



CIVIL ENGINEERING DIVISION

Client's procedure for General NOC (for grading/levelling work, shaded parking and landscaping work)

1.0 Purpose:

The purpose of this document is to outline the procedure for the Client to obtain a General NOC in regards to grading/leveling work, shaded parking and landscaping work. This NOC obtained will enable them to initiate the construction on site.

2.0 Scope:

All Clients/Business Units operating within the Trakhees jurisdiction area.

3.0 Responsibility:

Trakhees-CED Engineers will handle reviewing submitted drawings in compliance to Trakhees Codes, Regulations and relevant codes, even if, the Client's consultant and his contractor shall remain entirely responsible for the design, accuracy of design and drawings for the stability and safety.

4.0 References:

Client's consultant and his contractor shall refer to Trakhees Codes, Regulations and relevant codes where it's required. Trakhees-General NOC procedure for grading/leveling work, shaded parking and landscaping work may use to have additional information.

5.0 Definitions:

Authority-Trakhees

BP- Building Permit

CED-Civil Engineering Division

EHS-Environment Health & Safety Division

NOC- No objection Certificate

6.0 Procedure:

There are three types of for General NOC submissions for the above subject that applied for through the Helpdesk by the appointed Client's Consultant/Contractor:

- **New NOC submission:** (as documented in this procedure)
- **Revised submission:** This of any type of modification, minor or major that occurs during the construction period shall be classified as revisions and to be submitted to Authority for approval.
- **Amendment of NOC issued:** The request for an amendment could be for change of Consultant/Contractor, change in the area (BUA)....etc.



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For all submission types, Trakhees/CED is committed to completing the review process within ten working days, but does strive to try to complete it within 5 working days. Delays can occur due to the following:

- Missing drawings.
- Details clarification.
- Internal department clarification.
- Special approval from higher management.

6.1 Front desk registration & acknowledgement process

- 6.1.1 Trakhees-CED Helpdesk receives from the Client's Consultant the application for the General NOC
- 6.1.2 This application is presented in pdf format in a CD containing the document/drawing package together with other submission requirements depending on submission type
- 6.1.3 The Trakhees-CED Helpdesk has the right to accept or reject the submission if the CD is not complete as per the checklist requirements.
- 6.1.4 If the submission is complete, then the CD is accepted and a mail notification is forwarded with the submission serial number to the Consultant/contactor within one working day, for easy tracking purposes.
- 6.1.5 Incomplete submission are rejected by Trakhees-CED Helpdesk to be resubmitted as per procedure

6.2 Distribution of Documentation to Respective Sections

- 6.2.1 Once submission accepted it assigned to individual Structural Engineers by engineer in-charge. The Structural Engineer circulates the submission to relevant sections (namely Architectural, , Quality and planning)
- 6.2.2 Structural Engineer undertakes review of structural drawings and calculations as per Trakhees Design Guidelines and Regulations-Structural
- 6.2.3 Architect Engineer undertakes review of Architectural drawings and calculations as per Trakhees Design Guidelines and Regulations-Architecture.
- 6.2.4 Submissions are directed to the Quality Control Engineer to check submission according to Construction Materials Quality Control Guidelines when required.
- 6.2.5 Submissions are directed to the Planning Section to be checked as per the applicable Planning standards and requirements by Architectural section for some project where applicable.

6.3 Feedback & Compile Summary

- 6.3.1 Structural Engineer receives feedback by email and prepares Feedback Summary Report and sends it to permit admin to prepare commented/approved letter to be sent to the related consultant.
- 6.3.2 If the submission meets all requirements, Permit admin to prepare General NOC for the submitted subject with fees notification and refundable fees. The fees calculated as per submitted subject and as per finance Code.
- 6.3.3 In the event where any major problems have been identified, permit admin to prepare commented letter and request them to resubmit.
- 6.3.4 In all cases, permit admin shall send NOC or commented letter to the document controller admin who is in charge to send them to the Client's Consultant/Contractor and request them to collect CD with the returned or approved documents/drawings.

6.4 Sign Drawings, Prepare General NOC and save drawing in the server

- 6.4.1 If the submission is complete and complies with all the Regulations and Guidelines set by Trakhees/CED, the Structural Engineer stamped Structural drawings and Architect Engineer stamped Architectural drawings and save them in the server.
- 6.4.2 Any conditions from the reviewing sections (if any) & Quality Control Section's recommendations to be attached to the issued NOC where required.
- 6.4.3 Permit admin to paper General NOC (as submitted) and for referencing, registering and to prepare fee notification advice along with the refundable fees as per finance system & code . Comments / Conditions are attached to the NOC and NO work on site shall commence unless these comments are addressed and resolved satisfactorily.

6.5 Notify Consultant

- 6.5.1 Once NOC signed by concerned Architect Engineer, structure Engineer and Sr. Manager –Permits & Compliance. The document controller admin shall send Fees notification and refundable fees advice to the related Consultant to settle payment prior receiving of the NOC from Trakhees CED helpdesk.

