

Client Procedure

Green Building Submissions during NOC-BP

(Applicable to projects following Regulation GB 4.0)

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 projects that fall under the “EHS Green building Regulations and being assessed through the Regulation GB-4 – Major Projects which in the current form has been adopted and aligned to LEED (Leadership in Energy and Environmental Design) Rating system”.

This procedure which exclusively deals with green building related submissions 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 green building submission has to be coordinated with the main NOC-BP submission. Under no circumstances would it be made independently.

The development of facilities within the jurisdiction of Trakhees-EHS necessitates approval from the Green Building department (Sustainability Department) to facilitate the permits department in issuing NOC-BP. This approval follows the review of the Green Building Project Plan (GBPP) and the other 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 / observations of the department and letter of commitment / undertakings issued by the client in response to those. 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 Permit / COC.

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

3. PROCEDURE:

- 3.1 **Green Building Consultant Submission:** The Green Building consultant appointed by the client shall submit to the main consultant, the Green Building Project Plan (GBPP) along with the other documents, in **soft copies (1 set of CD in PDF format only)**. The Green Building Consultant, client & Developer, Plot No., location, Subject, date of submission, and signature of authorized person should be written on the CDs as per the attached template.

Green Building Certification

The submission should also include the strategy for the Green Building Certification of the proposed development. If the client is exercising the option of EHS In-House certification in lieu of external certification, it should be conveyed during the NOC-BP submission for records. This involves the following:

- Letter of undertaking form GBF-13a duly filled and signed by the authorized signatory
- Project Registration Form GBF-13b for Green Building Certification
- Proof of payment of In-house certification fee

It is the responsibility of the appointed Green Building Consultant to appraise the client and associated stakeholders of the EHS In-House Certification process and accordingly assist the stakeholders with relevant documentation for this service.

- 3.2 **Payment:** The appraisal fee for Green Building Review shall be paid by Consultant/Contractor prior to submission. Copy of the appraisal form & payment receipt shall be submitted along with the green building submission (Refer Appraisal Form). Submissions without payment receipt for Green Buildings shall not be accepted by Document Controller.

Green Building Certification fee (for projects seeking In-House Certification) is different and shall be paid separately in case the project wishes to get in-house certification from EHS. The tariff for in-house green building certification service is detailed as part of the Certification procedure EHS-GBP-13 and is reproduced in section 4 for convenience.

- 3.3 **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 Review process would also involve the registration for EHS In-House certification for projects that are exercising this option in lieu of external certification. 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 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:** The Green building department would provide clearance to the project upon ascertaining that the comments / concerns raised in the review reports have been reasonably and satisfactorily addressed by the stakeholders. The approved review report would be transmitted electronically to the stakeholders including the green building consultant. The approval may be conditional subject to certain time bound commitments and undertakings of the stakeholders. However the NOC for the Building permits (BP) would be issued by the permits department only and is generally sent to Engineer of record

and the client.

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

Additional (For projects seeking In-House Certification program in lieu of external certification)

Green Building Certification	Unit	Charges
For Area \leq than 8,000 m ²	Single charge (Fixed Minimum)	AED 8,000 (AE Dirhams eight thousand only)
For Area $>$ than 8,000 m ²	per sq. mt	AED 1.0
Standard Charges, per sq. mts of Total Built Up Area		
For Areas \geq 100,000 m ²	Single charge (Maximum Cap)	AED 100,000 (AE Dirhams one hundred thousand only).

5. APPLICABLE REGULATIONS:

- a) Regulation GB 4.0 Green Building Regulations-Major Projects

6. EHS-GB DEPARTMENT'S CONTACTS:

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

Tel: 04-8811881/8068838;

E-Mail:- Jagan.R@trakhees.ae

B) GB Department

E-Mail – 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-05	Submission Booklet
GBF-13a	Letter of undertaking for EHS In-House Certification
GBF-13b	Green Building Certification-Registration Form

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 coming under the purview of following Regulations
 - a. **GB 6.0** Green Building Regulations for warehouses and industrial developments
 - b. **GB 7.0** Prescriptive compliance sheet
 - c. **GB 8.0** Green Building regulations for villas and Residential developments up to 3 habitable floors

c) **CD Cover Template**

EHS
CD Submittal Documents

Purpose of Submission:

Business Unit:

Client:

Email:

Plot no:

Date:

Consultant:

Email:

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 :