vehicle or putting equipment in front of garbage skips which will obstruct (HCCS529).
6/10	Use of blocks without Conformance Certificate	15/26	Putting any material which cause damage to skip & skip handling vehicle (HCCS530).
6/11	Lack of shoring or support to sides of excavation [not supporting the excavation sides]	15/27	Not carrying out the necessary maintenance of safety equipment (HCCS531).
6/12	Shoring works not in compliance with approved drawings [excavation supporting sides work not complying with approved drawing]	15/28	Non availability of smoke/heat detector inside rooms & corridor of the building (HCCS532).
6/13	Collapse of walls or [supporting excavation sides system] shoring works, partially or in full.	15/29	Violation related to non-availability of adequate protection for machines (HCCS533).
6/14	Carrying out shoring works in a manner conflicting with common technical and engineering practice	15/30	Violation related to personal protective equipments (HCCS534).
6/15	Failure to meet safety requirements in formwork and props	15/31	Violation related to fire alarm & main control panel (HCCS535).
6/16	Presence of defects in reinforced concrete elements after concreting that cannot be rectified	15/32	Non availability of firefighting equipment/not working (HCCS536).
6/17	Reinforcement steel not complying with structural drawing and code of practice	15/33	Using the building or part of the building for other purpose in unsafe manner (HCCS537).
6/18	Consultants' approval of Structural Inspection Request to the Authority before concreting without visiting the site (proof needed)	15/34	Non availability of eye washing instrument inside the premises (HCCS538).
6/19	Non-Compliance with specifications, general conditions and sound engineering practice	15/35	Non availability of life anchor/buoy (HCCS539).
6/20	Carrying out deep excavation below the founding level of neighbouring buildings without the necessary shoring or in violation of approved drawings	15/36	Not cleaning of drains & drainage lines (HCCS540).
6/21	Structural defects in columns	15/37	Unauthorised installation of machineries/equipment's/racking (HCCS541).
6/22	Structural defects in slabs and beams	15/38	Fail to provide & operation garbage skips as per Trakhees Regulation (HCCS542).
6/23	Need for inspection of same item more than two times	15/39	Violation Acts causing significant environmental contamination to Soil/Ground/Sub-Surface/Marine water (EIIN634).
6/24	Carrying out Structural Works requiring Inspection without requesting for such Inspections	15/40	Violation related to the cleaning of drinking water tanks for the under-construction project (EIIN635).