

Client Procedure for obtaining

Modification Permits

PCFC- Entity (Business Unit) Name : Trakhees – Ports, Customs & Free Zone Corporation

Department Name : Civil Engineering Department (CED)

Section Name : Modification & Compliance

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1. Purpose:

Any modifications and fit-out works, in completed facilities which have Building Completion Certificate (BCC) within the jurisdiction of Trakhees, are required to obtain Modification Permit from Modification Section of TRAKHEES- Civil Engineering Division (CED) on their proposed modification plans, designs and drawings of the facility prior to the commencement of construction / fit out works.

A Modification Permit may be issued 'with comments' and it remains the applicant's responsibility to ensure that all the comments are complied with. Any non-conformity with the requirements of the Modification Permit may lead to delays in approval of issuing the same.

The objective of the Modification Permit approval process is to ensure that any modifications works carried on completed buildings or facilities which have an approved Building Completion Certificate (BCC), are carried out in compliance with Buildings Rules, Circulars, Regulations and Design Guidelines laid by Trakhees.

CED- Modification Compliance section- TRAKHEES, as part of Department of Planning and Development of PCFC, takes the role of 'Authority' in reviewing and approving these modifications works, design and drawings of the facility prior to commencement of construction/ Fit-out works within our jurisdiction.

2. Scope

This procedure applies to all clients operating under Trakhees jurisdiction area.

The scope covers a range of modifications to completed buildings (buildings with BCC) and not revisions to any ongoing project with a current Building Permit. *(Please refer to our [Circular# CEDGR-19](#) dated 17 Nov. 2015 – Works requiring approval of Modification section)*. This procedure covers five different types of modification.

Types of Permits in scope:

There are five types of Modification submissions that can be applied for, through Online, by an applicant

- **New Modification Permit: (Industrial, Office & Retails & Landlord Units)**

As per [Circular# CEDGR-133](#), any modification to an existing facility after obtaining Building Completion Certificate shall have Modification Permit to commence any modification works.

The scope covers a range of modifications to completed buildings (buildings with BCC). For each activity the process starts with the applicant submitting a request for modification and concludes with a final decision to approve, reject, or advice to applicant of necessary action.

- **Revalidation of Modification Permit:**

Modification Permit shall be revalidated, if the works are not commenced within six (6) months from the date of issuance of Modification Permit.

The scope of the process is from the receipt of the request for Revalidation of the Modification permit to the issuance of the Revalidated Modification Permit

- **Cancellation of Modification Permit:**

If for any reasons the modification works cannot be carried out, then Modification Permit shall be cancelled only if the works have not been initiated on site to obtain the refund of the Contractor's refundable deposit.

The scope of the process is from the receipt of the request for the Cancellation of the Modification Permit to the cancellation of the Modification permit.

NOTE: *If the works have not been initiated on site, the approval will proceed along with information related to the claiming of the refundable deposit.*

But if the works have already been initiated or even completed on site, then the request is rejected and the applicant is notified to complete the approval process by applying for the Modification Completion Certificate (MCC).

- **Amendment of Modification Permit:**

The modification permit shall be amended if there is any change of the Consultant/Contractor/ Client /change in name of the company etc.

- **Revision to Modification Permit:**

If there is any change/ amendment in the approved scope of work prior to obtaining the Modification Completion Certificate, (addition/deletion/changes in details) due to the Client requirement or site conditions, approval shall be obtained for the revisions.

**** Minor Racking/Shelving System Installation and Machinery/Equipment Installation**
Any Racking/Shelving and Machinery installations to an existing facility, after the obtaining of Building Completion Certificate, shall have CED-Facility Permit approval, to commence any Installation works without submitting for Modification Completion Certificate. Please refer to [Circular# CEDGR-85](#) dated 14-May-2019.

- **The other services provided in CPR**

- ❖ **NOC for Mobilization (Modification)**

Mobilization NOC process is a stage which can be applied after the issuance of Modification Permit, in order to enable the appointed contractor with respect to the project description to occupy the site and install the mobilization facilities within the permitted area, prior to commencing work of the permitted activities as per the relevant NOC.

