

Client Procedure for Obtaining Building Permits

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

Department Name : Civil Engineering Department (CED)

Section Name : Permit Section

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1. Purpose and Objectives

Building Permit process is a detailed stage after the primary stage (Concept Design) which includes approval of drawings, calculations and documentation related to disciplines of architectural, structural, MEP, Sustainability and Facility permits (where applicable), where all should be in compliance with the Authority's related codes.

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

- DM Circular 37-2021
- Building Regulations and Design Guidelines-Architecture
- Building Regulations and Design Guidelines-MEP
- Dubai Universal Design Code (DUDC)
- Green Building / Sustainability Regulations
- Facility Permit Regulations
- Trakhees Guideline EHS-EN-G30, Conducting EIA study
- Construction Materials Quality Control & Structural Inspection Guidelines
- Construction Safety Regulations (including for Environmental Nuisance)
- International Codes, good engineering practices and other relevant Trakhees-CED Codes and Regulations.

2. Scope

The scope of the process is from receipt of the Building Permit application (online submission) to issuance of Building Permits, within Trakhees' jurisdiction, with regards to the types of Permits mentioned below:

Types of Permits in Scope:

There are six types of Building Permit online submissions that can be applied for, by appointed customer's Consultant:

- 1) **Request for Building Permit-New:** New permit for a new project, not applied for before (as documented in client procedure on website: [PCFC-TRK-CED-PS-CP-01](#))

Note: A Building Permit **Notification** can be issued only when a Contractor is not appointed, and which is valid for six months. Applicants can then apply for an extension (Refer circular: CEDGR-50 dated 22Jun17)

Building Permit (Revision / Structural Revision): Any type of revision on the approved drawings (minor or major) that occurs after issuing the Building Permit shall be classified under this service.

CED can accommodate two types of revisions based on the applicant needs.

- 2) **Building Permit - Revision:** If the revision has an impact on Architectural, Structural, HVAC, Facility and Green building aspects.
- 3) **Building Permit - Structural Revision:** If the revision relates to structural section only, or the structural revision subject is related to obtain the approval for the precast, steel or other structural system. However, in case of major revisions on the approved structural system, new system fees shall be applied upon approval.

- 4) **Request for Building Permit-Revalidation:** Required, where Construction on site has not commenced within 9 months from date of Building Permit issuance **or** after suspension of works at site, for period more than 6 months.

The date of suspension to be identified based on the latest inspection date or based on Inspection section's advice on whether the project is within the finishing stage.

The counts of the revalidations to be calculated as one time for each 6 months from the expiry date of the expired Building permit, or from the date of stopping the work in the site and the expiry date of the revalidated Building permit to be calculated accordingly.

NOTE: The maximum permitted revalidation times is 3 times, otherwise a new Building Permit shall be applied. However, an exception may be accepted / permitted.

- 5) **Request for Building Permit-Amendment:** An amendment shall be done for any change in the issued Building Permit such as change of Client, Consultant, Contractor, Project description, BUA, plot number etc. **or** to remove a particular condition in the original or previous Building Permit issued.

(An Amendment might also be issued, based on client's change of Consultant/ Contractor, without a separate application for Building Permit Amendment)

- 6) **Request for Building Permit-Amendment & Revalidation:** This type is applied for, when the Building Permit Amendment and Revalidation, are both required together.

For Post Tension slabs approval:

Only after obtaining Building Permit, the Consultant can request to obtain approval for the Post Tension slabs design and drawings, under the name of the Post Tension Specialists. The services related to "Post Tension" are listed below:

- Request for Post Tension NOC-New
- Request for Post Tension Revisions

Note:

Resubmission implies that applicant resubmits after complying with Trakhees comments/ concerns)


3. Definitions and Abbreviations

Building Permit (BP)	Approval from Trakhees (hereby referred to as 'Authority') issued to permit Construction work to proceed on a specific piece of land, in accordance with approved drawings, specifications and conditions, under full responsibility of the appointed Consultant and Contractor.
Exception / Special Approval	Approval granted by parties empowered by the Law to authorize exemption from these Regulations, or from any other legislation related to Construction works. Special approvals are an important part of the Building Permit (eg. Applicable for architectural issues, for accepting Consultant/Contractor without matching category of the building height, etc.)
Appraisal Fees (Initial Payment):	Appraisal fees do not indicate the final fees for the submission, but is only to begin CED's processing of the submission, during which any additional/ revision fees shall be added as final fees (refer 6).

