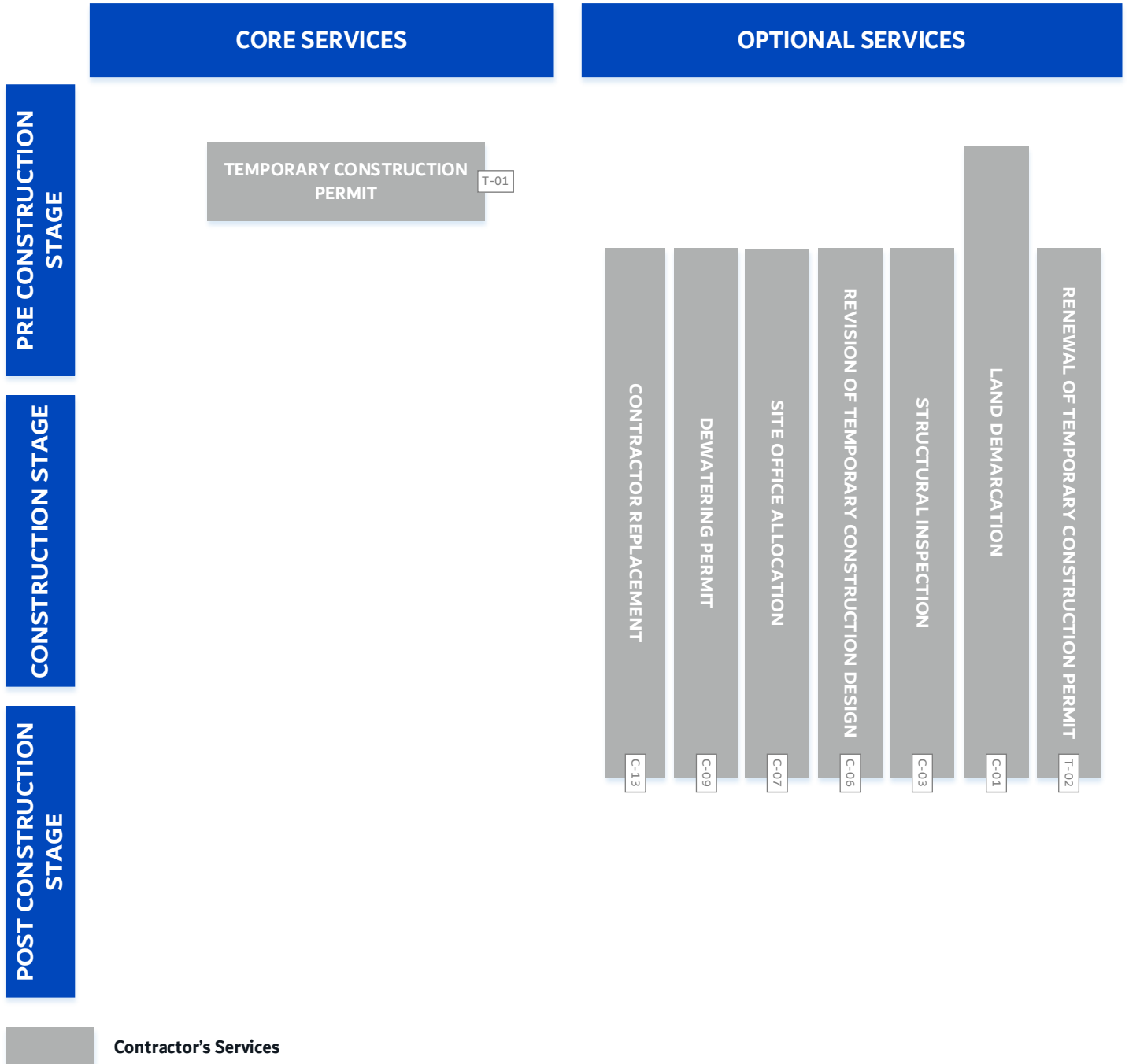


# TEMPORARY CONSTRUCTION SERVICES' ID CARDS

ISSUE NO. 5

DATED: DECEMBER 2021

# TEMPORARY CONSTRUCTION SERVICES MAP



<b>Service ID Name</b>	<b>TEMPORARY CONSTRUCTION PERMIT</b>	<b>Service ID No.</b>	<b>T-01</b>
<b>Description</b>	This service enables the customer to obtain a permit for construction work on a temporary basis		
<b>Requester</b>	Contractor		
<b>Service Deliverables</b>	Temporary Construction Permit		
<b>Service Request Channels</b>	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor Online: 24/7		
<b>Service Delivery Hours</b>	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
<b>Estimated Time to Deliver</b>	4 Working Days		
<b>Service Fees</b>	AED 5,000 <i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i>		
<b>Required Documents</b>	<ol style="list-style-type: none"> <li><a href="#">Temporary Construction Permit request</a> (In case of applying through customer service center)</li> <li>Design drawings stamped by consultant (as per <a href="#">Circular no. 400</a>)</li> <li>NOC from relevant local Authorities (if applicable)</li> <li>Soil report (if applicable)</li> <li>Copy of structural calculations and models (if applicable)</li> <li>NOC from Master Developer (if applicable)</li> </ol>		
<b>Note</b>	<ul style="list-style-type: none"> <li>Any damages/obstruction to existing services should be re-instated as original</li> <li>The approved permit is valid for 6 months</li> </ul>		
<b>How to Apply</b>	<p><b>Online</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))     </pre> <ol style="list-style-type: none"> <li>Login to DDA portal (<a href="#">Link</a>)</li> <li>Create new project for Temporary Construction</li> <li>Select Temporary Construction Permit application</li> <li>Complete the application</li> <li>Upload the required documents</li> <li>Pay the applicable fees</li> <li>Acknowledgement of receiving application will be sent</li> <li>Receive feedback within the estimated