

CIRCULAR

To: **All Business Units/Clients/Consultants**

Subject: Circular for improvement of the Building Permit Process

Date: 15 April 15

Our Ref: CEDGR-3-Circular

As part of Trakhees – CED's continual improvement of services provided to our valued Business Units & Clients for the issuance of the Building Permit, Trakhees is pleased to announce that CED and /or EHS Building Permit applications could be submitted to either Trakhees CED or EHS helpdesk effectively from May 1st 2015.

Moreover, EHS application for building permit could be submitted as an individual application or in parallel with CED application; considering that Building permit shall be issued after EHS NOC issuance.

For formality purpose; Trakhees CED - Permit section has issued the attached undertaking letter to be fulfilled by client & consultant in order to obtain a conditional Building Permit if certain services authorities NOCs are still under process. The procedure is applicable effectively from April 15th 2015.

This circular came as part of the Trakhees effort aiming to develop building permits procedures, enhancing Trakhees internal cooperation & provides flexibility to ease submission procedures for the benefit of the entire construction operation in compliance with the regulations of Trakhees & related services authorities.

Your compliance and cooperation will be highly appreciated.

Eng. Abdulla M. Belhouli
Director – Trakhees Civil Engineering Division
Port, Customs and Free Zone Corporation

**Conditional Building Permit Procedure
UNDERTAKING LETTER from
Consultant & Client**

Ref:
Date:

**To M/s Trakhees
Civil Engineering Division
P.O. Box 17000 - Dubai.**

**Project Details:
Plot No.:
Business unit:
Client Name:**

Dear Sir

Subject: **UNDERTAKING LETTER**

We hereby confirm that we are accepting to take full responsibility with regard to obtain the services authorityNOC prior to commence any construction on site. Accordingly we confirm the following:

1. To comply with related Service Authority requirements that might affect the approved design and to submit all revised areas for Trakhees approval.
2. Upon obtaining the missing service NOC/s, we undertake to submit to Trakhees-CED for clearing the condition/s and amending the issued building permit.
3. We undertake to submit to Trakhees-CED for revalidation of the issued building permit in case that service NOC/s are not obtained during building permit validity.

Yours truly,

Client Name, Signature

Consultant Manager Signature & stamp