6.6 Issuance of General NOC



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- 6.6.1 General NOC is only issued by Trakhees/CED helpdesk upon payment of Appraisal fees and refundable fees to Trakhees Cashier at Dragon Mart (1st floor).
- 6.6.2 CD containing Cover Letter, NOC, General condition and endorsed drawings are handed over to the Client/Consultant/contractor Representative only upon presentation of payment receipt as received from Trakhees Cashier.
- 6.6.3 Client's Consultant/Contractor shall comply with all conditions list in the issued NOC and to fulfil with Recommendations of the Concrete Mix Design and planning section(in any).
- 6.6.4 Site Construction shall be as per the approved Architectural & Structural drawings by Trakhees/CED Engineers.
- 6.6.5 For inspection issues Client's Consultant shall refer to Trakhees/CED inspection procedure
 - **Remark:** Issued NOC is valid for 6 Months from the issuance date. If the Construction on site doesn't commence within Six months; then the NOC is considered as cancelled and new NOC must be obtained.

6.7 Revised submission

- 6.7.1 Revised submission (Revision): In case of any modification from the issued approval during construction stage and before issuing Building Completion Certificate (BCC)
- 6.7.2 Submission comprises revised Architectural/Structural drawings along with approved drawings by the Authority.
- 6.7.3 Processes to issue Comments/Approved letter same as mentioned previously.

6.8 Building Completion Certificate (BCC)

- 6.8.1 To apply for Building Completion Certificate (BCC), Client's Consultant to refer to BCC procedure.

7.0 Record

Consultants application form	2 years
DEWA (E) and (W) NOC	2 years
Telecommunication NOC	2 years
EHS NOC	10 years
General NOC	Permanent
Approved Drawings	Permanent
Design calculations	1 years

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Soil Report	1 years
Consultant / Contractor's License	2 years
Documentation Package	2 years
Correspondence	2 years
Affection Plan	Permanent
Consultant / Contactor Appointment Letter	10 years
Demarcation Certificate	10 years

Upon completion of each review, records are kept centrally on Trakhees server. The records include all documents, drawings and end with the covering letter sent to the applicant by Trakhees.

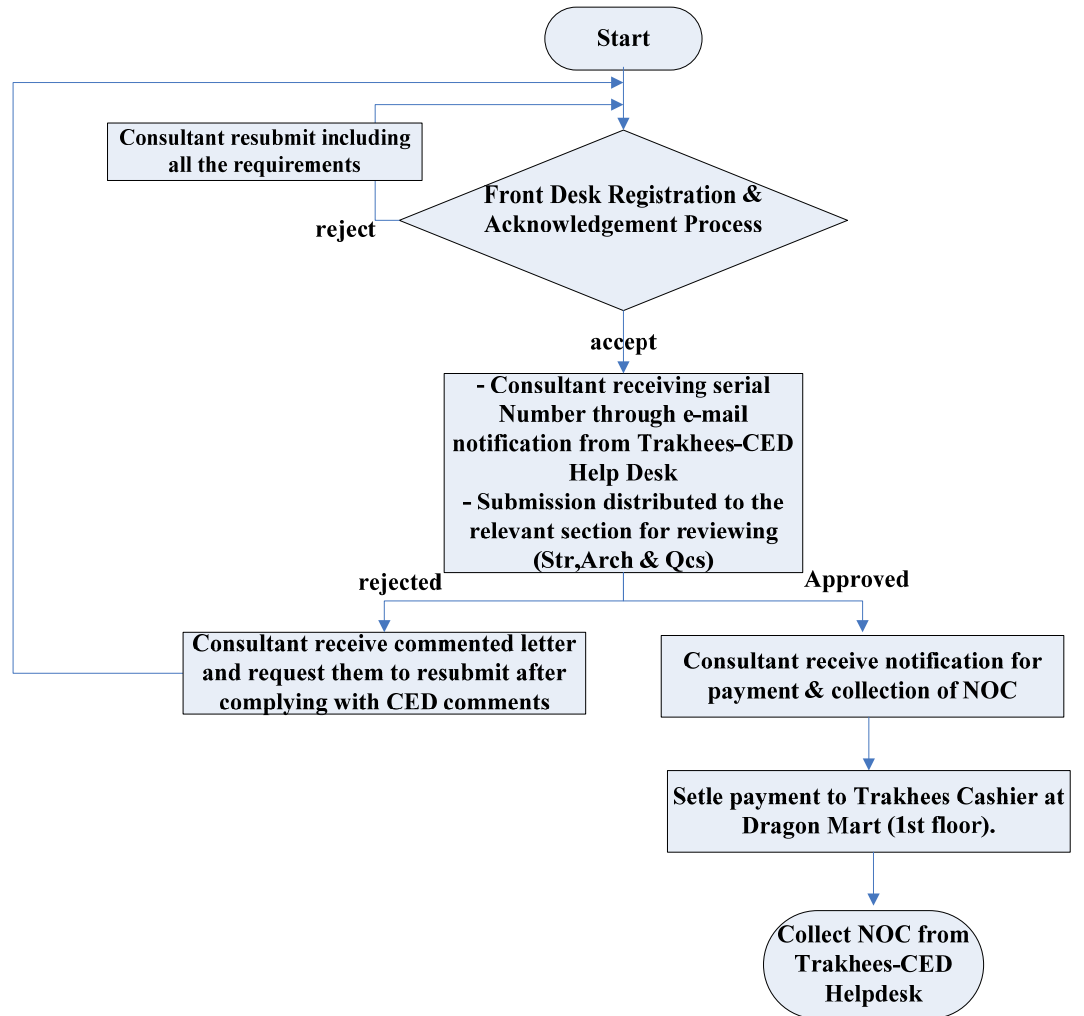
8.0 Attachments:

8.1 Client Work Flow

8.2 Application Form

8.3 Template for NOC

8.1 Client Work Flow





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8.2 Application form

Department of Planning & Development
Ports, Customs & Free Zone Corporation
Government of Dubai



دائرة التخطيط والتطوير
مؤسسة للموانئ والجمارك والمنطقة الحرة
حكومة دبي

APPLICATION FORM FOR GENERAL NOC	
Applicant Reference Number:	<input type="text"/>
Submission Type	
<input type="radio"/> New	
<input type="radio"/> Resubmission (Specify Trakhees previous Reference No):	<input type="text"/>
Purpose of Submission	
<input type="checkbox"/> Plot Leveling / Paving	<input type="checkbox"/> Services Utility Room
<input type="checkbox"/> Crane Foundation	<input type="checkbox"/> Storage Tank
<input type="checkbox"/> Others (please specify):	<input type="text"/>
<input type="checkbox"/> Machinery Foundation	<input type="checkbox"/> Poles
<input type="checkbox"/> Fencing/Compound Wall	<input type="checkbox"/> Landscape
Applicant Information	
Consultant (if applicable)	
Trade or Commercial Name	<input type="text"/>
E-Mail	<input type="text"/>
License No.	<input type="text"/>
Trakhees CED Reg. No	<input type="text"/>
Contractor	
Trade or Commercial Name	<input type="text"/>
E-Mail	<input type="text"/>
License No.	<input type="text"/>
Trakhees CED Reg. No	<input type="text"/>
Client	
Name	<input type="text"/>
Telephone	<input type="text"/>
E-Mail	<input type="text"/>
Project Information	
Business Unit / Zone	<input type="text"/>
Plot No.	<input type="text"/>
Plot Area (Sq. M)	<input type="text"/>
Trakhees CED Project ID	<input type="text"/>

The following tables list documents that need to be submitted along with the application. All documents should be submitted in PDF format. Identify documents that are submitted by tick marking against each document. Documents should be submitted in a CD organized into folders as identified by folder code against each document title. Following is the list of folder codes and corresponding folder names.

(GD) - General Documents (STR) - Structural

New Submission / Re-submission			
	Folder Code	Yes	N/A
Appointment letter of contractor OR consultant	(GD)	<input type="radio"/>	
EHS NOC	(GD)	<input type="radio"/>	
Demarcation Certificate	(GD)	<input type="radio"/>	<input type="radio"/>
Soil Investigation Report	(STR)	<input type="radio"/>	<input type="radio"/>
Design calculations & Drawings	(STR)	<input type="radio"/>	
Submission for Revision			
Set of Revised drawings & Calculation sheets	(STR)		



8.3 Template for NOC

Our Ref: xxxxxxxxxxxxxxxxxxxxxxxx

Date: xxxxxxxxxxxxxxxxxxxxxxxx

M/s xxxxxxxxxxxxxxxxxxxxxxxx **Consultant / Contractor**

Dubai, UAE

E-mail: xxxxxxxxxxxxxxxxxxxxxxxx

Community: XXXXXXXXXXXX

Plot No: XXXXXXXXXXXX

Project Details: XXXXXXXXXXXX

Lessee/ Possesor: XXXXXXXXXXXX

BCC: XXXXXXXXXXXX

Contractor: XXXXXXXXXXXX

EHS Ref:

Subject: xxxxxxxxxxxx NOC

Dear Sir,

We refer to your submittal via your letter ref: xxxxxxxxxxxxxxxxxxxxxxxx

dated xxxxxxxxxxxxxxxxxxxxxxxx. You are requested to collect electronic copy of the approved / commented drawings from Civil Engineering reception by producing a copy of this letter.

Please note that we have "**No Objection**" for the above subject.

Finally, please ensure that all outstanding comments are resolved to avoid delays at completion stage.

Yours faithfully,



Sr. Manager – Permits & Compliance

CC: / M-file