

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

*(Applicable to projects following Regulation GB 6.0)*

### *Warehouse & Industrial Developments*

#### 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 **warehouse development projects** (of Trakhees Jurisdiction) that fall under the “EHS Green building Regulations and being assessed through **Regulation GB-6.0**”.

In view of the fact that the project is largely following the Prescriptive criteria established by the above mentioned Regulation (but for specific cases such as Energy Modeling, analysis etc), it is presumed that the required compliances at the design stages can be accomplished by an experienced Architectural / Engineering consultant. In line with that, submission through an EHS prequalified Green Building consultant is not mandatory unless certain credits necessitate so. This does not tantamount to imply that a Green Building submission can be incomplete. It is the consultant’s responsibility to ascertain the nature of the credits that are part of this regulation, assess and ascertain the limitations if any and accordingly seek the services of external professionals if required. Comprehensive and consistent submission with appropriate supporting conditions is a prerequisite under all circumstances

**Accreditation:** Please note that it is the requirement of the regulation and the procedure that that the relevant individuals working on the project have successfully obtained the accreditation for the warehouse green building regulations that is offered by the sustainability department. Please note that accreditation is mandatory and helps in clear understanding of the regulations and proper implementation of those principles into the project.

It is also important that the consultant’s site team / contractor’s team is well geared to comply with the requirements on site. In this regards, contractor's project representative / team leader should be advised to contact the accreditation department (at EHS.accreditation@trakhees.ae or phone 04-8068888) for completing the above program as understanding the regulations is key to proper compliance on site. This would significantly enhance the quality of NOC-BCC submissions and ease up the overall regulatory process.

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 permit.

***It should be noted that projects that are voluntarily opting for the LEED based Regulation GB-4 LEED and green building certification of their proposed facility should follow the procedure EHS-GBP-05 and make submissions in line with the conditions and requirements stated within.***

**2. SCOPE:** All clients operating under 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 which 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 the 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 CDs as per the attached template.

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 forms as stated in section 7 "Applicable forms / attachments / checklists"

In addition, all supporting documents referred to in the Regulation GB 6.0 under the section "Evidence Required at Design Stage NOC-BP" should be made available in the package as part of the NOC-BP submissions.

Please note that as stated above, it is the requirement of the department that the relevant individuals working on the project have successfully **completed the Green Building Accreditation** that is offered by EHS sustainability department warehouse regulations. Proof of completion of accreditation / registration with the accreditation department should be attached as part of the submission package.

- 3.3 **Payment:** The appraisal fee for Green Building 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.
- 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 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
- 3.5 **Clearance:** The Green building department would provide clearance to the project upon ascertaining that 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.
- 3.6 **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-6.0 Green Building Regulation – Warehouse and Industrial Developments

#### **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-11 Submission Booklet [NOC-BP – WAREHOUSE]**

#### **Note**

- The above documents relate purely to Green building related submissions as required by the Green Building department.
- This procedure is not applicable to projects following the LEED based regulations. Such projects should refer to procedure EHS-GBP-05

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.** :