

## Client Procedure for Obtaining

### Concept Design Approval

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

Department Name : Civil Engineering Department (CED)

Section Name : Permit Section

Document Reference Number : PCFC-TRK-CED-PS-CP-11

Revision Number : 02

Revision Date : October 2022

Classification : Public

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## 1. Purpose

The purpose of this document is to outline the procedure for the Client to obtain Concept Design NOC which is the initial stage of the Building Permit approval. This is required to ensure that the Architectural drawings are in compliance with the minimum building design requirements stipulated in [Dubai Building Code](#), International Codes and relevant Trakhees-CED Codes & Regulations prior to proceeding for the Building Permit submission approval.

## 2. Scope

The scope of the process is from receipt of the Concept Design application (online submission) to issuance of Concept Design NOC within Trakhees' jurisdiction, with regards to the types of Concepts as mentioned below:

### Types of NOC in Scope:

There are four types of submissions for Concept Design that can be applied for, by appointed customer's Consultant and these include:

- 1) **Concept Design - New:** New Concept Design approval for a new project, not applied for before
- 2) **Concept Design - Revision:** if there is a major change in the design.
- 3) **Concept Design - Amendment:** An amendment shall be done for any change in the issued Concept Design such as change of Client, Consultant, Contractor, Project description, BUA, plot number etc.
- 4) **Concept Design - Revalidation:** Required, after 6 months from the date of issuance if Building Permit not issued.

**NOTE:** The maximum permitted revalidation times is 3 times, otherwise a new Concept Design shall be applied. However, an exception may be accepted / permitted.

This process is handled by the Architectural & Facility Permit Section and it may be distributed to other Sections (i.e. Planning Section) for their feedback when required.

### 3. Definitions and Abbreviations

- 3.1 Concept Design Approval from Trakhees (hereby referred to as 'Authority') issued to initially permit the design prior to proceeding with final stage of Building Permit, in accordance with approved drawings, specifications and conditions, under full responsibility of the appointed Consultant and Contractor
- 3.2 Exception / Special Approval Approval granted by parties empowered by the Law to authorize exemption from these Regulations, or from any other legislation related to Construction works. Special approvals are an important part of the Permitting process (eg. Applicable for architectural issues, for accepting Consultant/Contractor without matching category of the building height, etc.)
- 3.3 Appraisal Fees (Initial Payment): Appraisal fees do not indicate the final fees for the submission, but is only to begin CED's processing of the submission, during which any additional/ revision fees shall be added as final fees (refer 1).
- Payments can be made via channels such as online payments / Al Ansari Exchanges / Bank Transfers
- 3.4 Regulation: Considered as legal restrictions publicized by government authority; it is the act of regulating or state of being regulated; an authoritative rule dealing with details or procedure
- 3.5 Arch - Architecture
- 3.6 DBC – Dubai Building Code
- 3.7 B.P. – Building Permit
- 3.8 CDA - Concept Design Approval, the first stage in development approval
- 3.9 DCR – Design Control Regulation
- 3.10 Etisalat / DU – Telecommunication Providers
- 3.11 NOC – No Objection Certificate
- 3.12 TIS – Traffic Impact Study
- 3.13 DTCM - Tourism NOC
- 3.14 Authority – Trakhees (PCFC jurisdiction)

For acronyms, kindly refer to [APPENDIX – 1: Definitions & Acronyms](#)

## 4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.  
For a more detailed approach, please read below.

- 4.1 INFORMATION & PREPARATION:** For identification of Concept Design approval stages and submission requirements, the Applicant has to visit the website (<https://www.trakhees.ae/en/ced/Pages/Client-Procedures.aspx>) and refer client procedure PCFC-TRK-CED-PS-CP-11 (this procedure) with related forms (refer [section 7.0](#))

Client's Consultant shall register project in CPR to obtain Project ID prior submitting for concept design. (Trakhees/CED Helpdesk shall reject submission if project not registered and Project ID not obtained prior concept design submission)

### 4.2 APPLICATION:

The application can be applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in [Concept Design Application Form \(TRK-CED-PS-CF11a\)](#) using the applicable folder codes as per the requested application and including all necessary documents ([refer section 7](#)).

#### 4.2.1 For New Concept Design applications:

New Concept Design request can be applied after initially obtaining Project ID.

#### 4.2.2 For Revised Concept Design applications:

Concept Design revision request can be applied after obtaining the Concept Design NOC and when there is a major change in the design.

#### 4.2.3 For Revalidation and Amendment applications:

Concept Design amendment and revalidation request can be applied after obtaining the Concept Design. The Concept Design amendment is required to obtain the approval for any revision on the issued Concept Design and the Concept Design revalidation is required to revalidate the expired issued Concept Design when Building Permit is not issued.

