

Client Procedure for Green Building

Submissions during Building Completion (NOC-BCC)

(Villas & Residential developments up to 3 habitable floors)

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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Table of Contents

1. Purpose	3
2. Scope	3
3. Definitions.....	4
4. Procedure.....	4
5. Service Completion Time.....	8
6. Service Fees	8
7. Related Forms.....	8
8. Section Contacts.....	8
9. Applicable Regulations	9

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:

- 2.1 Villas and Residential projects (upto 3 habitable floors), that are being assessed under Regulation GB-8.0 within PCFC- Trakhees jurisdiction (prior to DBC implementation).
- 2.2 Villas & townhouses that are being assessed under Dubai Building Code-DBC within PCFC- Trakhees jurisdiction.

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

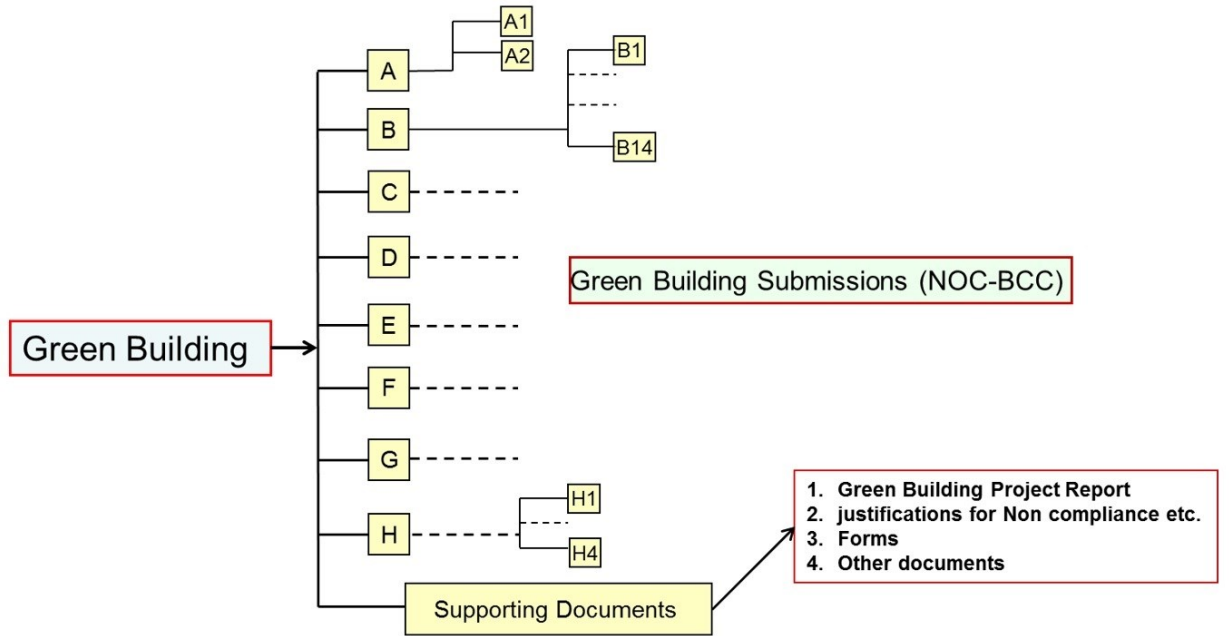
4. Procedure

4.1 **Green Building Consultant Submission:**

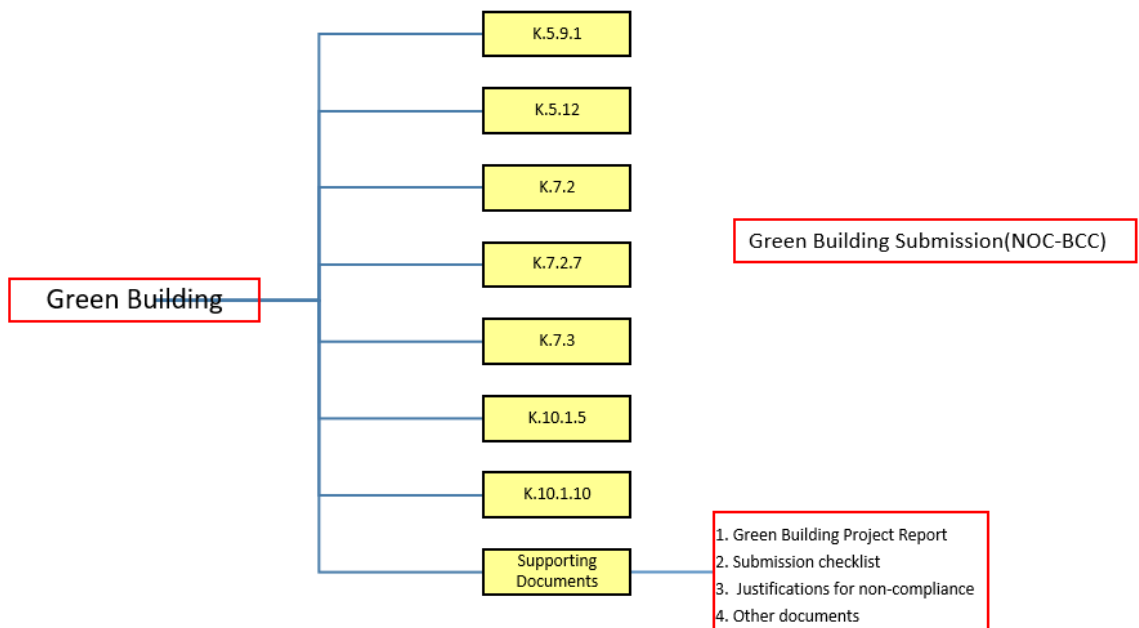
This Green Building submission shall be part of Trakhees' Integrated joint BCC process and shall be submitted online (Link: <https://online.trakhees.ae/>) by the appointed Consultant.

A 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.

4.1.1 For projects that are being assessed under Regulation GB-8.0:



4.1.2 For projects that are being assessed under Dubai Building Code



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(3)a Submission Booklet (NOC-BCC) Villas Residential upto 3levels
(For Projects with BP obtained prior to DBC implementation)
- c) TRK-CED-GB-CF04(3)a, Checklist for Green Building Permit Submission (Villas & Townhouses)
(For projects with BP obtained after DBC implementation)
- d) 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 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.

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).

These forms are available on the website (Both under Green Building sections portal) and shall be submitted to CED- Permits section, in relevant folder of submission.

7.1 Submission Booklet (NOC-BCC) (For Projects with BP obtained prior to DBC implementation)

[TRK-CED-GB-CF04\(3\)a](#)

7.2 Checklist for Green Building Submission (For Projects with BP obtained after DBC implementation)

[TRK-CED-GB-CF04\(3\)a](#)

8. Section Contacts

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9. Applicable Regulations

- 9.1 [Regulation GB-8.0 Green Building Regulations](#)- Villas & Residential Developments up to 3 Habitable Floors.
- 9.2 [Dubai Building Code](#).