



## TEMPORARY CONSTRUCTION SERVICES' ID CARDS

**ISSUE NO. 5** 

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## **TEMPORARY CONSTRUCTION SERVICES MAP**

**CORE SERVICES OPTIONAL SERVICES** PRE CONSTRUCTION T-01 PERMIT STAGE REVISION OF TEMPORARY CONSTRUCTION DESIGN C-06 RENEWAL OF TEMPORARY CONSTRUCTION PERMIT 17-02 LAND DEMARCATION CONTRACTOR REPLACEMENT **STRUCTURAL INSPECTION CONSTRUCTION STAGE** DEWATERING PERMIT POST CONSTRUCTION C-13 C-09 C-03 C-07 STAGE **Contractor's Services** 

Service ID Name	TEMPORARY CONSTRUCTION	ON PERMIT	Service ID No.	T-01	
Description	This service enables the customer to obtain a permit for construction work on a temporary basis				
Requester	Contractor				
Service Deliverables	Temporary Construction Perm	nit			
Service Request Channels	Online, Customer Service Cen	ter at Dubai Studio	City - Commercial Bu	uilding 1 - Ground Floor	
	Online: 24/7				
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)				
Estimated Time to Deliver	4 Working Days	4 Working Days			
	AED 5,000  An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction				
Service Fees					
	1. Temporary Construction Pe	ermit request (In ca	ase of applying throug	gh customer service center)	
	2. Design drawings stamped l	oy consultant (as p	er <u>Circular no. 400</u> )		
Required Documents	3. NOC from relevant local Au	uthorities (if applica	able)		
Required Documents	<ul><li>4. Soil report (if applicable)</li><li>5. Copy of structural calculations and models (if applicable)</li><li>6. NOC from Master Developer (if applicable)</li></ul>				
Note	Any damages/obstruction to existing services should be re-instated as original				
	The approved permit is valid for 6 months				
	Online				
	Apply	Pay Fees	Re	ceive Feedback	
			_		
			<b>&gt;</b>		
	1. Login to DDA portal (Link)	6. Pay the applicable fe	es 8. Receive fe	eedback within the estimated time	
	2. Create new project for Temporary	7. Acknowledgement of	receiving		
	Construction  3. Select Temporary Construction	application will be se	nt		
	Permit application				
	<ul><li>4. Complete the application</li><li>5. Upload the required documents</li></ul>				
How to Apply	5. Opioad the required documents				
	Customer Service Center				
	Apply	Pay Fees	D	eive Feedback	
	Про	ay rees	Rec	elve Feeddack	
	——————————————————————————————————————		$\longrightarrow$		
	1 Approach DDA's sustamer service	2 Provide to U.S.	E Bassin G	nodback within the anti-mated time	
	Approach DDA's customer service center	<ol> <li>Pay the applicable fe</li> <li>Acknowledgement of</li> </ol>		eedback within the estimated time	
	2. Submit the required documents	application will be se	•		

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

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				
Description	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	g 1 - Ground Floor		
	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)				
Service Delivery Hours					
Estimated Time to Deliver	5 Working Days				
	AED 400 per plot  An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per				
Service Fees					
	transaction				
Required Documents	1. <u>Land Demarcation Request</u> (In case of applying through customer service center)				
	2. Contractor Appointment Letter from the Owner				
Note	Site Plan must be valid at the time of submission				
How to Apply	Apply Pay Fees  1. Login to DDA portal (Link) 2. Under Temporary Construction project, select Land Demarcation application 3. Complete the application	receiving	edback  within the estimated time		
	Apply Pay Fees  1. Approach DDA's customer service center  2. Submit the required documents  Apply Pay Fees  4. Acknowledgement of application will be say application will be	f receiving	edback within the estimated time		
	2. Submit the required documents application will be so	ent			

