

## PERMITS/ NOC's ISSUANCE CHECKLIST - Building Construction (Procedure & Requirement)

M/S \_\_\_\_\_

### DEMARCATION

- Plot Demarcation Request
- Copy of HFZA Trade Licence
- Copy of Plot Plan
- Receipt of Applicable Fees

### TRADING SIGNBOARD

- Signboard Approval Form
- Copy of Trade Licence
- Receipt of Applicable Fees

### PLOT LEVELING & FENCING

- Request Letter from Investor / Contractor
- Appointment Letter of Contractor
- NOC Letter to Etisalat / Gas / SEWA-Elect. & Water
- Receipt of Applicable Fee
- Submit the obtained NOCs from Etisalat / Gas / SEWA-Elect. & Water
- HFZA to issue the Leveling & Fencing works approval

### HFZA APPROVAL ON SETTING LAYOUT PLAN

- Appointment letter of Main Consultant with valid HFZA Regn.Card
- Appointment Letter of HFZA approved Environmental Consultant
- Request letter from the Consultant
- Proposed Setting Layout Plan (2 Sets)

### Service Drawing Approval NOCs to the concerned Govt. Authorities:

- Request from the Consultant
- Receipt of Applicable Fee
- NOC letter to Etisalat / Civil Def./ Drainage / SEWA (Water & Elec.)

### BUILDING PERMIT

- Request Letter from the Investor / Consultant
- Appointment Letter of Electrical Contractor with valid HFZA & SEWA Regn.
- Appoint. letter of Main Contractor with valid HFZA Regn. & Sharjah Economic Lic.
- Appointment Letter of Firefighting Contractor with valid HFZA & Civil Defence Regn.
- Contractor EHS Method of Statement (Stamped & Signed)
- Copy of valid Contractor's Insurance Policies (Constn. of facilities & Workmen Compens.)
- Contract Agreement copies between Investor & Main, FF/FA & Elect. Contractors/Consultant
- Orig. App. Dwg from concerned Auth. (SEWA -Elec. Water/Etisalat/Civil Def.)
- A set of Arch./Strct./Drainage Drwgs.(Stamped & signed by Consultant)
- Soil investigation report (Stamped & signed by the Agency)
- Design calculations (Stamped & signed by Consultant)
- Receipt of Contractor Refundable Deposit
- Receipt of Built up area payment

### BUILDING PERMIT RENEWAL

- Request letter from Consultant / Investor
- Copy of expired Building Permit
- Receipt of Applicable Fee

### NOC FOR TEMPORARY CONNECTION / OPENING FILE

- Request Letter from Investor / Consultant
- Copy of the Valid Building Permit
- Receipt of Applicable Fee

### FINAL SURVEY CERTIFICATE

- Request from Consultant / Contractor

### BUILDING COMPLETION CERTIFICATE

- Request letter from Consultant
- Copy of Valid Building Permit
- Letter of Project Acceptance & Undertaking from Investor
- A Set of As Built Drawings-Arch./Strct./Drainage/All Services (Hard & Soft Copy-CD)
- Payment Clearance Certificate from Consultant / Contractor
- Orig. Inspection Certificate from Civil Def., Etisalat, SEWA (Elec. & Water)
- Payment Statement from HFZA Accounts Dept.
- Final Survey Certificate from HFZA Survey Section - Copy
- Fit to Use Certificate from Consultant / Contractor
- Receipt of BCC Issuance Fee
- Receipt of BCC Re-inspection Fee if applicable

### NOC FOR PERMANENT CONNECTIONS (Elect./Water/Tel/Gas)

- Request Letter from Investor / Consultant
- Copy of the Valid Building Completion Certificate
- Receipt of Applicable Fee

### OPERATION PERMIT / PROVISIONAL OPERATION PERMIT

- Investor's request letter
- Copy of valid Building Completion Certificate
- Copy of valid Insurance Policies (Existing Facilities & Workers Compensation)
- EIA & RA Reports / Environmental Clearance
- Operation Manual (Stamped & Signed by Investor)
- Assembly & Evacuation Plan (Stamped & Signed by Investor)
- EHS Method Statement (Stamped & Signed by Investor)
- Receipt of Applicable Fee

### OPERATION PERMIT / PROVISIONAL OPERATION PERMIT (RENEWAL)

- Renewal Request
- EHS Method of Statement & Operation Manuals if operation is changed
- Copy of valid Insurance Policies (Existing Facilities & Workers Compensation)
- Valid 3rd Party Inspection Report (Plant/Equip/Machineries)
- Env. Audit Report for HFZA Approval
- Copy of Expired Operation Permit / Provisional Operation Permit
- Copy of Valid Annual Maintenance Contract (AMC) for Existing FF/FA System
- Copy of Valid Civil Defence Fitness Certificate
- Receipt of Applicable Fees