BUILDING MODIFICATION DESIGN APPROVAL REQUEST

PLOT NO.		BUILDING NAME	
CONSULTANT		FLOOR NO.	
CONTRACTOR		UNIT NO.	
TENANT NAME		UNIT TYPE	
SUBMITTAL TYPE (TICK APPROPRIATE BOX)	☐ Design Review and Permit ☐ Design Review ☐ Permit (Design Number:)		
SUBMISSION DETAILS (TICK APPROPRIATE BOX)	☐ Initial Submission ☐ Re-submission		
APPLICATION DETAILS (TICK APPROPRIATE SCOPE OF REVISION)	☐ Architectural ☐ Structural ☐ Mechanical		
TOTAL MODIFIED / ADDTIONAL AREA (IN SQ.FT)			
DETAILED SCOPE OF WORK			

DOCUMENTS REQUIRED

For Design Review and Permit

1. Approved stamped drawings and proposed drawings (as per Circular no. 400)
2. NOC from Building Owner
3. Contractor Appointment Letter from Owner/Tenant
4. Structural calculations and models (soft copy) (if applicable)
5. NOC from Dubai Civil Defence (if applicable)

For Permit

1. Contractor Appointment Letter from Owner/Tenant
2. Layout of Site Mobilization (if applicable)

For Design Review

1. Approved stamped drawings and proposed drawings (as per Circular no. 400)
2. NOC from Building Owner
3. Consultant Appointment Letter from Owner/Tenant
4. Structural calculations and models (soft copy) (if applicable)
5. NOC from Dubai Civil Defence (if applicable)

Terms and Conditions

- I hereby certify that the information, data and documents provided with this application are true, genuine and correct to the best of my knowledge. In case of default/failure to comply with any of the aforesaid conditions or the documents submitted by us is found false/forged, our application will be rejected forfeiting any applicable fees paid.
- To avoid rejection of the application, please provide a comprehensive description of all modifications made to the previously approved design. The proposed changes must be clearly identified and categorized under the relevant disciplines, including Architectural, Structural, and Mechanical works. Ensure that sufficient details are provided for each modification to facilitate the review and approval process.

REQUESTER DETAILS

NAME		DATE & SIGNATURE	
MOBILE		STAMP	
EMAIL			