Classification: Internal

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,				
Description	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 Build	ing 1 - Ground Floor		
	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12				
Service Delivery Hours					
	Noon)				
	Standard structural inspection request:				
	<ul> <li>Inspection request received during the worki</li> </ul>	ng days, between 12am -	- 7am: Conducted on		
	the same day.				
	<ul> <li>Inspection request received during the working</li> </ul>	ng days, between 7am – 2	12am: Conducted on the		
	next working day.				
<b>Estimated Time to Deliver</b>	Inspection request received on weekends or public holidays: Conducted on the next working				
	day.				
	Late/ Holiday inspections request:				
	At the arranged time:				
	Sunday to Thursday, from 4:30pm to 9:00pm.				
	During weekends and public holidays from 7:30am to 9:00pm				
	Standard structural inspection request: NA				
Service Fees	Late/Holiday inspections request: AED 2,000 per request				
	An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per				
	transaction				
Required Documents	1. Structural Inspection Request Form stamped				
	The below documents must be available at s	•	tion:		
	1. Scaffolding Certificate from third party (if applicable)				
	2. Structural Inspection Checklist – <u>Foundation</u> and <u>Slab</u>				
	3. Confirmation Letter from soil laboratory in the foundation stage				
	4. Piling/Shoring Completion Certificate (if applicable)				
	5. Ready mixed concrete plants conformity certificate from DM				
Note	6. Cubes and steel tests results along with C	onfirmation Letter stam	ped and signed by		
	consultant				
	<ul> <li>Contractor engineer and consultant engineer</li> </ul>	must be available at site	e at the time of		
	Inspection				
	<ul> <li>The Contractor should cast the inspected member within one week from the date of approval,</li> </ul>				
	if this is not completed within the required time frame then a further inspection will need to 				
	take place				

## Online Apply Pay Fees Receive Feedback 1. Login to DDA portal (Link) 5. Pay the applicable fees 7. Receive feedback within the estimated time 2. Under the Temporary Construction 6. Acknowledgement of receiving project, select Structural Inspection application will be sent application 3. Complete the application 4. Upload the required documents **How to Apply Customer Service Center** Pay Fees Apply Receive Feedback 1. Approach DDA's customer service 3. Pay the applicable fees 5. Receive feedback within the estimated time 4. Acknowledgement of receiving 2. Submit the required documents application will be sent

Service ID Name	REVISION OF TEMPORARY CONSTRUCTION DESIGN Service ID No. C-06			
Description	This service enables the customer to apply for modification / addition to the approved plans of the			
Description	project at site			
Requester	Contractor			
Service Deliverables	Stamped Drawings			
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor			
	Online: 24/7			
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12			
	Noon)			
Fatura I Planta Baltina	Normal Submission: 7 Working Days			
<b>Estimated Time to Deliver</b>	Fast Track Submission: 3 Working Days			
	Normal Submission: AED 1,000 + AED 1.0 ft2 (for any additional built up area) if approved			
Service Fees	Fast Track Submission: AED 10,000			
Service rees	An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per			
	transaction			
	1. <u>Design Revision Application</u> (In case of applying through customer service center)			
Required Documents	2. Existing and proposed drawings (as per Circular no. 400) highlighting the changes			
	3. NOC from relevant local Authority (if applicable)			
Note	Site Plan must be valid at the time of submission			
How to Apply	Apply  Apply  Pay Fees  Receive Feedback  1. Login to DDA portal (Link) 2. Under Temporary Construction project, select Revision of Temporary Construction Design application 3. Complete the application 4. Upload the required documents  Receive Feedback  7. Receive feedback within the estimated time  application will be sent  Tomporary Construction Design application  4. Upload the required documents			
	Apply Pay Fees Receive Feedback  1. Approach DDA's customer service center 4. Acknowledgement of receiving application will be sent  Submit the required documents  Receive Feedback  5. Receive feedback within the estimated time			