Mobilization NOC includes approval of drawings and documentation related to disciplines of structural and planning where all should be in compliance with the Authority's related codes to ensure that the proposed project and the fencing & signboard drawings are as per Trakhees-CED Guidelines and Regulations. Mobilization NOC comprises towards the following:

Accordingly, TRAKHEES, as Department of Planning and Development of PCFC (hereby referred to as 'Authority'), takes the role of reviewing and approving Mobilization NOCs within Trakhees jurisdiction, to ensure that the designs for the above disciplines are in line with minimum regulatory requirements stipulated in:



- Dubai Universal Design Code (DUDC)
- Signboard Trakhees circular No. 58146/2009/MAS.
- Dubai Municipality Circular No.211 issued in 17-01-2016 regarding the temporary fencing material.
- International Codes, good engineering practices and other relevant Trakhees-CED Codes and Regulations, such as safeguarding of life or limb, environment, property and public welfare.

❖ **Temporary Facility (New / Revision)**

New: If there is any temporary facility proposed by the applicant then the submission shall be submitted thru CPR along with all the required Docs & drawings as per the related application form.

Revision: If any revisions took place in the temporary facility approved drawings by CED Modification section, then the applicant shall submit for the revision submission to obtain the approval.

❖ **NOC for Additional DEWA (W) & (E)**

If there is any additional DEWA (W) & (E) in the approved scope of work after obtaining the Modification Completion Certificate, due to the Client requirement or site conditions, approval shall be obtained.

NOTE: for (New modification permit & Temporary Facility submissions Modification submissions, CAR Insurance requirements may be requested from the contractor based on the scope of work proposed. Review engineer / Admin shall confirm and request the same from the contractor if require.

3. Definitions and Abbreviations

- TRK- PCFC Trakhees
- Local Regulation - The act of regulating under the local authority
- Clients - PCFC/DW Clients, Developers and Companies
- Projects - Projects under PCFC/DW Clients jurisdiction
- Consultant - Company for Design & Supervision of Projects
- Contractor - Company for Execution of Projects
- BCC - Building Completion Certification
- MP – Modification Permit
- MPS - Modification Permit System
- MRV – Modification Revision
- MPC – Modification Permit Cancellation
- MSI – Modification Structural Inspection
- MCC – Modification Completion Certificate
- MPR - Modification Permit Revalidation Inspection
- MRV - Modification Permit Revision Inspection
- MPC - Modification Permit Cancellation Inspection
- MCN - Modification Completion Inspection
- IMS – Inspection Management System
- FIR – Field Inspection Report
- RFI - Request for Inspection
- COC - Certificate of Conformity
- DEQ – Dubai Engineering Qualification system
- ONLINE SERVICE: CED's online applications: <https://online.trakhees.ae/oaservices/>
- 'System': Within this procedure, refers to CED's internal electronic systems for processing applications

4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.
For a more detailed approach, please read below.

- 4.1 INFORMATION & PREPARATION:** For identification of Modification Permit approval stages and submission requirements, the Applicant has to visit the website: ([Modification Permit](#)) and refer

submission requirements from client procedure, PCFC-TRK-CED-MF-CP-01 (this procedure), with related forms (refer [section 7](#))

4.2 APPLICATION:

The following applications can be applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in the various Application Forms for Modification NOCs using the applicable folder codes as per the requested application and including all necessary documents (refer [section 7](#)).

4.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly takes the below actions (via system):

- **Accept submission**

If the submission complies with requirements, Helpdesk accepts the submission in the System.

- **Reject submission:**

If the submission does not comply with requirements, helpdesk shall notify the applicant of the reason for rejection, and may advise the applicant to resubmit again in the system.

- **Requires more information**

If submission complies with requirements with minor comments or uncompleted stamp/signature, the Helpdesk adds the comment in MPS 'For more information', which will allow the applicant to add the missing information in the system and resubmit the application.

