

Client Procedure for Obtaining General NOC

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1. Purpose and Objectives

General NOC enables an applicant to initiate Construction on site.

This client procedure outlines the process of obtaining a General NOC in regards to grading/levelling work, shaded parking and landscaping works and for installation, Machinery Foundations, Tower Crane, Storage Tanks & Fencing/ Compound walls, in line with minimum requirements stipulated in Trakhees-CED Guidelines and Regulations, with relevant authority Codes, international Codes and other good engineering practices.

Accordingly, TRAKHEES, as Department of Planning and Development of PCFC (hereby referred to as 'Authority'), takes the role of reviewing and approving General NOC within PCFC jurisdiction.

2. Scope

The scope of the process is from receipt of the General NOC application (online submission) to issuance of General NOC, within Trakhees' jurisdiction, with regards to the types of NOCs mentioned below

Note:

Trakhees/CED Engineers will handle reviewing submitted drawings in compliance to Trakhees Codes, Regulations and relevant codes. However, customer's Consultants and his Contractors shall remain entirely responsible for design, accuracy of design and drawings, for stability and safety.

Types of NOCs in Scope:

There are four types of General NOC online submissions that can be applied for, by Client's appointed Consultant:

- 1) **General NOC - New:** New NOC for a new project, not applied for before.

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

- 2) **General NOC - Revision:** Any type of revision on the approved drawings (minor or major) that during construction period, within the validity of the issued NOC, shall be classified as Revisions, and to be submitted to Authority for approval.

- 3) **General NOC - Revalidation:** Required, where Construction on site has not commenced within 9 months from date of General NOC 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 General NOC, or from the date of stopping the work in the site and the expiry date of the revalidated General NOC to be calculated accordingly.

However, Revalidation of Infrastructure permit can be three (3) times maximum after obtaining the NOC, after which a new NOC shall be applied for.

- 4) **General NOC - Amendment:** An amendment shall be done for any change in the issued General NOC such as change of Consultant, Contractor, Project description, change in area (BUA)/ Length of the Network, etc. or to remove a particular condition in the original or previous General NOC issued.

Note:

Resubmission implies that applicant resubmits after complying with Trakhees comments/ concerns, and applies to the below:

- In case of any modification from the issued approval during construction stage and before issuing Building Completion Certificate (BCC)
- Submission comprises revised Architectural/Structural drawings, along with approved drawings by the Authority.

3. Definitions and Abbreviations

General NOC

Approval from Trakhees (hereby referred to as 'Authority') issued to enable an applicant to initiate Construction on site, in accordance with approved drawings, specifications and conditions, under full responsibility of the Consultant and Contractor.

Comprises of one or more of the following networks:

- (1) Grading/ Paving and Levelling work
- (2) Shaded Parking
- (3) Landscaping
- (4) Installation
- (5) Machinery Foundations
- (6) Tower Crane
- (7) Storage Tanks
- (8) Fencing/ Compound walls
- (9) DEWA Pocket Substation - Slab on Grade NOC
- (10) Poles

- (11) Telecommunication Towers
- (12) Rehabilitation, Strengthening/ Repairing / Technical Assessments
- (13) Compound Wall / Retaining Wall/ Chain Link
- (14) Services Utility Room
- (15) Miscellaneous works Services, Extensions, Additions, etc.
- (16) Others, as listed in the application forms

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 1).

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.

4.1 INFORMATION & PREPARATION: For identification of General NOC approval stages and submission requirements, the Applicant has to visit the website (<https://pcfcae/en/Pages/servicelists.aspx?ref=Services&BU=Trakhees>) [PCFC.ae](#) ☞ [Services](#) ☞ [Trakhees](#) ☞ [Department \(Civil Engineering\)](#) ☞ [Section \(Permit\)](#) and search for the service required

Refer client procedure PCFC-TRK-CED-PS-CP-06 (this procedure) with related forms (refer [section 7.0](#))

4.2 APPLICATION:

The following applications can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in General NOC Application Form ([TRK-CED-PS-CF06a](#)) using the applicable folder codes as per the requested application and including all necessary documents ([refer section 7](#)).

4.2.1 For New General NOC applications:

General NOC request can be applied by attaching all requirements, as set in General NOC Application Form ([TRK-CED-PS-CF06a](#)), using folder codes (viz. GD, EHS, etc.), including necessary documents depending on submission type (i.e. New, Resubmission).

4.2.2 For Revision of General NOC applications:

- Can be applied after obtaining the General NOC.
- Can be applied in case of any modification from the issued approval during construction stage and before issuing Building Completion Certificate (BCC)
- Submission should comprise of revised Architectural/Structural drawings, along with approved drawings by the Authority.

4.2.3 For Revalidation and Amendment applications:

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

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 General NOC appraisal.

Applicant should ensure that all appraisal fees are paid, of which the receipt of Payment advise is essential for CED to proceed further with the NOC review and approval.

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 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 General NOC 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:

General 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 General NOC 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 PCFC-TRK-CED-DC-CP-01)
- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued General NOC and ensure compliance towards all recommendations are completed.
- 4) Issued NOC is valid for 6 months from the issuance date. If the construction on site does not commence within six (6) months; then the NOC is considered as cancelled, and a new NOC must be obtained.

