

GUIDANCE FOR OBTAINING DEVELOPMENT PERMITS AND NOC

CONTENTS

1. Purpose	3
2. Scope.....	3
3. Definitions.....	3
4. Procedure.....	3
4.1. NOC for Outdoor Installation	3
4.2. NOC for Signboard Installation.....	7
4.3. Construction Permits and NOC's.....	8
5. Regularisation Process for Existing Installations	12
6. Related Forms	12
7. Applicable Regulations/References.....	12

1. Purpose

This document aims to ensure that client needs are met with optimal flexibility and efficiency in design and development while maintaining firm standards for Health, Safety, and Environmental considerations. This will be achieved without impacting utility services or conflicting with RAKEZ's future infrastructure development plans.

2. Scope

This scope is applied to clients operating in RAKEZ jurisdiction in the free zone and non-free zone areas.

3. Definitions

- **TSS** – Technical Support Services Department
- **HS&E** – Health, Safety and Environment Department
- **RAKEZ** – Ras Al Khaimah Economic Zone – Government of Ras Al Khaimah

4. Procedure

4.1. NOC for Outdoor Installation

A. NOC Applicability

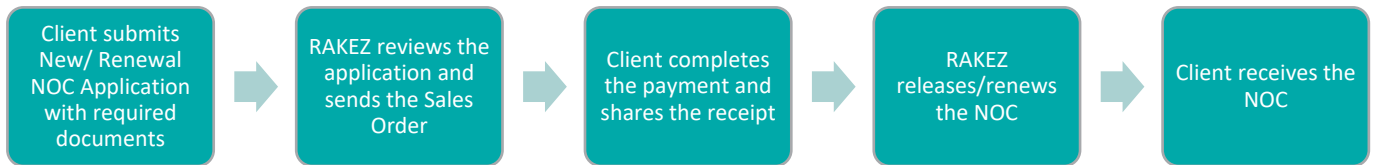
The client may apply for this service if both of the following conditions apply to him/her:

- Operating in RAKEZ pre-built units (warehouses)
- Installation of equipment outside their leased unit

B. Steps for NOC Issuance Process

- a. NOC application shall be submitted to by clicking [here](#), along with the supporting documents below:
 - Brochures/Specifications (for equipment)
 - Detailed layout out plan showing the area of installations with dimensions
 - Structure drawing (for foundations)
 - Authority approvals (as applicable)
 - Risk assessment – installation & operation
 - Signed undertaking letter
- b. The client shall be notified within eight (8) working days of the area available for the proposed installation.
- c. Upon satisfactorily completing the submission of the documents and confirmation of available area, the client shall be notified of any deficiencies/clarifications and/or requirements to be submitted for further review within two (2) working days.
- d. If the client fails to provide the clarification within 15 calendar days of the email notification for clarification, the application will be dropped.
- e. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.

- f. Upon verification, if all requirements are satisfactory, a sales order with service fees will be issued for issuance of NOC as per the RAKEZ permit service fees.
- g. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for one year from the date of issuance.
- h. If the client fails to complete the registration payment within 60 calendar days from the issuance of the sales order, the application will be dropped.
- i. The client has the complete responsibility to hand over the area in its original condition.
- j. RAKEZ has the right to request additional documents other than those mentioned above for verification at any time.
- k. RAKEZ reserves the right to revise, change, amend, remove, or cancel any or all of the provisions contained in this guidance at any time with or without prior notice.



- l. NOC application for renewal, shall be submitted by clicking [here](#).
- m. Upon completion of the application and if the submitted renewal application is in line with the existing NOC, a sales order with non-refundable service fees will be issued for renewal as per the RAKEZ Permit Service fees.
- n. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for one year from the date of issuance.

C. List of Approved Equipment

In general, most of the equipment can be accepted to be installed outside the facility. However, all outdoor installation requests will be assessed case by case, and approval might be granted based on the availability of the safe area, adequacy of risk mitigation measures, and compliance with applicable authorities' requirements.