NOTE: If the latest stamped CED approved drawings for the facility are not available with the client, then the following procedure shall be adopted.

- a. Request in the prescribed format ([TRK-CED-DC-CF01a, Application form for requesting Copy of Documents](#)) shall be submitted to CED- Document control (email Ced.Doc@pcfc.ae) to obtain the existing drawings. The applicant Shall submit a request thru Trakhees online for copy of documents / drawings
- b. Only if the existing drawings are not available in the Trakhees CED-



Document control, then the Consultant/ Contractor shall prepare the drawings as existing on site with a label “As Existing”, with company stamp and signature. The drawing shall be submitted to CED along with the email received from the CED document Controller stating the non-availability of the drawings with Trakhees CED- Document Control.

Once all requirements are validated as ok, the required payment advice notification (for applicable type) of initial fee will be sent to the applicant along with the submission reference by email for making the payment.

NOTE: CED Helpdesk reserves the right to Accept/ Reject the submission, if the received applicant is not complete as per checklist requirements. Incomplete applications that are rejected can be resubmitted.

4.4 INITIAL FEES (if any):

4.4.1 Applicant should ensure that all initial fees (if any) are paid, of which the receipt of Payment advise is essential for CED to proceed further with the Permit review and approval. Thereby, payment shall be made via PCFC Finance channels.

4.4.2 Upon fee payment by the applicant, the System will update the payment details and generate an email to the applicant confirming the acceptance of the submission/application.

NOTE: For Minor Racking/Shelving System Installation and Machinery Installation

- CED-Facility Permit's approval is required only for Minor Racking/Shelving System Installation (Rack height up to 3.5 meter and maximum layout area of 250 sqm), Machinery/Equipment Installation (without foundation/civil works) and General Modification (Refer to Circular ref. CEDGR-85** dated 14-May-2019).

** General modification works for food and health related facilities is not covered by Circular CEDGR-85 dated 14-May-2019

4.5 REVIEW & APPROVAL:

- 4.5.1 Once the customer's Consultant/ Applicant completes the payment (where applicable), relevant CED sections shall then proceed to conduct Inspection & review of the application.

NOTE: In case of any violations observed by Engineers, CED shall follow its violation process and if required, penalty shall be added to the final fees payment.

- 4.5.2 Finally, CED shall then notify applicant on the below review outcomes

APPROVED -	If submission is approved and complete, while complying with all Regulations and Guidelines set by Trakhees, the CED Engineers stamp relevant drawings. (Additional** calculated fees, if applicable, may be set here)
NOT APPROVED -	In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the Modification application.

4.6 FINAL PAYMENT (if applicable):

Once Modification Permit has been approved, the system will send an auto-generated notification to Applicant to settle final payment (if any) prior to receiving/ downloading of Modification Permit via online system (however, the download link is only issued to the applicant after payment of final fees).

4.7 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the Modification Permit and all approved drawings, immediately after completion of additional payments (if any).

The system will also update the payment status and record the details of the person downloading these documents.

NOTE:

- 1) For non-payments, Applicant receives a system notification/ reminder to settle payment, prior to being blocked in system.
- 2) The download link is valid for a month. If applicant fails to download within the validity period, the link expires, and applicant requires to apply for 'Request for Copy of documents, refer PCFC-TRK-CED-DC-CP-01)
- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued Modification Permit and ensure compliance towards all recommendations are completed.