4.7 Building Completion Certificate (BCC)

4.7.1 To apply for Building Completion Certificate (BCC), Client's Consultant/Contractor to refer to BCC procedure ([PCFC-TRK-CED-IC-CP-02](#))

5. Process Measurements

No.	Process	Target (Working days)
5.1	General NOC (New)	10 WDs
5.2	Revised General NOC (Revision)	10 WDs
5.3	Revalidation of General NOC (Revalidation)	10 WDs
5.4	Amendment of General NOC (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

As per applicable Project specifications

7. Documents/ Forms

7.1 Application for General NOC

TRK-CED-PS-CF06a

8. Applicable References and Regulations

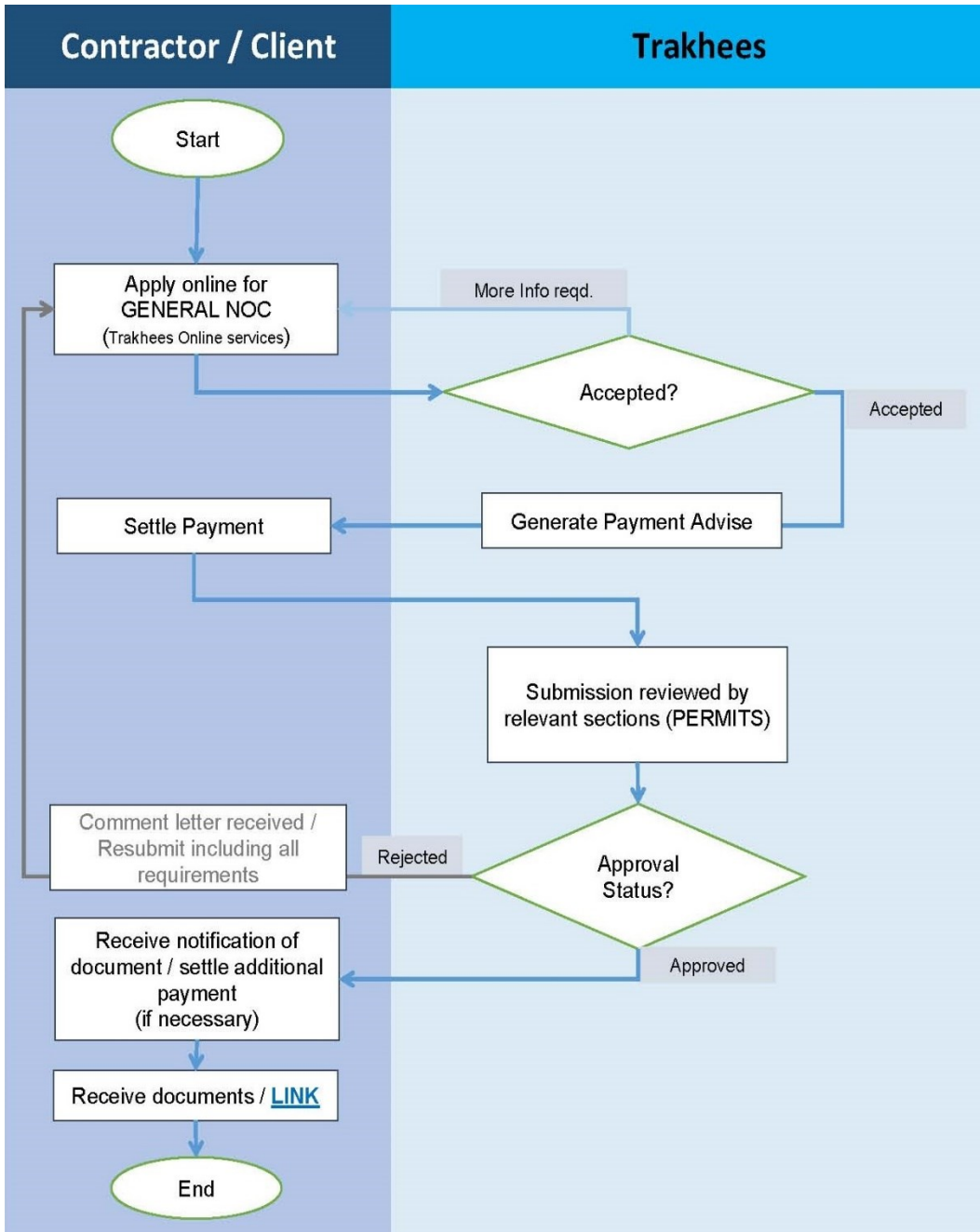
- Building Regulation & Design Guidelines. -Architecture
- Building Regulations and Design Guidelines-Structural
- Building Regulations and Design Guidelines-MEP
- Dubai Universal Design Code
- Construction Materials and Quality Control Guidelines
- Urban Planning & MEP Services Regulations.
- ASHRAE 62.1 (American Society of Heating, Refrigerating and Air-Conditioning).
- SMACNA (Sheet Metal and Air Conditioning Contractors)
- Design Development Regulations - Facilities.
- DCD (Dubai Civil Defence)
- 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-360-10 "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
- 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 modelling 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
- البناء ومواصفات شروط لائحة

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	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	OWNER	
DED	Department of Economic Development	RA	Risk Assessment
DLTM	Dubai Local Transverse Mercator	RE	Review Engineer
DM	Dubai Municipality	REV	Revision
DMC **	Dubai Maritime City	ROW	Right-of-way
DO	Drawing Office	RTA	Road and Transport Authority
DPA **	Dubai Ports Authority	SC	Section coordinator
DPS	Drawing Production System	SD	Senior Draughtsman
DPW**	Dubai Ports World	SDO	Senior Drawing Officer
DUCAMZ **	Dubai Customs Automobile Zone	SE	Survey Engineer
EIA	Environment Impact Assessment	SMACNA	Sheet Metal & Air Conditioning Contractors National Association
EZW **	Economic Zones World	SM	Senior Manager
FP	Facility Permits section of CED	SNO	Submission Number
FRE	Final Review Engineer	TIS	Traffic Impact Study
FRECOM	An Oracle based system used by EZW in managing facilities		
GB	Green Buildings		

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