Below is a list of examples of installations that might be accepted:

- Compressor units
- Generators & diesel tanks
- Chiller and condenser units
- LPG cylinders
- Oil tanks
- Water tanks
- Underground tanks
- Parking shed
- Ramps
- Boilers
- Chimney and dust collector
- Temporary structure

- Compressed gas tanks

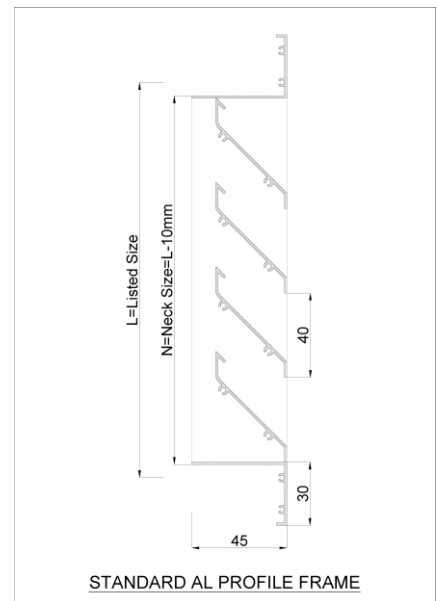
D. List of Non-Approved Equipment

Certain installations mentioned below are examples that may not receive automatic approval. However, each outdoor installation request will undergo individual assessment, and approval may be granted contingent upon the implementation of effective risk management measures and strict compliance with relevant regulatory requirements.

- Oil tank farms
- Above-ground LPG tanks
- Furnaces
- Paint booths
- Production activities
- Hot work activities

E. Louver Enclosure for Outdoor Installation

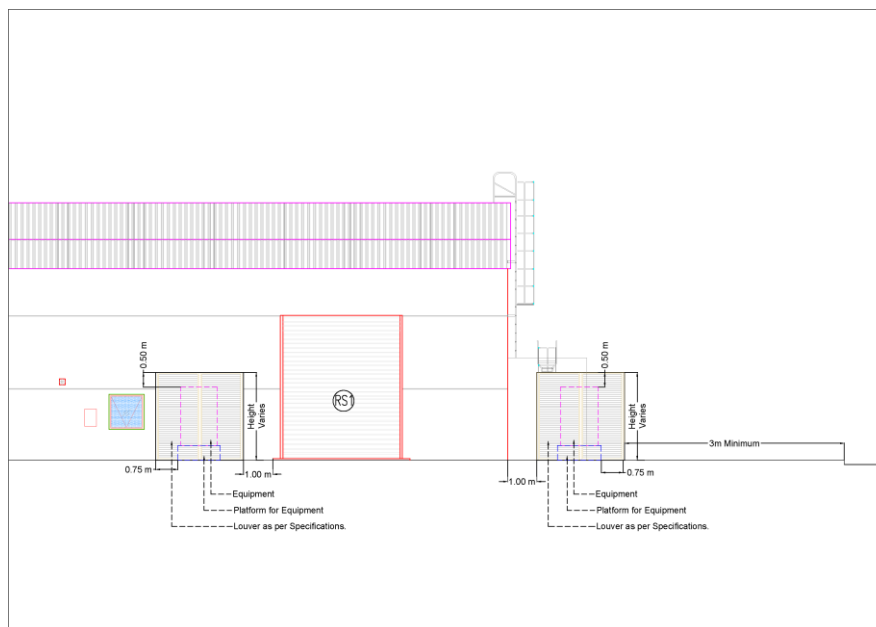
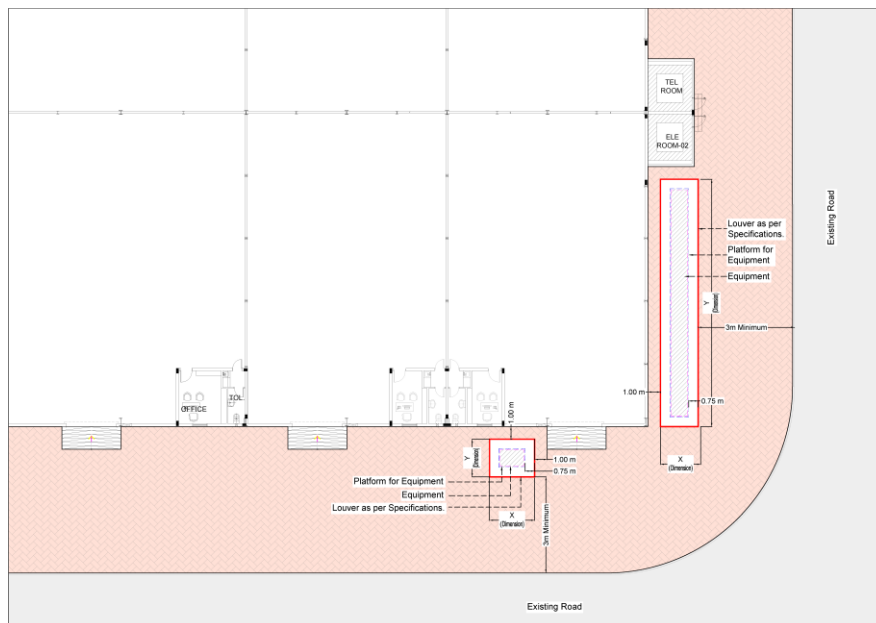
- The outdoor equipment must be secured with mandatory louvered enclosures.
- Louvres must be constructed from aluminium to ensure durability, lightweight properties, and corrosion resistance.
- **Design Types for Louver**
 - **Standard Louvered Design:** Suitable for general ventilation and airflow applications.
 - **Acoustic Louvered Design:** For environments requiring noise reduction. The selection should be based on the specific sound level to be generated from the operation of the installed equipment.
- **Sizing and Dimensional Standards for Louvers**
 - **Minimum Thickness:** Louvers must have a minimum thickness of 1.2 mm to ensure structural integrity and high quality.
 - **Blade Pitch:** The blade spacing should be 40 mm for optimal airflow efficiency.
 - **Flange Width:** A standard flange width of 30 mm is required for secure and professional installation.
 - **Blade Angle:** Louvers must have a blade angle of 45 degrees for effective airflow and ventilation performance.
- Louvres shall be powder-coated for durability and a professional finish.
- The louvre colours shall be as per the below table to ensure compliance with project-specific aesthetic requirements.