5. Process Measurements

No.	Process	Target (WD)
5.1	Modification Permit (New)	
(a)	Time taken for issuance from the date of receiving the request (from the date of payment approval) to the availability of technical report/approved MP in the system.	7 WD
5.2	Revalidation of Modification Permit	
(a)	Time taken for issuance from the date of receiving request (from the date of payment approval) to the availability of approved MP in the system.	2 WD
5.3	Cancellation of Modification Permit	
(a)	Time taken for site inspection from the date of receiving the request (from the date of payment approval) to the availability of compliance report in the system.	2 WD
(b)	Time taken for the cancellation of the Modification Permit from the receiving the request (from the date of payment approval) to the notification of the cancellation approval/request rejection.	3 WD
		Total 5 WD

5.4 Amendment of Modification Permit (Change of Contractor / Consultant/Client)		
(a)	Time taken for site inspection from the date of receiving the request (from the date of payment approval) to the availability of compliance report in the system thru CPR to the notification of the approval/ rejection request. After the CPR submission is finalized by the review engineer, inspector and final review engineer and manager then the Admin shall initiate an MPA submission, collect the recommended fees by the review engineer along with the site status fee and complete the MPA submission thru MPS	3 WD
(b)	Time taken from the date of receiving the request (from the date of payment approval) to notification of the amendment completion.	5 WD
5.5 Revisions to Modification Permit (Modification approval for Revision)		
(a)	Time taken for obtaining approval from the date of receiving the request (from the date of payment approval) to the signature of technical report/approval notification	10 WD
5.6 Racking System Installation / Machinery Installation		
(a)	Time taken for issuance from the date of receiving the request to the availability of technical report/approval in the system.	7 WD
5.7 Mobilization – NEW / Revision		
(a)	Time taken for obtaining approval from the date of receiving the request (from the date of payment approval) to the signature of technical report/approval notification	10 WD
5.8 Temporary Facility – NEW / Revision		
(a)	Time taken for obtaining approval from the date of receiving the request (from the date of payment approval) to the signature of technical report/approval notification	10 WD

NOTE: In case of any violations observed by Engineers, CED shall follow its violation process and if required, penalty shall be added to the final fees payment.

6. Service Fees

As per project specification

7. Documents/ Forms

7.1	Application form for Modification NOC	TRK-CED-MF-CF01a
7.2	Application form for Modification NOC - TEMPORARY FACILITIES	TRK-CED-MF-CF01d
7.3	Application form for Revalidation or Cancellation of Modification permit	TRK-CED-MF-CF01f
7.4	Application form for Amendment of Modification NOC	TRK-CED-MF-CF01g
7.5	Application form for Mobilization NOC (Modification)	TRK-CED-MF-CF01h

8. Applicable References and Regulations

- Submission Requirements and Document Checklist (Refer [section 7](#))
- Dubai Building Code
- Fire, Smoke and Combined Dampers
- Regulation & Design Provision for People with Disability
- Urban Planning & MEP Services Regulations.
- Accessibility for the Disabled-A design manual.
- Time Saver Standards for Building Types.
- New Metric Handbook-Planning & Design Data
- Neufert Architect's Data
- BS 8110: 'Structural Use of Concrete'
- ACI 318: 'Building Code Requirements for Structural Concrete'
- ACI Manual of Concrete Practice – the latest edition.
- AISC 360
- UBC 1997, Volume 2, 'Structural Engineering Design Provisions'
- BS 8004: 'Foundations'
- BS 5950: 'Structural Use of Steelwork in Buildings'
- BS 8007: 'Design of concrete structures for retaining aqueous liquids'
- BS 5628: 'Code of Practice for Use of Masonry'
- IBC 'International Building Code', excluding seismic design provisions.

- BS8500-2006 (Method of Specifying and guidance for the specifier).
- DM Food Establishment guidelines
- Design Development Regulations – Facilities
- DCD (Dubai Civil Defence)
- [Circular# CEDGR-133](#) dated 12 Dec 2021
- [Circular# CEDGR-19](#) dated 17 Nov. 2015
- [Circular# CEDGR-85](#) dated 14-May-2019.
- [Permits Section \(Facility Permit\) Regulations](#) (Trakhees.ae)
- CED Racking without Mezzanine as per [Circular-75318/2010/MAS](#)

9. Contacts

PCFC Customer Happiness Call Center

- Tel: 800 990
- E-mail: info@pcfc.ae

10. Workflow (Client Procedure)

