

FIT-OUT PERMIT REQUEST (GENERAL WORKS)



PROJECT DETAILS
Project Name:
Plot Number:

TENANT DETAILS Contact Person: Signature: E-mail Address: Date: Contact (Off): Contact (Mob):	<div style="border: 2px solid black; border-radius: 15px; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> STAMP </div>
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CONTRACTOR DETAILS Contact Person: Signature: E-mail Address: Date: Contact (Off): Contact (Mob):	<div style="border: 2px solid black; border-radius: 15px; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> STAMP </div>
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SUBMISSION DETAILS:	<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Re-Submission	<input type="checkbox"/> Renewal
	<input type="checkbox"/> Modification	<input type="checkbox"/> Re-Issuance	

DOCUMENTS REQUIRED		
CHECKLIST:	SUBMITTED	NOT SUBMITTED
1. Fit-out contractor's appointment by the tenant / unit owner	<input type="checkbox"/>	<input type="checkbox"/>
2. Fit-out contractor's acceptance letter (original on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of fit-out contractor's valid trade license	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of tenant's valid trade license for the unit	<input type="checkbox"/>	<input type="checkbox"/>
5. NOC from civil defense	<input type="checkbox"/>	<input type="checkbox"/>
6. NOC from DEWA (ED & WD) including sub-metering	<input type="checkbox"/>	<input type="checkbox"/>
7. NOC from telecom operator (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
8. NOC from the relevant authorities for specialized fit-out projects (e.g. restaurant etc...)	<input type="checkbox"/>	<input type="checkbox"/>
9. Environmental authority approval for kitchens, industrial use (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
10. Letter from contractor summarizing scope of work	<input type="checkbox"/>	<input type="checkbox"/>
11. Mobilization details (if required)	<input type="checkbox"/>	<input type="checkbox"/>
12. Copy of tenancy contract (rera approved), title deed, and purchase agreement.	<input type="checkbox"/>	<input type="checkbox"/>
13. Applicable fee receipt (as per fee matrix).	<input type="checkbox"/>	<input type="checkbox"/>
14. Security cheque of the fit out contractor (as per fee matrix)	<input type="checkbox"/>	<input type="checkbox"/>

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15. Approved architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>
16. Proposed architectural layout (2 sets). - Plan - Section - Internal views - Reflected ceiling layouts - Corridor width, height (if any) - Fire and life safety schemes (if any)	<input type="checkbox"/>	<input type="checkbox"/>
17. Proposed structural layout (2 sets).(if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
18. Proposed hoarding layout - 2 sets (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
19. Proposed mep layout (2 sets). - HVAC and ventilation layout - Drainage layout (if applicable) - Water supply layout (if applicable) - Mechanical equipment schedule - Power layout indicating meter location - Power layout - Lighting layout - Load schedule - Single line diagram - Existing DEWA approved single line diagram and Load schedule - Fire alarm and firefighting layout (certified by system integrator) - LPG layout (if any) - Grease interceptor for kitchen/restaurant (if applicable). - Coordinated reflected ceiling plan with final mep fix layout	<input type="checkbox"/>	<input type="checkbox"/>
21. DM drainage notes signed & stamped (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Note: 1. This "No Objection" shall not relieve the fit-out consultant/fit-out coordinator/fit-out contractor in anyway from his responsibility and shall bear the full liability of fit out works.
2. This "No Objection" is valid for 6 months days from the date of issue.
3. First fix inspection should be requested prior to closing of the false ceiling.
4. Fit out completion must be obtained prior to operating the units.
5. All above mentioned documents (pdf / jpeg) to be submitted as soft copy in cd (cd to be labeled) and hard copy.
6. Drawings also to be included in the soft copy (Auto cad) as well as hard copy (A1 size, 2 sets).
7. Application hard copy (original) filled and stamped by the fit out contractor.

FOR DMC USE ONLY

Received By:	Signature:
Received Date:	Follow up date:
For Further queries contact:	
Submission Status	<input type="checkbox"/> Accepted <input style="margin-left: 200px;" type="checkbox"/> Rejected
Reasons for rejection (if any):	