time</li> </ol> <p><b>Customer Service Center</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))     </pre> <ol style="list-style-type: none"> <li>Approach DDA's customer service center</li> <li>Submit the required documents</li> <li>Pay the applicable fees</li> <li>Acknowledgement of receiving application will be sent</li> <li>Receive feedback within the estimated time</li> </ol>		

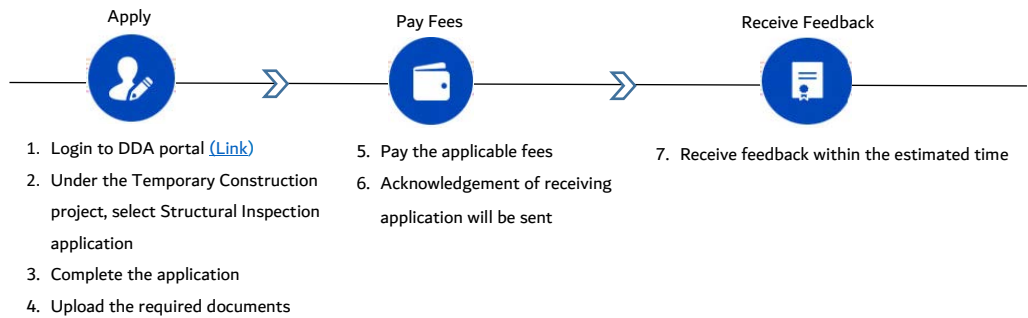
<b>Service ID Name</b>	<b>RENEWAL OF TEMPORARY CONSTRUCTION PERMIT</b> <b>Service ID No.</b> <b>T-02</b>
<b>Description</b>	This service enables the customer to renew the issued permit for construction work on a temporary basis
<b>Requester</b>	Contractor
<b>Service Deliverables</b>	Temporary Construction Permit
<b>Service Request Channels</b>	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor
<b>Service Delivery Hours</b>	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)
<b>Estimated Time to Deliver</b>	4 Working Days
<b>Service Fees</b>	AED 5,000 <i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i>
<b>Required Documents</b>	1. <a href="#">Temporary Construction Permit request</a> (In case of applying through customer service center)
<b>How to Apply</b>	<p><b>Online</b></p> <pre> graph LR     A[Apply] --&gt; B[Pay Fees]     B --&gt; C[Receive Feedback]             </pre> <p>1. Login to DDA portal (<a href="#">Link</a>) 2. Under Temporary Construction project, select Renewal of Temporary Construction Permit application 3. Complete the application 4. Pay the applicable fees 5. Acknowledgement of receiving application will be sent 6. Receive feedback within the estimated time</p>
	<p><b>Customer Service Center</b></p> <pre> graph LR     A[Apply] --&gt; B[Pay Fees]     B --&gt; C[Receive Feedback]             </pre> <p>1. Approach DDA's customer service center 2. Submit the required documents 3. Pay the applicable fees 4. Acknowledgement of receiving application will be sent 5. Receive feedback within the estimated time</p>