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				
Description	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				
	Online: 24/7 Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)				
Service Delivery Hours					
<b>Estimated Time to Deliver</b>	3 Working Days				
Service Fees	NA				
	1. Site Office Allocation Request(In case of appl	lying through customer ser	vice center)		
Required Documents	2. NOC from plot owner of the utilized plot				
	3. Fencing Proposed layout (as per <u>Circular no.</u>	<u>400</u> )			
	Online				
	Apply	Receive Feedback			
		E.			
	Login to DDA portal ( <u>Link)</u> Under Temporary Construction project, select	4. Receive feedback within the estima	ated time		
	Site Office Allocation application				
	3. Complete the application				
	Customer Service Center				
How to Apply	Apply	Receive Feedback			
		8			
	Approach DDA's customer service center	3. Receive feedback within the estimate	ated time		
	2. Submit the required documents				

Service ID Name	DEWATERING NOC		Service ID No.	C-09
T Description	This service enables the customer to obtain approval to discharge underground water to storm			
Description	water network/see or temporary lagoon			
Requester C	Contractor			
Service Deliverables D	Dewatering Permit			
Service Request Channels C	Online, Customer Service Center a	at Dubai Studio City	- Commercial Building	g 1 - Ground Floor
C	Online: 24/7			
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12			
N	Noon)			
Estimated Time to Deliver 3	Working Days			
А	AED 1,000			
Service Fees A	An additional fee of AED 10 as "Knov	vledge Dirham" and A	ED 10 as "Innovation Diri	ham" is applicable per
tı	ransaction			
1	<u>Dewatering NOC Request</u>			
2	2. Copy of dewatering contractor trade license			
Required Documents 3	3. Dewatering drawing (as per Circular no. 400) (key plan, pipe routing, discharge point and			
	dewatering system)			
4	4. NOC from relevant local authorities (if applicable)			
Note T	The NOC is valid for 6 Months			
	Online			
	Apply	Pay Fees	Receive Fe	eedback
	7		7.	
		U	$\longrightarrow$	
		5. Pay the applicable fees	7. Receive feedba	ck within the estimated
	Under Temporary Construction     project, select Dewatering Permit	6. Acknowledgement of rec	eiving time	
	application	application will be sent		
	3. Complete the application			
	4. Upload the required documents			
How to Apply				
C	Customer Service Center			
	_			
	Apply	Pay Fees	Receive Fee	dback
_		<u> </u>	$\rightarrow$	
		B. Pay the applicable fees		ck within the estimated
	service center 4. Acknowledgement of receiving time  2. Submit the required documents application will be sent			
		**		

Service ID Name	CONTRACTOR REPLACEMENT	Service ID No.	C-13		
Description	This service enables the customer to replace the existing contractor with a new contractor				
Requester	Plot Owner, Old Contractor, New Contractor				
Service Deliverables	Confirmation Email	Confirmation Email			
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor				
	Online: 24/7				
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)				
Estimated Time to Deliver	2 Working Days				
	Request with NOC from the previous Contractor	or: AED 500			
Service Fees	Request with undertaking letter from the Owner	er: AED 2,000			
Service rees	An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicat				
	transaction				
	1. Consultant/Contractor Replacement Application	on (In case of applying thr	ough customer		
	service center)				
Required Documents	2. NOC from old contractor (In case of applying online)				
	3. Appointment and Acceptance Letter to be signed and stamped by owner, consultant and new				
	contractor (In case of applying online)				
	Online				
	Apply Pay Fees	Receive Fee	dback		
		<b>→&gt;</b>			
	Login to DDA portal (Link)     S. Pay the applicable fe     Under Temporary Construction     Acknowledgement of		ack within the estimated		
	Under Temporary Construction     project, select Contractor     application will be se				
	Replacement application				
Ham to Annh	Complete the application     Upload the required documents				
How to Apply	ii opisaa die regamento				
	Customer Service Center				
	Apply Pay Fees	Receive Fee	dback		
		<b>→</b>			
	Approach DDA's customer     3. Pay the applicable fee	s 5. Receive feedba	ck within the estimated		
	service center 4. Acknowledgement of  2. Submit the required documents application will be sen	_			
	Submit the required documents application will be sen	ι			