

WORK PERMIT REQUEST

DEVELOPMENT
CONTROL FORMS

DATE

Facility Name: _____ Plot / Floor / Office No: _____

Consultant: _____ Contractor: _____

Scope of Works: _____

Work Duration From: _____ To: _____

REQUIRED INFORMATION AND SUBMITTALS:

- ✓ Consultant / interior designer Appointment Letter from tenant(Original)
- ✓ Consultant / interior designer Acceptance Letter (Original)
- ✓ Copy of Consultant / interior designer Trade License & DS Reg.
- ✓ Contractor Appointment Letter from tenant (Original)
- ✓ Contractor Acceptance Letter (Original)
- ✓ Copy of Contractor Trade License & DS Reg.
- ✓ NOC from DS- QHSSE department.
- ✓ NOC from DS for Sewerage and Drainage(if Applicable)
- ✓ NOC from DS for District Cooling (if Applicable)
- ✓ NOC from DEWA (if Applicable)
- ✓ NOC for Telecommunications(if Applicable)
- ✓ NOC from Civil Defense (if Applicable)
- ✓ NOC from Civil Aviation (if Applicable)
- ✓ Design Drawings (2 Hardcopy sets+ 1. Soft copy (CAD & PDF).
- ✓ Demarcation Certificate (if Applicable)

FEE:

Submission Fee¹: _____Refundable Deposit² _____

1 - AED 2500/-

2 - AED AED 50000/-

Cheque payable to Dubai Aviation City Corporation

Total*: AED _____

* - VAT applies @ 5% on submission fee
+ AED 20 (Knowledge & Innovation Fee)

Submission Details :

Initial Submission

Resubmission

CONTRACTOR

CONSULTANT

Name _____

Contact No. _____

Email _____

STAMP

Signature & Date

Name _____

Contact No. _____

Email _____

STAMP

Signature & Date

For Official use only

Document Receiving: _____ TN- _____ File: DLC RC AC EC GC

Received By _____

Signature _____

Date _____

Remarks:

 Approved Approved With Comments ResubmitName,
Signature
& DateReviewed By
Snr. Engineer - CivilApproved By
VP – Development Control

Date :