

## Client Procedure Green Building Submissions [NOC-BP]

*(Applicable to projects following Regulation GB 8.0)*

*Villas & Residential Developments up to 3 habitable levels*

### 1. PURPOSE

The Purpose of this document is to assist the client and stakeholders concerned in planning, collating and submitting the Green Building documentation required by the department as part of the NOC-BP process. This is applicable to all Villas and Low Rise Residential projects that fall under the “EHS Green building Regulations and being assessed through Regulation GB-8.0”.

In view of the fact that the project is largely following the Prescriptive criteria established by the above mentioned Regulation, the necessary works can be carried out by the Engineering consultant and accordingly Green Building consultant is not mandatory. However it is the consultant’s responsibility to ascertain the nature of the credits that are part of this regulation and seek the services of external professionals if required. Comprehensive and consistent submission with appropriate supporting conditions is a prerequisite under all circumstances

Accreditation: Relevant individuals working on the project are strongly encouraged to register and obtain the accreditation that is offered by the sustainability department. Accreditation although not mandatory helps in clear understanding of the regulations and proper implementation of those principles into the project.

This procedure interfaces with the “PERMIT DEPARTMENT’S” Procedure EHS-PSP-03 Client Procedure for EHS-NOC for Building Permit and accordingly should comply with the overall requirements specified therein.

The development of facilities within the jurisdiction of Trakhees-EHS necessitates approval from the Green Building department (Sustainability Department) to facilitate the issuance of the NOC-BP from the permits department. This approval follows the review of the supporting documents mentioned therein that are instrumental to the submission process.

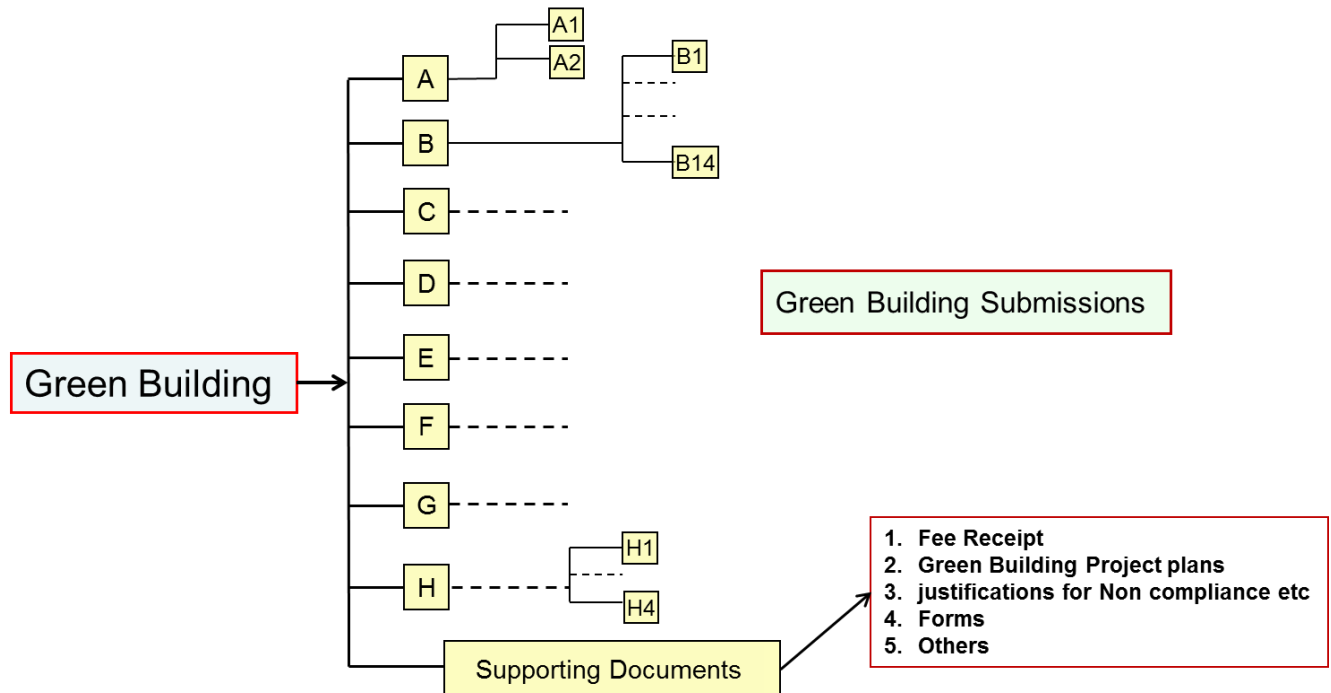
The clearance from the Green Building department may be conditional subject to compliance to specific comments and letter of undertakings issued by the client. It remains the developer’s responsibility to ensure that all the comments are addressed and complied within the specified timeframe mentioned therein. Any nonconformity with this requirement may lead to delays in approval of the CED Building Completion Certificate.

