

CLIENT PROCEDURE FOR EHS-NOC FOR BUILDING PERMIT

1.0 PURPOSE

The development of facilities within the jurisdiction of Trakhees-EHS necessitates approval on the plans, designs and drawings of the facility prior to modification/construction. In order to enable the developer to obtain the necessary Building Permit from Trakhees-Civil Engineering Department (CED), first it is required to obtain the EHS-NOC from EHS-Facility Permit Section which is a pre-requisite for the issuance of the CED Building Permit. EHS-NOC may be issued with comments. It remains the developer's responsibility to ensure that all the comments are addressed and replied in writing within 3 months of issuance of the EHS-NOC. The pending comments if not replied will be confirmed for completion in writing by the consultant during BCC stage. Any non-conformity with this requirement may lead to delays in approval of the CED Building Completion Certificate.

2.0 SCOPE

All clients operating under PCFC-Trakhees jurisdiction area.

3.0 PROCEDURE

3.1a Consultant Submission: The consultant/contractor appointed by the client shall submit their documents in soft copy as per the check list (1 CD in PDF format only) at EHS Main Office Reception near JAFZA Main Gate No.03 by hand delivery, along with the covering letter. The green building matrix for the applicability of green building regulations can be referred & the submissions to be made accordingly in the same CD with one more folder named as for green building department. The consultant shall ensure that EIA/RA reports (wherever applicable) are submitted/approved prior to obtaining the Building Permit. 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. If the client intends to carryout additional construction within their facility, the drawing submission should include the previous approved drawings from EHS & CED. Also the proposed drawings should highlight modifications & applicable changes with cloud along with drawing number & correct revision number with date, prepared by, scale in PDF format. In case of resubmissions based on our drawing review report it should be clearly highlighted with title as resubmission with changes incorporating the previous drawing review comments & the reference number of the previous submission including the revision number of the drawings.

3.1b Need based Resubmission: In case of further revision needed by the client after the issuance of NOC for BP & before submitting to CED for BP, the applicant has to follow the same application procedure as mentioned in 3.1a along with the reference of all the documents submitted for the previous NOC.

3.1c EHS reserves the right to reject the submission if the submission is incomplete & with out the details of the person accredited by Facility Permit section with the application as per the circular issued bearing reference number EHS/Facility Permit/03/2012 dated 29th April 2012.

3.2 **Payment:** Payment of appraisal fee for EHS, Green Building and COC charges wherever applicable shall be paid by Consultant/Contractor prior to submission of Drawings. Copy of the duly filled appraisal form (Ref. No.PSF-03a – As referred below) & payment receipt shall be submitted along with the drawings submittal. Clarifications on Payment can be verified with EHS-Document controller or Facility Permit Section Officers listed below. Submissions without payment receipt shall not be accepted by Document Controller.

3.3 **Drawing Review Process:** Upon completion of drawing review, the EHS comments or NOC shall be sent/replied through email to concerned Consultant/contractor or client. Response to EHS comments from the consultant/client shall be clearly correspond with relevant EHS Representative who has reviewed the drawings. For re-submission, only relevant drawings shall be submitted & not all the drawings. For clarification of EHS comments the consultants/clients shall co-ordinate with relevant EHS Representative

3.4 **Approval:** EHS-NOC for Building Permit shall be issued by the concerned EHS officer and forwarded to respective Consultant or Client within 5 working days of submission, subject to satisfactory compliance and all major concerns & requirements. The EHS-NOC is valid for six months after the date of issue. It is to be noted that any application received after 12:00 o'clock noon will be considered from the next working day for submission date purpose & consequent review. Upon satisfactory response received from the Applicant for all pending comments, if any, EHS- Facility Permit Section would issue NOC with or without comments. The EHS-NOC will be valid for six months only & within the period of validity, the applicant may apply to Civil Engineering Dept. of Trakhees for Building Permit. After obtaining the final Building Permit from Civil Engineering Dept. the contractor/consultant shall obtain COC from EHS Construction Department prior to execute the construction work, please check Safety Circular No. EHS/FP/03/2012 dated 17th October 2012 for further reference.

In case if the applicant fails to do so, then if required, he can revalidate the NOC by making an application to EHS with the following documents.

- Covering letter
- EHS appraisal form & payment receipt copy (Revalidation Fee AED 500/-).
- Description for the need of the revalidation;
- Client confirmation letter for no change in the design of the project/subject as submitted in the initial submission.

3.5 **Clarifications/Meetings:** Clarifications on the EHS- Facility Permit Section comments shall be entertained through scheduled meetings at EHS main Building from 9:00 am -12:00 noon (EHS) on all working days by prior appointment.