Service ID Name	LAND DEMARCATION	Service ID No.	C-01
Description	This service enables the customer to fix the plot boundary and corners on the ground prior commencing construction and obtain approved Land Demarcation Certificate		
Requester	Contractor		
Service Deliverables	Land Demarcation Certificate		
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	5 Working Days		
Service Fees	AED 400 per plot <i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i>		
Required Documents	<ol style="list-style-type: none"> <li><a href="#">Land Demarcation Request</a> (In case of applying through customer service center)</li> <li>Contractor Appointment Letter from the Owner</li> </ol>		
Note	Site Plan must be valid at the time of submission		
How to Apply	<p><b>Online</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))             </pre>		
	<p><b>Customer Service Center</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))             </pre>		

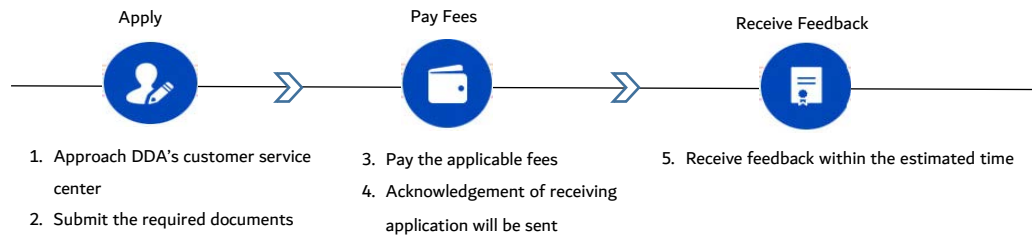
Service ID Name	STRUCTURAL INSPECTION	Service ID No.	C-03
Description	This service enables the customer to obtain approval prior to all concrete casting of foundations, tie beams, slabs, and critical structural elements (as per DDA structural guidelines)		
Types	Standard structural inspection, Late/Holiday inspections		
Requester	Contractor		
Service Deliverables	No objection for the inspection		
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	<p><b>Standard structural inspection request:</b></p> <ul style="list-style-type: none"> <li>Inspection request received during the working days, between 12am – 7am: Conducted on the same day.</li> <li>Inspection request received during the working days, between 7am – 12am: Conducted on the next working day.</li> <li>Inspection request received on weekends or public holidays: Conducted on the next working day.</li> </ul> <p><b>Late/ Holiday inspections request:</b></p> <p>At the arranged time:</p> <ul style="list-style-type: none"> <li>Sunday to Thursday, from 4:30pm to 9:00pm.</li> <li>During weekends and public holidays from 7:30am to 9:00pm</li> </ul>		
Service Fees	<ul style="list-style-type: none"> <li><b>Standard structural inspection request:</b> NA</li> <li><b>Late/Holiday inspections request:</b> AED 2,000 per request</li> </ul> <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
Required Documents	1. <a href="#">Structural Inspection Request Form</a> stamped and signed by consultant and contractor		
Note	<ul style="list-style-type: none"> <li>The below documents must be available at site at the time of inspection: <ol style="list-style-type: none"> <li>Scaffolding Certificate from third party (if applicable)</li> <li>Structural Inspection Checklist – <a href="#">Foundation</a> and <a href="#">Slab</a></li> <li>Confirmation Letter from soil laboratory in the foundation stage</li> <li>Piling/Shoring Completion Certificate (if applicable)</li> <li>Ready mixed concrete plants conformity certificate from DM</li> <li>Cubes and steel tests results along with Confirmation Letter stamped and signed by consultant</li> </ol> </li> <li>Contractor engineer and consultant engineer must be available at site at the time of Inspection</li> <li>The Contractor should cast the inspected member within one week from the date of approval, if this is not completed within the required time frame then a further inspection will need to take place</li> </ul>		