**2. SCOPE:** All clients operating under PCFC-Trakhees jurisdiction area.

### **3. PROCEDURE:**

3.1 **Green Building Submission:** The Main consultant appointed by the client shall submit the Green Building Project Plan (GBPP) for the subject project. The GBPP is deemed to comprise a detailed report on the strategies proposed to be adopted in the process of compliance with the Regulations for the project. For those aspects of the regulation where a clear strategy has already been put in place in design, necessary supporting documents to demonstrate compliance such as marked-up drawings, calculations, selection chart, relevant clauses of the tender specifications, schedule of equipment etc. are deemed part of the submission. The Green building project plan GBPP and other supporting documents shall be submitted in **soft copies (1 set of CD in PDF format only)**. Details of the Consultant, client & Developer, Plot No., location, Subject, date of submission, and signature of authorized person should be written on the CD as per the attached template.

A **suggested folder** format for green building submission is outlined below wherein several documents that are part of the green building submissions can be segregated under different heads. It consists of a main folder called "Green Buildings" under which several sub folders each representing a category have been created. Relevant documents demonstrating compliance to the categories are filed under these subfolders.



### 3.2 **Submission of Required Documents:**

The list of documents comprise ALL of but NOT LIMITED TO the following

- Covering letter from consultant/contractor/client (whoever has obtained the BP)
- Green Building Submission Booklet as stated in section 7 “Applicable forms / attachments / checklists”

In addition, all supporting documents referred to in the Regulation GB 7.0 under the section “Evidence Required at Design Stage NOC-BP” should be made available in the package as part of the NOC-BP submissions.

- 3.3 **Payment:** The appraisal fee for Green Building shall be paid by Consultant/Contractor prior to submission of Drawings. *Copy of the appraisal form & payment receipt shall be submitted* along with the Green building submissions (Refer Appraisal Form). Clarifications on Payment can be verified with EHS-Document controller or Green Buildings Department. Submissions without payment receipt for Green Buildings shall not be accepted by Document Controller.

- 3.4 **Review Process:** The sustainability department undertakes a comprehensive review of the green building submission to ascertain its completeness, consistency and clarity in demonstrating the compliance and to ensure that the strategies are relevant and practical. The comments / observations of the department are disseminated to the stakeholders in the form of a review report which is transmitted electronically to the stakeholders including the green building consultant (if applicable) that prepared the submission package.

Response from the green building consultant / Engineer to the comments shall be clearly addressed to the green building department. For specific clarifications, the Green Building consultant shall coordinate with the department on the pending issues and seek further clarifications if required.

It generally takes 5 to 6 working days for the department to complete the review of the submissions

- 3.4 **Clearance:** Green Building Clearance for EHS-NOC for Building Permit (BP) shall be issued by the GB department to the Permits department which in turn would forward them to respective Consultant within 05 working days of submission, subject to satisfactory submission and addressing major GB Dept. concerns & requirements. The NOC may be issued by the Permits Department with /without comments.

- 3.5 **Clarifications/Meetings:** Clarifications on the EHS- Green Building Section comments shall be entertained through scheduled meetings at EHS main Building from 9AM-12Noon (EHS) on all working days by prior appointment.

#### **4. TARIFF:**

REVIEW (EHS- NOC For Building Permit) Charges	Unit	Green Building Project Plan (GBPP) / Study Report Review Charges (AED) where applicable
Standard Charges, per sq. mts of Total Built Up Area	per sq. mt	1.0

#### **5. APPLICABLE REGULATIONS:**

- a) Regulation GB-8.0 Green Building Regulation – Villas & Residential Development (upto 3 habitable floors)

#### **6. EHS-GB DEPARTMENT'S CONTACTS:**

A) Mr. P.R.Jagannathan – Sustainability Manager

Tel: 04-8811881/8068838;

E-Mail:- [Jagan.R@trakhees.ae](mailto:Jagan.R@trakhees.ae)

B) GB Department E-Mail

[EHS.GreenBuilding@Trakhees.ae](mailto:EHS.GreenBuilding@Trakhees.ae)

C) For Submission Status: EHS Document Controller, Tel: 04-8068803; Fax: 04-8818857.

#### **7. APPLICABLE FORMS /ATTACHMENTS/CHECKLISTS:**

The following forms (Checklists, Annexure etc) are required to be used as per the requirement and nature of submission and have to be submitted along with the Green Building Project Plan (GBPP). These forms are available on the website (Both under Permits Section and Green Building Department sections of the portal) & shall be submitted to EHS Permits department in a separate CD

#### **GBF-9 Submission Booklet [NOC-BP – VILLAS]**

#### **Note**

- a) The above documents relate purely to Green building related submissions as required by the Green Building department.
- b) This procedure is not applicable to projects following the LEED rating system

## CD Cover Template

**EHS**  
**CD Submittal Documents**

**Purpose of Submission:**

**Business Unit:**

**Client:**

**Email:**

**Consultant:**

**Contractor:**

**Email:**

**Our Ref (If Any):**

**Your Ref:**

**For office use only:**

**Signature**                      **Date/Time:**

Please attach the following information in a 'Word document' on the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

### **EHS Document Submittals**

**Purpose of submission :**

**Business Unit** :

**Plot No.** :

**Client** :

**Email** :

**Consultant** :

**Email** :

**Contractor** :

**Email** :

**Date** :

**Our Ref. (If Any)** :

**Your Ref.** :