



## Client Procedure for Green Building

### Submissions during Building Completion (NOC-BCC)

### (Warehouse & Industrial development)

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 all warehouse development projects (of Trakhees Jurisdiction):

- 2.1 That fall under the "Green building Regulations and being assessed through Regulation GB-6.0".
- 2.2 That is being assessed under Dubai Building Code-DBC.

**Accreditation:** Please note that it is the requirement of the Regulation and the procedure, that relevant individuals working on the project have successfully obtained the Accreditation, for the Warehouse Green building Regulations, as offered by the Sustainability department. Please note that Accreditation is mandatory and helps to 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 regard, contractor's project representative / Team leader should be advised to contact the Accreditation department 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.



### 3. Definitions

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

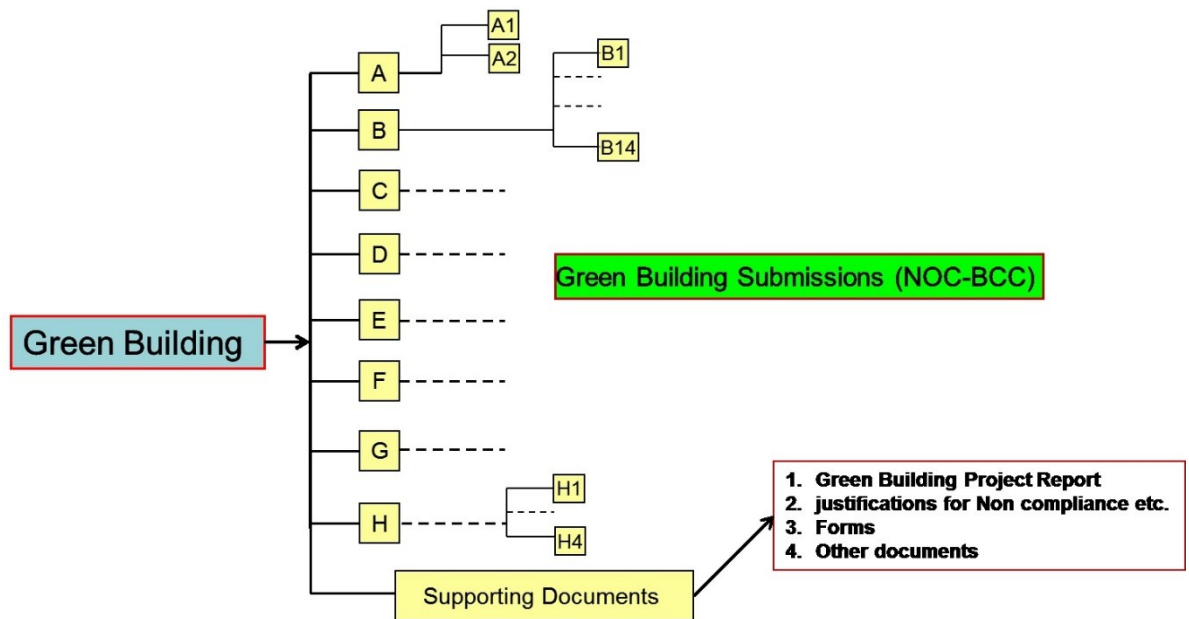
### 4. Procedure

#### 4.1 **Green Building Consultant Submission:**

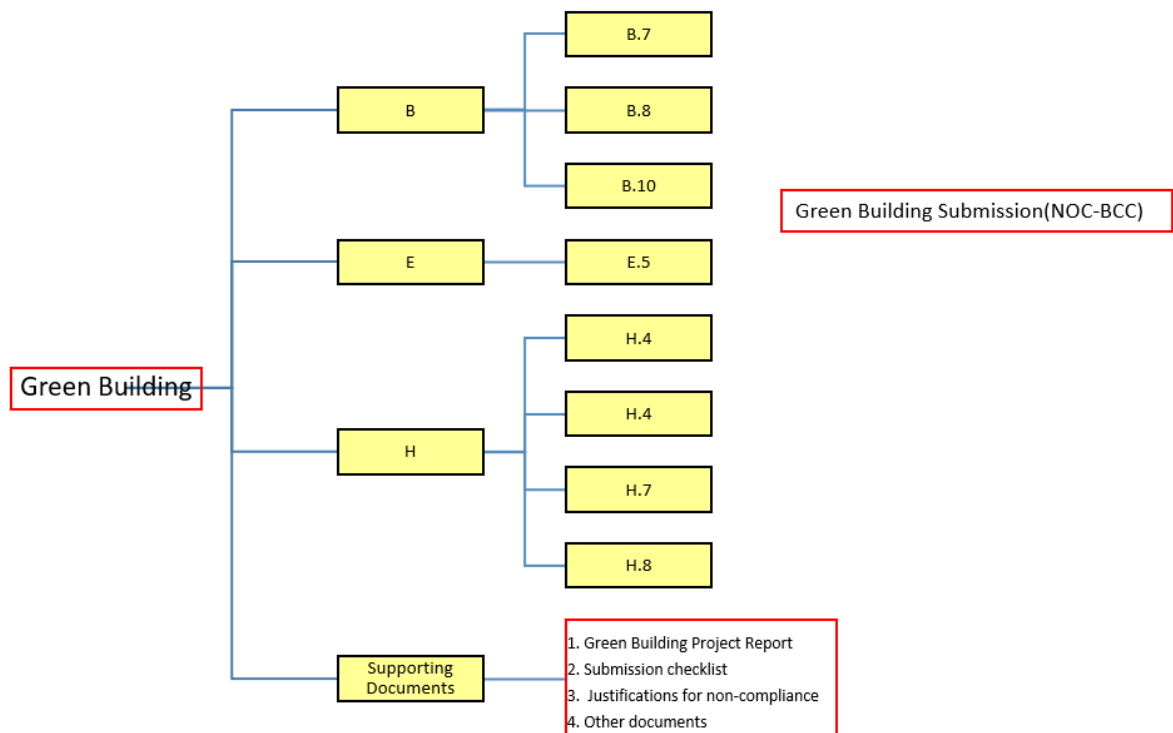
This Green Building submission shall be part of Trakhees' Integrated joint BCC process and shall be submitted online (Link: <https://online.trakhees.ae/>) by the appointed Consultant.

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(4)a, Submission Booklet (NOC-BCC) Warehouses Industrial devpts
- c) Supporting documents referred to in the above booklet.

#### **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 department 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 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).

7.1 Submission Booklet (NOC-BCC – Warehouse & industrial developments) [TRK-CED-GB-CF04\(4\)a](#)

## 8. Section Contacts

8.1 Eng. Muna Ismael Al Qaysi, Manager Architectural, Permit & Sustainability Section

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## 9. Applicable Regulations

9.1 [Regulation GB-6.0 Green Building Regulations](#)- Warehouse & Industrial Developments.

9.2 [Dubai Building Code](#).