How to Apply

Online

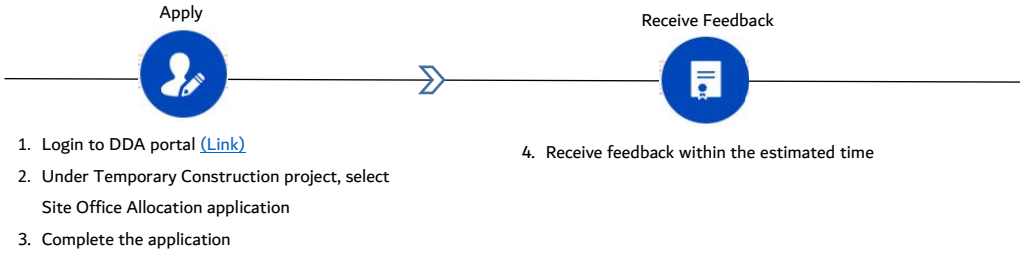
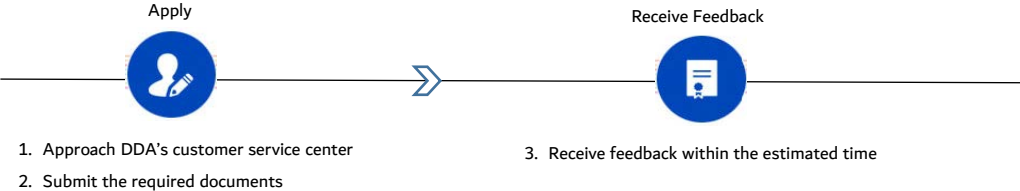


Customer Service Center



<b>Service ID Name</b>	<b>REVISION OF TEMPORARY CONSTRUCTION DESIGN</b> <b>Service ID No. C-06</b>
<b>Description</b>	This service enables the customer to apply for modification / addition to the approved plans of the project at site
<b>Requester</b>	Contractor
<b>Service Deliverables</b>	Stamped Drawings
<b>Service Request Channels</b>	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor
<b>Service Delivery Hours</b>	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)
<b>Estimated Time to Deliver</b>	<ul style="list-style-type: none"> <li>• Normal Submission: 7 Working Days</li> <li>• Fast Track Submission: 3 Working Days</li> </ul>
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>• Normal Submission: AED 1,000 + AED 1.0 ft<sup>2</sup> (for any additional built up area) if approved</li> <li>• Fast Track Submission: AED 10,000</li> </ul> <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Design Revision Application</a> (In case of applying through customer service center)</li> <li>2. Existing and proposed drawings (as per <a href="#">Circular no. 400</a>) highlighting the changes</li> <li>3. NOC from relevant local Authority (if applicable)</li> </ol>
<b>Note</b>	Site Plan must be valid at the time of submission
<b>How to Apply</b>	<p><b>Online</b></p> <p>1. Login to DDA portal (<a href="#">Link</a>)</p> <p>2. Under Temporary Construction project, select Revision of Temporary Construction Design application</p> <p>3. Complete the application</p> <p>4. Upload the required documents</p> <p>5. Pay the applicable fees</p> <p>6. Acknowledgement of receiving application will be sent</p> <p>7. Receive feedback within the estimated time</p> <p><b>Customer Service Center</b></p> <p>1. Approach DDA's customer service center</p> <p>2. Submit the required documents</p> <p>3. Pay the applicable fees</p> <p>4. Acknowledgement of receiving application will be sent</p> <p>5. Receive feedback within the estimated time</p>



