

Regulations PS 4.0 – Drawing Submission requirement

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
Department Name	:	Civil Engineering Department (CED)
Section Name	:	Permits Section (Facilities)
Document Reference Number	:	PCFC-TRK-CED-PS-REG-02
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4.1 Procedure

4.1.1 Consultant Submission: The consultant appointed by the client shall submit their drawings in soft copies as per TRAKHEES-NOC Procedure (2 set of CDs in PDF format only) to TRAKHEES Building Reception near PCFC Main Gate No.03 by hand delivery, included with the covering letter & submission checklist duly filled in (Separately for TRAKHEES and Fire Depts). The consultant shall ensure that EIA/RA reports (where applicable) are submitted/approved prior to obtaining the Building Permit. The Consultant, client & Developer/Business Unit, Plot No./location, Subject, date of submission, and signature of authorized person should be written on the CDs.

4.1.2 Payment of appraisal fee by Consultant/Contractor shall be done prior to submission of drawings (Clarifications on Payment may be done only with Trakhees' Sr. Officers & document controller) and Copies of Appraisal form & Payment Receipt shall be submitted along with the Drawings Submittal. (Refer Appraisal Form). Incomplete submissions shall be rejected.

4.1.3 Combined TRAKHEES-NOC (Approved by Trakhees for Building Permit) shall be issued and forwarded to respective Consultant or Client.