Payments can be made via channels such as Online payments / Al Ansari Exchanges / Bank Transfers

For acronyms, kindly refer to [APPENDIX – 1: Definitions & Acronyms](#)

4. Procedure

	For quick procedural info, please refer to the Workflow on last page. For a more detailed approach, please read below.
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4.1 INFORMATION & PREPARATION: For identification of Building Permit approval stages and submission requirements, the Applicant has to visit the website:

[PCFC.ae](#) ➤ Services ➤ Trakhees ➤ Department (Civil Engineering) ➤ Section (Permits), and type the service required (viz. "Building Permit") in SEARCH

Refer client procedure PCFC-TRK-CED-PS-CP-01 (this procedure) with related forms (refer [section 7.0](#))

4.2 APPLICATION:

The following applications can be applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in BP Application Form (TRK-CED-PS-CF01a) using the applicable folder codes as per the requested application and including all necessary documents ([refer section 7](#)).

4.2.1 For New Building Permit applications:

New Building Permit request can be applied after initially obtaining Project ID and Concept design NOC, by attaching all requirements, as set in BP Application Form (TRK-CED-PS-CF01a), using folder codes (viz. GD, EHS, etc.), including necessary documents such as Accreditation cards (blue, green, red, yellow, etc.), Consultant registration, Project registration.

4.2.2 For Revised Building Permit (Revision & Structural Revision) applications:

Building Permit revision request can be applied after obtaining the Building Permit.

For this stage, there is no requirement for re-registering the same Project, instead only submittal of soft copy (in PDF formats) of revised drawings along with previous approved drawings / documents and required NOCs are sufficient for approval, as per Revision procedures applicable in Trakhees website.

[Building Permit – Revision](#)

[Building Permit - Structural Revision](#)

4.2.3 For Revalidation and Amendment applications:

Building Permit amendment and revalidation request can be applied after obtaining the Building Permit. The Building Permit amendment is required to obtain the approval for any revision on the issued building permit and The Building Permit revalidation is required to revalidate the expired issued building permit

4.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly advises customer if MORE INFO required (via system). Once all requirements are validated as ok, the customer is notified to proceed to pay for the Building Permit (BP) appraisal.

4.3.1 The BP appraisal fee receipt is essential to proceed with BP review and approval. Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

4.4 REVIEW & APPROVAL:

After the payment and within 10 working days, CED shall then notify customers 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 BP application.

4.5 FINAL PAYMENT:

Upon receiving notification of successful approval, Applicant ensures that additional** calculated fees (if any) are fully paid for, prior to receiving documents.

NOTE: BP-NOC documents are released via System, only after Applicant completes payments of all fees.

4.6 DOCUMENT DELIVERY:

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

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 CED-CDC-P01)
- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued BP-NOC and ensure compliance towards all recommendations are completed.

5. Process Measurements

No.	Process	Target (Working days)
5.1	Building Permit (New)	10 WDs
5.2	Revised Building Permit (Revision)	10 WDs
5.3	Revised Building Permit (Structural revision)	10 WDs
5.4	Revalidation of Building Permit (Revalidation)	10 WDs
5.5	Amendment of Building Permit (Amendment)	10 WDs
5.6	Revalidation & Amendment	10 WDs

For all submission types, Trakhees/CED is committed to complete review process within the above mentioned targets, however delays can occur due to the following:

- Missing drawings. Or documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client

6. Service Fees

Applicable as per Project Specifications

7. Documents/ Forms

7.1	Application for Building Permit	TRK-CED-PS-CF01a
7.2	Architectural Verification Checklist	TRK-CED-PS-CF01b
7.3	HVAC Checklist - Buildings	TRK-CED-PS-CF01c(1)
7.4	HVAC Checklist - Villas & Townhouses	TRK-CED-PS-CF01c(2)
7.5	HVAC Checklist - Industry	TRK-CED-PS-CF01c(3)