4.0 TARIFF:

DRAWING REVIEW (EHS- NOC For Building Permit) Charges	Unit	EHS Charges (AED)	Green Building Feasibility Study Report Review Charges (AED) (Whenever Applicable)	COC Charges (AED) (Wherever Applicable)
1.Standard Charges, per sq. m. Total Built Up Area	Per sq. m.	2.0	1.0	1,00
2.Infrastructure & Site Preparation (Sewers, Roads, Pipelines, Trenches for Pipelines, including grading, leveling, fencing and site preparation, excluding any structures) :				
i. <1000 sq. m. (Total Area)		500		
ii. Between 1001 and 5000 sq. m. (Total Area)		2,000		
iii. Between 5001-10,000 sq. m. (Total Area)		4,000		
iv. Between 10,001-50,000 sq. m. (Total Area)		5,500		
v. Between 50,001-100,000 sq. m. (Total Area)		10,000		
vi. More than 100,000 sq. m. (Total Area)		20,000		

5.0 APPLICABLE REGULATIONS

- 5.1 Environmental Control Rules & Regulations
- 5.2 Health, Safety Regulations & Standards
- 5.3 Green Building Regulations for Dubai World Developments
- 5.4 Environmental & Food Establishment Guidelines
- 5.5 FZ/DM Rules (Where applicable)
- 5.6 Port & Maritime Regulations
- 5.7 All applicable EHS Guidelines

6.0 EHS-PERMIT SECTION-CONTACTS

- 6.1 **Mr. Malik Ansari - EHS Officer** (04-8068827) / **Mr. Salim Shahabudeen - EHS Officer** (04 806 8831) E-mail: Malik.Ansari@trakhees.ae / Salim.Shahabudeen@trakhees.ae
6.2 **Mr. Senthil Kumar – Manager – Facility Permit Section**
Tel: 04-8068807, Fax: 04- 8817023, E-mail: Senthil.Kumar@trakhees.ae
6.4 **For Submission Status - EHS Document Controller**
Tel: 04-8068803, Fax : 04-8818857

7.0 APPLICABLE FORMS /CHECKLISTS

The following forms (Checklists) are required to be used as per the requirement and nature of submission. These forms are available on the website & shall be submitted with all submissions to EHS Department on a **single CD**, containing folders titled for ‘EHS-Facility Permit Section’

- a) PSF – 3a EHS Appraisal Form - Drawing Review
b) PSF – 3b EHS –NOC - Checklist of submission

EXPLANATORY NOTES FOR OBTAINING EHS-NOC – BP

Introduction

From the year 2006, all developers (including clients/consultants/contractors) are required to obtain an EHS –NOC:BP from EHS-Facility Permit Section prior to applying for a Building Permit from the TRAKHEES-Civil Engineering Department (CED). This is to ensure that the Client’s/End user’s facilities comply with the required Health, Safety & Environment Standards as defined by Environment Health & Safety (EHS) in the design stage of the project. Any developer who intends to construct/erect/modify/alter/ addition of building/ facility, carry out any civil/mechanical works such as Building, roads, earthworks, Plot leveling, fencing or pipelines, tanks, install machinery, equipment, racking systems etc., shall follow the required procedure to obtain the EHS-NOC prior to applying for the Building Permit.

Certificates of Conformity

Construction Procedure shall be in line with the requirements of Civil Engineering Department (CED) Building Regulations & Design Guidelines. However, after mobilization and prior to start of construction activities, the contractor shall invite EHS- Construction Section for site inspection and obtain a Certificate of Conformity (COC-I). Any works that commence prior to obtaining the same could result in sanctions/penalties. The developers shall be fully aware of the procedure/ requirements in regard to submission of EHS Forms I, II & III in regard to obtaining the Certificates of Conformity from EHS to ensure Construction Safety.

Notes

1. Prior to seeking EHS--NOC from EHS, the developer shall obtain the following approvals:
 - a) Concept Design approval from CED wherever applicable.
 - b) Approval from CED/Property Department on % of area to be developed (if exceeding standard CED norms)
 - c) Approvals from Master Designer /Infrastructure Consultant/Dubai Municipality (where applicable) on connection of house drainage to Drainage networks
 - d) Connection to Fire main Network System, if available.
2. All submissions for EHS -NOC: Building Permit shall be accompanied by the EHS Appraisal Form, Payment Receipt Copy as well as Submission Checklist (Attached). A single CD to be submitted as mentioned above in clause 3.1a to EHS Reception near Main Gate No.3 and communication of each department with Consultants shall be separate during review stage.
3. Consultant shall ensure that Environmental Impact Assessment Reports/Risk Assessment Reports (where applicable) are submitted/approved prior to or along with the drawings. Installation of Gas tanks & Networks/Chemical/Dangerous Goods facilities shall automatically necessitate a Risk Assessment Study.
4. All Drawings shall be properly numbered/tagged with relevant Revision Numbers. Any modifications/ extensions to existing facilities/developments shall be appropriately described in the Project Description with relevant clear indications on the drawings.
5. The EHS - NOC procedure and forms will also be applicable for machinery/equipment/racking installations & Site Offices.
6. Only 1 CD (Soft) copy should be submitted
7. On satisfactory submission of EHS details/requirements, EHS - NOC: Building Permit shall be issued with/without comments that need to be resolved during the Building Permit Process.
8. Any delays in clarification in EHS-Facility Permit Section comments/requirements may result in disciplinary action as deemed necessary by the Authority.
9. At the discretion of the Authority, the EHS - NOC may be cancelled/suspended if:
 - a) Work was carried out in contravention of the conditions of the EHS - NOC - BP/regulations issued by the Authority
 - b) It is subsequently revealed that the EHS --NOC - BP was issued on the basis of erroneous or inadequate information supplied by the developer or his agent.

CD Cover Template

EHS

CD Submittal Documents

Purpose of Submission:

Business Unit:

Client:

Email:

Plot no:

Date:

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. :