

Client Procedure for Green Building

Submissions during Building Completion (NOC-BCC)

(Major Projects)

PCFC- Entity (Business Unit) Name : Trakhees – Ports, Customs & Free Zone Corporation

Department Name : Civil Engineering Department (CED)

Section Name : Permit Section (Green Buildings/ Sustainability)

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1. Purpose

The purpose of this document is to assist the stakeholders in planning and collating the Green Building submission required by the sustainability section as part of building completion process.

The development of facilities within the jurisdiction of PCFC Trakhees necessitates approval from the Green Building (Sustainability Section) to facilitate the issuance of building completion certificate. This approval follows the review of the Green Building Project Report (GBPR) and the other supporting documents mentioned therein that are instrumental to the submission process.

The clearance from the green building may be conditional subject to compliance to specific comments of the green building and letter of commitment /undertakings issued by the developer 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 Building Completion Certificate.

2. Scope

This procedure is applicable to:

- Projects that are being assessed under Regulation GB-4 – Major Projects which in the current form has been aligned to LEED (Leadership in Energy and Environmental Design) rating system”.
- Projects that are being assessed under Dubai Building Code.

3. Definitions

PCFC	Ports Customs & Free Zone Corporation, the Corporation
GB	Green Buildings
DBC	Dubai Building Code
Consultants / Specialist companies-	Third party organization which administers the green building requirements into the project at design, construction and operational phases.
Contractors -	Business or Corporation which supports consultants in doing project-related work in terms of materials and resources

4. Procedure

4.1 **Green Building Consultant Submission:**

This Green Building submission shall be part of Trakhees' Integrated joint BCC process and shall be submitted online (Link: <https://online.trakhees.ae/>) by the appointed Consultant.

The green building submission should be administered only by the appointed green building Consultant.

The green building Consultant shall submit, to the main Consultant, the green building project report (GBPR) along with the other documents to demonstrate compliance to the requirements.

Projects pursuing CED In-House Green Building Certification should submit proof of payment of Green Building Certification fee and the project registration details. It is imperative that the registration is completed by the time the project is submitted for BCC.

It is the responsibility of the Green Building Consultant to advise the stakeholders on this procedure.

4.2 **Submission of Required Documents:**

The submission should be able to demonstrate that the project has fulfilled the criteria required in the design and construction stage and is well geared to carry it forward towards sustainable operations. It comprises all of, but not limited to, the following

- a) Covering letter from consultant/contractor/client (whoever has obtained the BP)
- b) [TRK-CED-GB-CF04\(1\)a Submission Booklet \(NOC-BCC\) Major Projects](#)
(For Projects with BP obtained prior to DBC implementation)
- c) Supporting documents referred to in the above booklet/checklist.

Important Note

1. The submission should be precise and focused, clearly attaching **ONLY** relevant excerpts / extracts.
2. Please do not submit irrelevant / large size documents as evidence. Instead submit the correct section of the document / relevant drawing/specific photograph/ for review.
3. Please note that large capacity documents may not be accepted by the system

4.3 Review / Inspection Charges:

Currently there are NO appraisal fees for NOC-BCC stage for review of Green Building documents and inspections

In-House Certification

In case the project is seeking EHS In-House Green Building Certification, as stated earlier, the proof of payment of the fee should be attached along with this submission.

4.4 Review / Inspection Process:

Upon receipt of letter from Consultant with relevant attachments/drawings, as mentioned elsewhere in the procedure, Green Building Section will undertake a thorough review of the green building submission in relation to its requirements and issue a review report that shall be transmitted electronically, within 3 working days from the date of submission.

The key element of this exercise is to ascertain if the original green building project plan (GBPP) reviewed and approved during building permit stage has been successfully implemented at site.

For specific clarifications on the review comments, the Green Building consultant shall coordinate with the Green Building Section on the pending issues and seek further advice if required.

Although site inspection is not part of the process, the sustainability department may call for it if situation necessitates. During the inspection, the presence of representatives of the consultant & Green Building consultant (if applicable), contractor and (if required) the client shall be ensured.

4.4 Re Submission /Re-Inspections:

If the facility inspection report issued indicates approval status as “Re-inspection/Awaiting Clarification”, it implies additional clarification is required on the green building. Accordingly, the green building Consultant/ Contractor/ Client is advised to comply with the comments raised by the section and submit point-by-point compliance statement.

4.5 Clearance:

The Green building section 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 approval may be conditional subject to certain time bound commitments and undertakings of the stakeholders and to be closed by sustainability site status service.

4.6 Clarifications/ Meetings:

Clarifications on the CED- Green Building Section comments shall be entertained through scheduled on-line meetings <http://trk.pcfc.ae/MAS/>

5. Service Completion Time

No.	Process Measurement	Completion Time
5.1	New/Re-submit Final	3 WDs

6. Service Fees

Currently there are NO appraisal fees for NOC-BCC stage for review of Green Building documents and inspections.

Green Building appraisal fees for NOC-BCC stage is embodied with BP fees stage.

6.1 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 Standard Charges, per sq. mts of Total Built Up Area	Per Sq. Mt.	AED 1.0
For Areas \geq 100,000 m ²	Single charge (Maximum Cap)	AED 100,000 (AE Dirhams one hundred thousand only).

Note:

Certification charges for projects seeking Green Building Certification is applicable and should have been completed. Please refer to Green Building procedure; [PCFC-TRK-CED-GB-CP-06\(1\), Client Procedure for Green Building Certification.](#)

7. Related Forms

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).

7.1 [Submission Booklet \(NOC-BCC\) Major Projects](#) [TRK-CED-GB-CF04\(1\)a](#)

(For Projects with BP obtained prior to DBC implementation)

Note:

- a. The above procedure relates purely to Green building related submissions as required by the Green Building section.
- b. This procedure is not applicable to projects coming under the purview of following Regulations
 1. [GB 6.0 Green Building Regulations for warehouses and industrial developments](#)
 2. [GB 7.0 Prescriptive compliance sheet](#)
 3. [GB 8.0 Green Building regulations for villas and low rise residential developments up to 3 habitable floors](#)

8. Section Contacts

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9. Applicable Regulations

9.1 [Regulation GB- 4.0 Green Building Regulations - Major Projects](#)