#### 4.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly advises customer if MORE INFO required (via system). Once all requirements are validated as ok, the customer is notified to proceed to pay for the Concept Design NOC appraisal.

4.3.1 The Concept Design NOC appraisal fee receipt is essential to proceed with Concept Design NOC review and approval. Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

#### 4.4 REVIEW & APPROVAL:

After the payment and within 7 working days, CED shall then notify customers on the below review outcomes.

**APPROVED -** If submission is approved and complete, while complying with all Regulations and Guidelines set by Trakhees, the CED Engineers stamp relevant drawings. (Additional\*\* calculated fees, if applicable, may be set here)

**NOT APPROVED -** In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the BP application.

#### 4.5 FINAL PAYMENT:

Upon receiving notification of successful approval, Applicant ensures that additional\*\* calculated fees (if any) are fully paid for, prior to receiving documents.

**NOTE :** Concept Design NOC documents are released via System, only after Applicant completes payments of all fees.

#### 4.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the Concept Design NOC and all approved drawings, immediately after completion of additional payments (if any).

**NOTE:**

- 1) For non-payments, Applicant receives a system notification/ reminder to settle payment, prior to being blocked in system.
- 2) The download link is valid for a month. If applicant fails to download within the validity period, the link expires, and applicant requires to apply for 'Request for Copy of documents, refer PCFC-TRK-CED-DC-CP-01)

- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued Concept Design-NOC and ensure compliance towards all recommendations are completed.

## 5. Process Measurements

No.	Process	Target (Working days)
5.1	Concept Design (New)	10 WDs
5.2	Revised Concept Design (Revision)	10 WDs
5.3	Revalidation of Concept Design (Revalidation)	10 WDs
5.4	Amendment of Concept Design (Amendment)	10 WDs

For all submission types, Trakhees/CED is committed to complete review process within the above mentioned targets, however delays can occur due to the following:

- Missing drawings. Or documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client