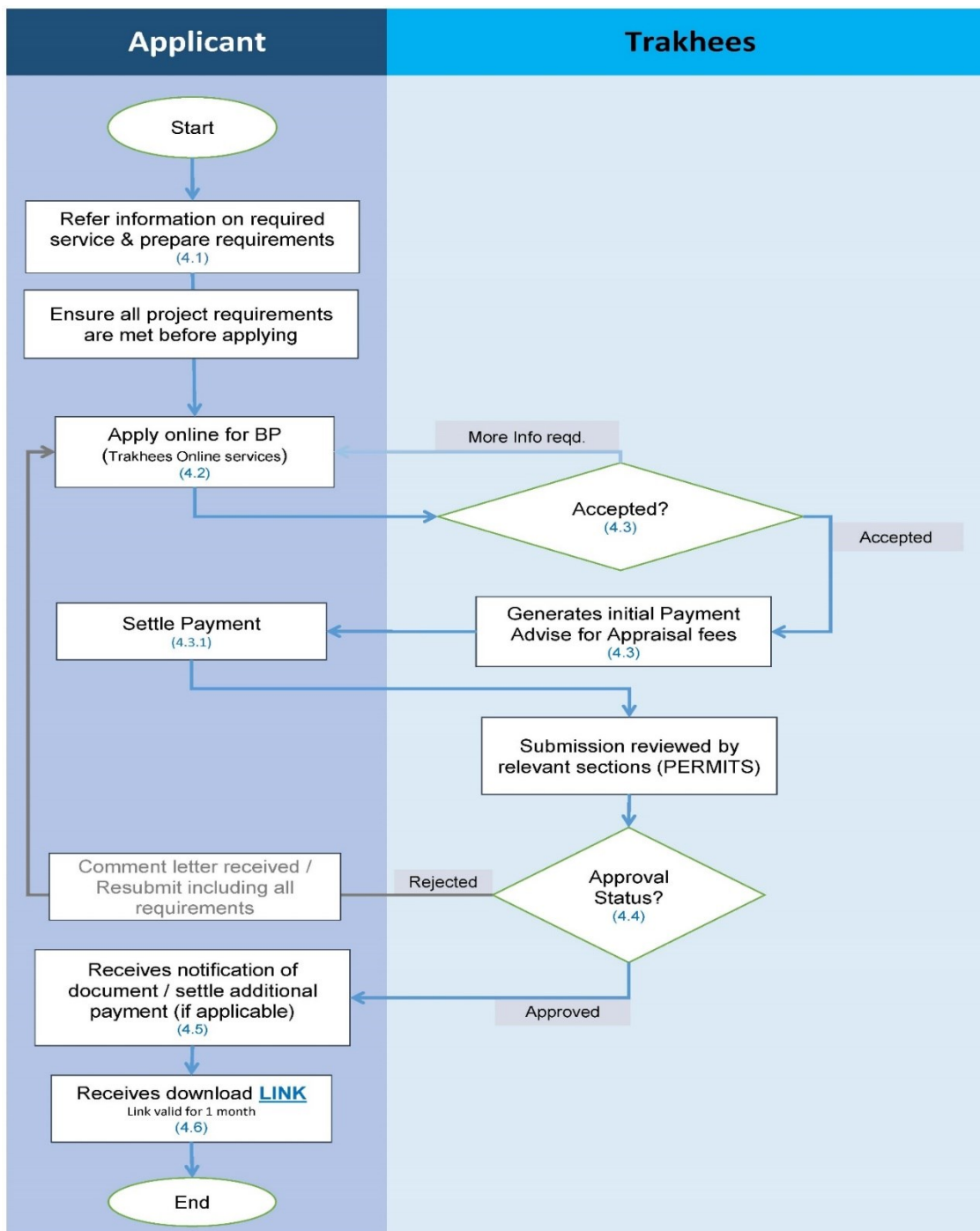
- 7.4 [Certificate of Conformity 1 Form \(COC1\)](#)
- 7.5 [Certificate of Conformity 2 Form \(COC2\)](#)
- 7.6 [Certificate of Conformity 3 Form \(COC3\)](#)

8. Applicable References and Regulations

- [Dubai Building Code \(DBC\)](#)
- Building Regulation & Design Guidelines. -Architecture
- Building Regulations and Design Guidelines-Structural
- Building Regulations and Design Guidelines-MEP
- SMACNA (Sheet Metal and Air Conditioning Contractors)
- DM Circular 37-2021
- [Dubai Universal Design Code \(DUDC\)](#)
- Design Development Regulations - Facilities.
- Time Saver Standards for Building Types.
- New Metric Handbook-Planning & Design Data
- Neufert Architect's Data
- BS 8110: 'Structural Use of Concrete'
- ACI 318/318R: Building Code Requirements for Structural Concrete (ACI 318-08) AND Commentary
- ACI Manual of Concrete Practice – the latest edition.
- AISC-360-10 "American Institute of Steel Construction
- AISC-360-16 "American Institute of Steel Construction(updated)
- *AISI -2002 "American Institute of Steel Iron
- *NAS-2001 North American Specification for the Design of Cold-Formed Steel Structural Members 2001
- UBC 1997, Volume 2, 'Structural Engineering Design Provisions'
- ASCE-7 Minimum Design Loads and Associated Criteria for Buildings and Other Structures
- 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).
- ASHRAE 90.1 2007 Energy Standard for Buildings Except for Low-rise Residential Buildings
- ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality – the latest version