Zone	Location	Colour
Al Hamra Industrial Zone	WIZ 1 – 5	RAL 0121
	WIZ 1 – 4 and WIZ 6 – 9	RAL 809 / topcoat 08 E49
	Shed A and B	RAL 293
Al Hamra Industrial Zone (free zone)	WFZ 1 – 5 and WFZ 9 – 8	RAL 809 / topcoat 08 E49
	WFZ 10 – 14	RAL 0121
	Shed 1 –32	RAL 293
Al Hulaila Industrial Zone (free zone)	Shed 1 – 29	RAL 293

- A safe distance of 3 meters from the louvre to the road and 1 meter from the wall to the louvre shall be maintained.
- There must be a clearance space of a minimum of 75 cm between the louvred system walls and the entire equipment and a minimum of 50 cm from the louvred roof and such installations require a platform/stand design the louvred enclosure can be considered only around the equipment and the space under the platform shall be always kept empty and clean from any materials.
- No installations or storage allowed above the louvred enclosures.
- No materials shall be stored inside the louvred enclosures.

Here is a typical sample of how the equipment shall be installed



4.2. NOC for Signboard Installation

A. NOC Applicability

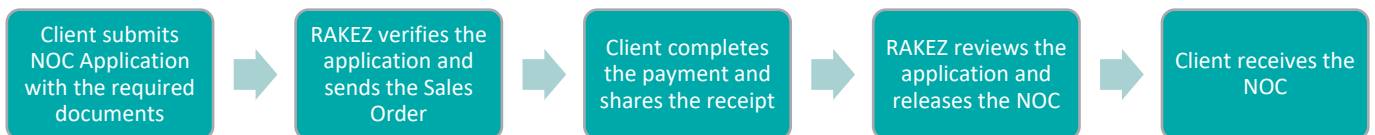
- This applies to all signboard installations within the RAKEZ jurisdiction as mentioned in the RAKEZ Signboard Standards.

B. Steps for NOC Issuance Process

- a. NOC application shall be submitted by clicking [here](#), along with the supporting documents depending on the type of signboard as mentioned below:

Customer-Specific Permanent Signboard (Land Facility/Warehouse/Retail/Projected Wall Signboards)

- Detailed layout plan showing the area of installation with dimensions.
 - Coloured and scaled drawing of the proposed sign/artwork including dimensions (height, width, and depth), cross-section and material specifications.
 - Contractor's appointment letter from the Client for the installation of the signboard
 - Copy of company trade licence (for the signboard installation contractor)
 - Risk Assessment and method statement covering all activities (applicable if the signboard contractor is not registered with RAKEZ) duly signed and stamped by the contractor.
- b. Upon receipt of the application, a sales order will be issued with service fees as per the RAKEZ Permit fees.
 - c. If the Client fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
 - d. Upon confirming the payment, the documents will be reviewed, and the Client shall be notified of any deficiencies/clarifications and/or requirements to be submitted for further review within five (5) working days.
 - e. If the Client fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations and RAKEZ Signboard Standards.
 - f. RAKEZ has the right to request additional documents other than those mentioned above for verification at any time.
 - g. Upon verification, if all the requirements are satisfactory, the NOC shall be issued within two (2) working days.
 - h. RAKEZ reserves the right to revise, change, amend, remove, or cancel any or all the provisions contained in this guidance at any time with or without prior notice.