## 6. Service Fees

Applicable as per Project Specifications

## 7. Documents/ Forms

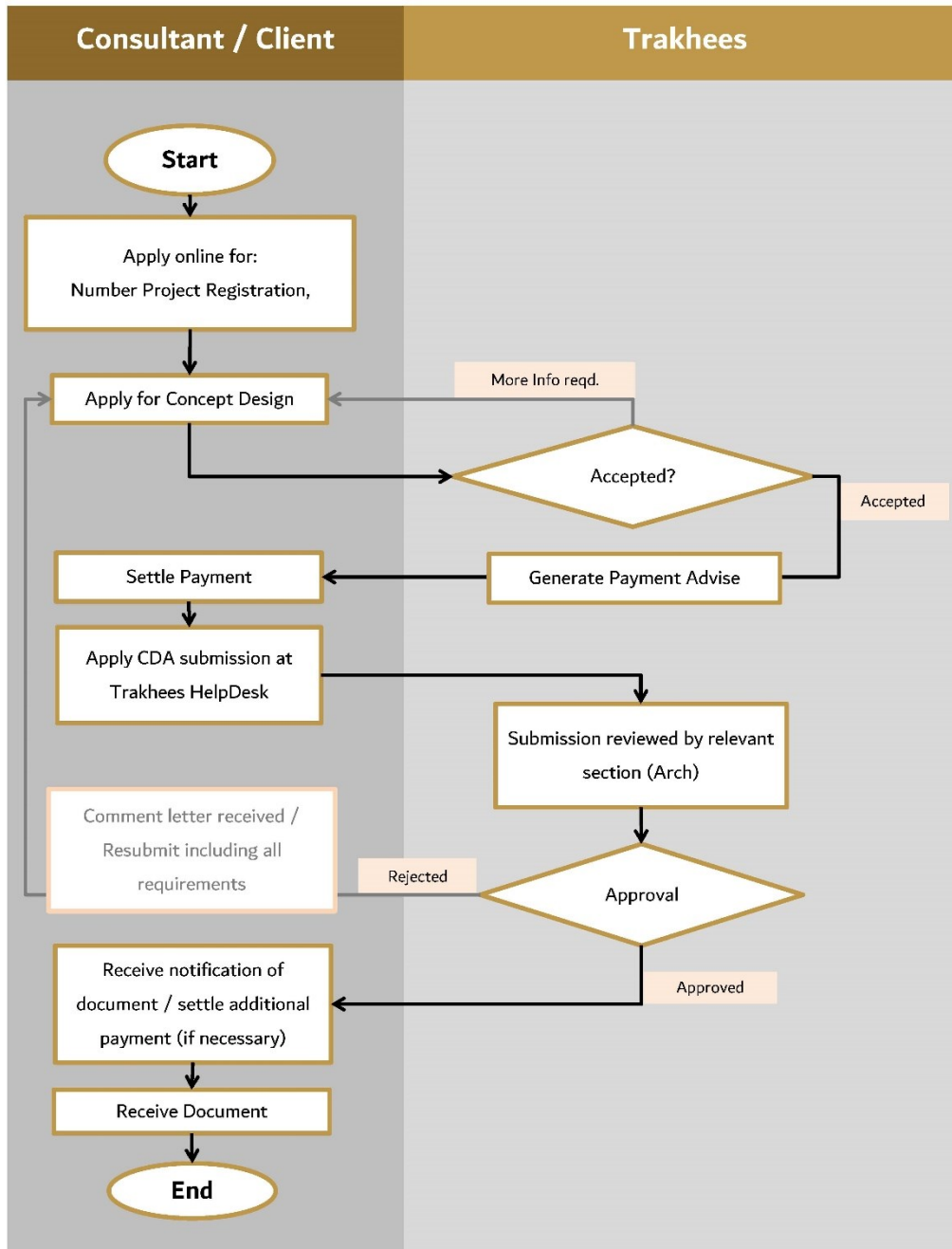
7.1 Application for Concept Design

TRK-CED-PS-CF11a

## 8. Applicable References and Regulations

- [Dubai Building Code](#)
- [Circular CEDGR-135, Dubai Building Code Implementation](#)

## 9. Workflow





## APPENDIX 1 – ACRONYMS

<b>ABP</b>	Administrator - BP Section	<b>GIS</b>	Geographical Information System
<b>ASHRAE</b>	American Society of Heating, Refrigeration and Air Conditioning Engineers	<b>GISE</b>	GIS Engineer
<b>Authority</b>	Trakhees	<b>HD</b>	Help Desk
<b>BP</b>	Building Permit	<b>HVAC</b>	Heating, Ventilation, and Air-conditioning
<b>BP number</b>	Building permit application number	<b>ID</b>	Inspection Department
<b>BU</b>	Business Unit, entities and establishments under the PCFC umbrella (marked **).	<b>JAFZA **</b>	Jebel Ali Free Zone Authority
<b>CCTV</b>	Closed Circuit Television	<b>JGE</b>	Jumeirah Golf Estate
<b>CDA</b>	Concept Design Approval	<b>MEP</b>	Mechanical, Electrical, Plumbing
<b>CEDSR (- ***)</b>	CPR Submission Number	<b>NAKHEEL **</b>	Nakheel Properties
<b>CEDPR (- ***)</b>	CPR Project Registration Submission No.	<b>NOC</b>	No Objection Certificate
<b>CED</b>	Civil Engineering Department	<b>PA</b>	Payment advise
<b>CPR</b>	CED Process Register	<b>PCFC **</b>	Ports, Customs & Free Zone Corporation
<b>COC</b>	Certificate of Conformity	<b>PLE</b>	Planning Engineer
<b>DBC</b>	Dubai Building Code	<b>PLNG</b>	Planning Section
<b>DC</b>	Document Controller	<b>PM</b>	Planning Manager
<b>DCD</b>	Dubai Civil Defence	<b>PROCESS</b>	Section in Civil Engineering Department, as
<b>DCR</b>	Development Control Regulation	<b>OWNER</b>	Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
<b>DED</b>	Department of Economic Development	<b>RA</b>	Risk Assessment
<b>DLTM</b>	Dubai Local Transverse Mercator	<b>RE</b>	Review Engineer
<b>DM</b>	Dubai Municipality	<b>REV</b>	Revision
<b>DMC **</b>	Dubai Maritime City	<b>ROW</b>	Right-of-way
<b>DO</b>	Drawing Office	<b>RTA</b>	Road and Transport Authority
<b>DPA **</b>	Dubai Ports Authority	<b>SC</b>	Section coordinator
<b>DPS</b>	Drawing Production System	<b>SD</b>	Senior Draughtsman
<b>DPW**</b>	Dubai Ports World	<b>SDO</b>	Senior Drawing Officer
<b>DUCAMZ **</b>	Dubai Customs Automobile Zone	<b>SE</b>	Survey Engineer
<b>EIA</b>	Environment Impact Assessment	<b>SMACNA</b>	Sheet Metal & Air Conditioning Contractors National Association
<b>EZW **</b>	Economic Zones World	<b>SM</b>	Senior Manager
<b>FP</b>	Facility Permits section of CED	<b>SNO</b>	Submission Number
<b>FRE</b>	Final Review Engineer	<b>TIS</b>	Traffic Impact Study
<b>FRECOM</b>	An Oracle based system used by <b>EZW</b> in managing facilities		
<b>GB</b>	Green Buildings		

**\*\* Business Unit / entities and establishments under the PCFC umbrella**