

# Client Procedure for Modification Completion Certificate (MCC)

Document Reference Number : CED-QMF-P02  
Revision Number : 01  
Revision Date : April 2018



# Client Procedure for Modification Completion Certificate (MCC)

## 1.0 Purpose

The occupancy of new / modified facilities within the jurisdiction of Trakhees shall take into account Civil Engineering Department (CED) policies & Procedures as a matter of prime importance to obtain the Modification Completion Certificate.

The purpose of this process is to ensure that the Client's new / modified facilities are constructed in line with the required Civil Engineering Department (CED) Requirements/ "Planning & Control Regulations" leading to the issuance of Modification Completion Certificate.

Kindly be advised that Modification Completion Certificate will not be processed if there are outstanding Civil Engineering Department (CED) Financial Penalties, pending payments by either the consultant or the Main Contractor.

## 2.0 Scope

All clients operating under Trakhees jurisdiction area

## 3.0 Procedure

### 3.1 Submission by Consultant/ Contractor through MPS:

The project Consultant/ Contractor who has a Modification Permit through MPS shall apply through MPS site (<http://online.Trakhees.ae>) & choose new request for Modification Completion Certificate, fill the PDF application form, attach the required documents listed in the application form. The Admin will review the documents and accept the submission or request for additional documents.



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### 3.2 Submission of Consultant & Contractor through CPR:

The project consultant/contractor who have not obtained the Modification Permit through MPS shall fill/sign/stamp the Application for Modification Completion Certificate, the documents required as per the application form and apply through CPR. The Admin will review the documents and accept the submission or request for additional documents

Kindly be advised that CED reserves the right to reject the submission if the submission is incomplete.

### 3.3 Inspection Charges:

Upon accepting the submission by the Admin, system will notify the applicant to make the payment of Modification Completion Inspection (MCI) fee based on the area Modification for inspection as per below table:

S No.	Details	CED Fees (AED)	EHS Fees (AED)
1	LIU/warehouse Unit (333 or 555 sq. mts)	500	1200
2	Total Built-up area of facility		
	(2a) <1000 sq. mts (Total BU Area)	500	1200
	(2b) Between 1001 and 5000 sq. mts (Total BU Area)	1000	1800
	(2c) Between 5001 – 10,000 sq. mts (Total BU Area)	1500	2400
	(2d) 10,001 – 50,000 sq. mts (Total BU Area)	2500	4000
	(2e) Between 50,001 – 100,000 sq. mts (Total BU Area)	3500	5600
	(2f) More than 100,000 sq. mts (Total BU Area)	5000	8000
3	Miscellaneous/minor construction/ modification (except Trakhees license Holders etc.	-	1200
4	Re- inspection charges for MCC ( from 3 <sup>rd</sup> inspection onwards)	1000	1000



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### 3.4 Inspection:

Upon receipt of the application in the system with all the required documents, the inspection engineer will schedule the inspection time in the system which will be notified to the applicant. Applications through CPR will be notified by email by the Admin/ Inspection Engineer on the inspection schedule. Inspection is scheduled usually within 1 working day from the date of submission of inspection application. During the inspection, the presence of all relevant representatives of the consultant, contractor and (if required) the client shall be ensured.

It is to be noted that any application received after 12.00 noon will be considered for the next working day for submission date purpose & consequent review.

### 3.5 Forwarding of Inspection Comments:

After the inspection, the Modification Completion Team comments (if any) shall be forwarded directly to the applicant through the MPS/CPR for compliance normally within 5 working days.

### 3.6 Re-Inspections:

If the facility inspection report issued by Completion Inspection Team shows any comments, the consultant/contractor/client is advised to comply and clarify the comments raised and to submit point by point compliance statement through MPS/CPR for re-inspection.

If the comments are not complied in the second inspection, additional inspection fee will be levied as per section 3.3.



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## 3.7 Issuing/Approval of Modification Completion Certificate:

The Modification Completion Certificate shall be issued by Modification Compliance Section within 3 working days from the date of Inspection, upon satisfactory compliance of all Trakhees requirements.

## 4.0 Applicable Forms:

Application Form is available in Trakhees website (<http://trakhees.ae/en/ced/Pages/Downloads.aspx>)

4.1 MCC application form for the Modification NOC issue by MPS

CMF-F02a



CMF-F02a,  
Application form for

4.2 Client's Undertaking Letter format if there are some work not completed

CMF-F02b



CMF-F02b

## 5.0 References

- Building Regulations & Design Guidelines.
- Building & General Civil Work Construction Regulations.
- Approved Drawings from Trakhees (CED & EHS)
- British Standards.
- Dubai universal design code for people of determination
- Environmental Control Rules & Regulations
- Health, Safety Regulations & Standards
- Food Establishment Guidelines
- FZ/DM Rules (where applicable)
- MCC Check Lists.
- CED Fines list