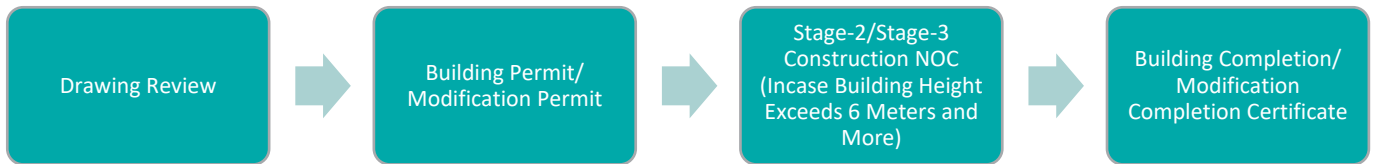
- i. NOC application for renewal, shall be submitted by clicking [here](#).
- j. Upon completion of the application and if the submitted renewal application is in line with the existing NOC, a sales order with non-refundable service fees will be issued for renewal as per the RAKEZ Permit Service fees.
- k. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for 30 days from the date of issuance.
- l. NOC application for any amendment, shall be submitted by clicking [here](#).

4.3. Construction/Modification Permits and NOC's

A. NOC/Permit Applicability

The client may apply for this service if any of the following conditions apply to him/her:

- For any construction activity in the RAKEZ jurisdiction.
- For any modification to the existing facility located within the RAKEZ jurisdiction.



B. Drawing Review (For New Construction or Modifications) Issuance Process

- This applies to all construction works including new construction and modifications of the existing structures within the RAKEZ jurisdiction.
- The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The submission should contain the following copies of the supporting documents:

Required Documents for New Building Constructions:

- Complete Set of Drawings CAD File
- Complete Set of Drawings PDF Files
- Soil and Design Report
- Certificate from Consultant
- Undertaking Letter with Terms & Conditions
- Consultant Appointment Letter (To be Printed on Client's Letter Head)

Required Documents for Modification Projects:

- Complete Set of Drawings CAD File
 - Complete Set of Drawings PDF Files
 - Certificate from Consultant
 - Undertaking Letter with Terms & Conditions
 - Consultant Appointment Letter (To be Printed on Client's Letter Head)
- Upon receipt of the application and verification of the application, a sales order will be issued with service fees as per the RAKEZ Permit fees. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
 - Upon completion of the payment and confirmation from RAKEZ, the review of the documents shall be done, and the Customer shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar days.
 - If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations and applicable building codes.
 - Upon satisfactory completion of the application review, the stamped approved drawing shall be released within two (2) working days.

- g. RAKEZ reserves the right to revise, change, amend, remove, or cancel any or all the provisions contained in this guidance at any time with or without prior notice.
- h. In case any amendment is required in the drawings, the customer shall apply for amendment by clicking [here](#).

C. Building Permit Approval (with Stage-1 NOC) Issuance Process

- a. The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The submission should contain the duly filled Stage-1 NOC requirements and along with following copies of the supporting documents:
 - RAKEZ Approved Layout
 - Civil Defence Approved Drawings
 - ETIHAD WE/UTICO Approved Drawings
 - ETISALAT/DU Approved Drawings
 - Demarcation Certificate
 - Consultant Trade License and Classification Certificate Copies
 - Contractor Trade License and Classification or Competency Certificate.
- b. Upon successful receipt of the application, a sales order will be issued with permit approval service fees and Stage Construction NOC service fees as per the RAKEZ Permit fees.
- c. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
- d. Upon completion of the payment and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
- e. Site inspection might be conducted and based on the documents review and site inspection findings, the Customer shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar days.
- f. If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.
- g. Upon satisfactory completion of the application review, the permit and associated Stage NOC shall be issued subsequently within two (2) working days.
- h. For Permit renewal, RAKEZ notifies the client 30 days prior to the Permit expiry date and the client shall apply for renewal by clicking [here](#).
- i. In case any amendment is required for the Permit, the customer shall apply for amendment by clicking [here](#).
- j. The customer is required to maintain a valid Permit at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