Service ID Name	SITE OFFICE ALLOCATION	Service ID No.	C-07
Description	This service enables the customer to obtain a permit for using of land for the purposes of storing materials and equipment for the construction project nearby		
Requester	Contractor		
Service Deliverables	Permit to Utilize a Plot		
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	3 Working Days		
Service Fees	NA		
Required Documents	<ol style="list-style-type: none"> <li>1. <a href="#">Site Office Allocation Request</a>(In case of applying through customer service center)</li> <li>2. NOC from plot owner of the utilized plot</li> <li>3. Fencing Proposed layout (as per <a href="#">Circular no. 400</a>)</li> </ol>		
How to Apply	<p><b>Online</b></p>  <p><b>Customer Service Center</b></p> 		

Service ID Name	DEWATERING NOC	Service ID No.	C-09
Description	This service enables the customer to obtain approval to discharge underground water to storm water network/see or temporary lagoon		
Requester	Contractor		
Service Deliverables	Dewatering Permit		
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	3 Working Days		
Service Fees	AED 1,000 <i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i>		
Required Documents	<ol style="list-style-type: none"> <li><a href="#">Dewatering NOC Request</a></li> <li>Copy of dewatering contractor trade license</li> <li>Dewatering drawing (as per <a href="#">Circular no. 400</a>) (key plan, pipe routing, discharge point and dewatering system)</li> <li>NOC from relevant local authorities (if applicable)</li> </ol>		
Note	The NOC is valid for 6 Months		
How to Apply	<p><b>Online</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))             </pre> <ol style="list-style-type: none"> <li>1. Login to DDA portal (<a href="#">Link</a>)</li> <li>2. Under Temporary Construction project, select Dewatering Permit application</li> <li>3. Complete the application</li> <li>4. Upload the required documents</li> <li>5. Pay the applicable fees</li> <li>6. Acknowledgement of receiving application will be sent</li> <li>7. Receive feedback within the estimated time</li> </ol>		
	<p><b>Customer Service Center</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))             </pre> <ol style="list-style-type: none"> <li>1. Approach DDA's customer service center</li> <li>2. Submit the required documents</li> <li>3. Pay the applicable fees</li> <li>4. Acknowledgement of receiving application will be sent</li> <li>5. Receive feedback within the estimated time</li> </ol>		

<b>Service ID Name</b>	<b>CONTRACTOR REPLACEMENT</b>	<b>Service ID No.</b>	<b>C-13</b>
<b>Description</b>	This service enables the customer to replace the existing contractor with a new contractor		
<b>Requester</b>	Plot Owner, Old Contractor, New Contractor		
<b>Service Deliverables</b>	Confirmation Email		
<b>Service Request Channels</b>	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor Online: 24/7		
<b>Service Delivery Hours</b>	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
<b>Estimated Time to Deliver</b>	2 Working Days		
<b>Service Fees</b>	<ul style="list-style-type: none"> <li>Request with NOC from the previous Contractor: AED 500</li> <li>Request with undertaking letter from the Owner: AED 2,000</li> </ul> <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
<b>Required Documents</b>	<ol style="list-style-type: none"> <li><a href="#">Consultant/Contractor Replacement Application</a> (In case of applying through customer service center)</li> <li>NOC from old contractor (In case of applying online)</li> <li>Appointment and Acceptance Letter to be signed and stamped by owner, consultant and new contractor (In case of applying online)</li> </ol>		
<b>How to Apply</b>	<p><b>Online</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))     </pre> <ol style="list-style-type: none"> <li>1. Login to DDA portal (<a href="#">Link</a>)</li> <li>2. Under Temporary Construction project, select Contractor Replacement application</li> <li>3. Complete the application</li> <li>4. Upload the required documents</li> <li>5. Pay the applicable fees</li> <li>6. Acknowledgement of receiving application will be sent</li> <li>7. Receive feedback within the estimated time</li> </ol> <p><b>Customer Service Center</b></p> <pre> graph LR     A((Apply)) --&gt; B((Pay Fees))     B --&gt; C((Receive Feedback))     </pre> <ol style="list-style-type: none"> <li>1. Approach DDA's customer service center</li> <li>2. Submit the required documents</li> <li>3. Pay the applicable fees</li> <li>4. Acknowledgement of receiving application will be sent</li> <li>5. Receive feedback within the estimated time</li> </ol>		