- ASHRAE 55 2004 Thermal Environmental Conditions for Human Occupancy
- LEED version 2009 Green Building rating system
- ASHRAE 62.2 Ventilation and Acceptable Indoor Air Quality in Low-rise Residential Buildings.
- UFC 4-023- 03 Design of buildings to resist progressive collapse.
- ISO 10137:2007 Basis for design of structures - Serviceability of buildings and walkways against vibrations.
- ACI 216.1M-14 Code requirements for determining fire resistance of concrete and masonry construction assemblies.
- CRSI (concrete reinforcing steel institute) design handbook.
- ACI 89-S15 Shrinkage cracking in fully restrained concrete members.
- ACI 209.2R-08 Guide for modeling and calculating shrinkage and creep in hardened concrete.
- ACI 224R-01 Control of cracking in concrete structures.
- ACI 215R-92. Considerations for design of concrete structures subjected to fatigue loading.
- ACI 315R-18 Guide to presenting reinforcing steel design details.
- ACI 363R-10 Report on high-strength concrete.
- ACI 408.2R-12. Report on bond of steel reinforcing bars under cyclic loads.
- ACI 435R-95: Control of deflection in concrete structures.
- BS 8500. Concrete. Complementary British Standard to BS EN 206.
- BS EN 206. Concrete. Specification, performance, production and conformity.
- BS 8102: 2009 Code of practice for protection of below ground structures against water from the ground
- PCI Design handbook. 8th edition.
- ATC Design guide 1. Minimizing floor vibration.

9. Workflow



APPENDIX 1 – ACRONYMS

ABP	Administrator - BP Section	GIS	Geographical Information System
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers	GISE	GIS Engineer
Authority	Trakhees	HD	Help Desk
BP	Building Permit	HVAC	Heating, Ventilation, and Air-conditioning
BP number	Building permit application number	ID	Inspection Department
BRDG	Building Regulations and Design Guidelines	JAFZA **	Jebel Ali Free Zone Authority
BU	Business Unit, entities and establishments under the PCFC umbrella (marked **).	JGE	Jumeirah Golf Estate
CCTV	Closed Circuit Television	MEP	Mechanical, Electrical, Plumbing
CDA	Concept Design Approval	NAKHEEL **	Nakheel Properties
CEDSR (- ***)	CPR Submission Number	NOC	No Objection Certificate
CEDPR (- ***)	CPR Project Registration Submission No.	PA	Payment advise
CED	Civil Engineering Department	PCFC **	Ports, Customs & Free Zone Corporation
CPR	CED Process Register	PLE	Planning Engineer
COC	Certificate of Conformity	PLNG	Planning Section
DC	Document Controller	PM	Planning Manager
DCD	Dubai Civil Defence	PROCESS OWNER	Section in Civil Engineering Department, as Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
DCR	Development Control Regulation	RA	Risk Assessment
DED	Department of Economic Development	RE	Review Engineer
DLTM	Dubai Local Transverse Mercator	REV	Revision
DM	Dubai Municipality	ROW	Right-of-way
DMC **	Dubai Maritime City	RTA	Road and Transport Authority
DO	Drawing Office	SC	Section coordinator
DPA **	Dubai Ports Authority	SD	Senior Draughtsman
DPS	Drawing Production System	SDO	Senior Drawing Officer
DPW **	Dubai Ports World	SE	Survey Engineer
DUCAMZ **	Dubai Customs Automobile Zone	SMACNA	Sheet Metal & Air Conditioning Contractors National Association
EIA	Environment Impact Assessment	SM	Senior Manager
EZW **	Economic Zones World	SNO	Submission Number
FP	Facility Permits section of CED	TIS	Traffic Impact Study
FRE	Final Review Engineer		
FRECOM	An Oracle based system used by EZW in managing facilities		
GB	Green Buildings		

*** Business Unit / entities and establishments under the PCFC umbrella*