D. Modification Permit (with Stage-Modification NOC) Issuance Process

- a. The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The submission should contain the duly filled Stage Modification NOC requirements and along with following copies of the supporting documents:

For Land Building Modification:

- RAKEZ Approved Layout
- Civil Defence Approved Drawings
- ETIHAD WE/UTICO Approved Drawings
- ETISALAT/DU Approved Drawings
- Demarcation Certificate
- Consultant Trade License and Classification Certificate Copies
- Contractor Trade License and Classification or Competency Certificate.

For Pre-Built Warehouse Modification:

- RAKEZ Approved Layout
 - Civil Defence Approved Drawings
 - ETIHAD-WE Approved Drawings (In case of Additional Load)
 - Consultant Trade License and Classification Certificate Copies
 - Contractor Trade License and Classification or Competency Certificate
- b. Upon successful receipt of the application, a sales order will be issued with permit approval service fees and Stage Construction NOC service fees as per the RAKEZ Permit fees.
- c. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
- d. Upon payment completion and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
- k. Site inspection might be conducted and based on the documents review and site inspection findings, the Customer shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar days.
- e. If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.
- f. Upon satisfactory completion of the application review, the permit and associated Stage NOC shall be issued subsequently within two (2) working days.
- g. For Permit renewal, RAKEZ notifies the client 30 days prior to the Permit expiry date and the client shall apply for renewal by clicking [here](#).
- h. In case any amendment is required for the Permit, the customer shall apply for amendment by clicking [here](#).
- i. The customer is required to maintain a valid Permit at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

E. Construction Stage NOC (Stage-2 or Stage-3 Construction NOC)

- a. The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The customer has to select the necessary NOCs based on the building height: Stage 2 for construction exceeding 6 meters and Stage 3 for construction exceeding 24 meters.
- b. Upon successful receipt of the application, a sales order will be issued with service fees for Construction Stage NOC Fees as per the RAKEZ Permit fees.
- c. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
- d. Upon payment completion and confirmation from RAKEZ, the review of the application shall be done by RAKEZ.
- l. Site inspection shall be conducted, and based on the document review and inspection findings, the customer shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar days.
- e. If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations and RAKEZ Signboard Standards.
- f. Upon satisfactorily completing the review, the NOC shall be issued subsequently within two (2) working days.
- g. The customer is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

F. Building Completion Certificate

- a. The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The submission should contain following copies of the supporting documents:

- Civil Defence Approved Shop Drawings
 - Final Demarcation Certificates (Signed by all Parties)
 - As-built Drawings
 - Civil Defence Completion/Inspection Certificate
 - ETIHAD WE/UTICO Approved Drawings
 - ETISALAT/DU Completion Certificate
 - Valid EPDA Certificate
 - Utility Status Report
- b. Upon successful receipt of the application, a sales order will be issued with completion certificate service fees as per the RAKEZ Permit fees.
- c. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
- d. Upon payment completion and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
- e. Site inspection shall be conducted, and based on the document review and inspection findings, the customer shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar days.
- f. If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.
- g. Upon confirming the payment and satisfactorily completing the review, the Completion Certificate shall be issued subsequently within two (2) working days.

G. Modification Completion Certificate

- a. The customer shall fill out and submit the application by clicking [here](#). Submissions should be valid and conform to the requirements and applicable regulations. The submission should contain following copies of the supporting documents:
- Civil Defence Approved Drawings
 - As-built Drawings
 - Civil Defence Completion/Inspection Certificate
 - ETIHAD WE/UTICO Approved Drawings (In case of Additional Load)
 - Consultant Authorization Letter
 - Valid EPDA Certificate (For Industrial Licenses)
 - Contractor Authorization Certificate (From Each Contractor)
- b. Upon successful receipt of the application, a sales order will be issued with completion certificate service fees as per the RAKEZ Permit fees.
- c. If the Customer fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
- d. Upon satisfactorily completing the payment and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
- h. Site inspection shall be conducted, and based on the document review and inspection findings, the customer shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar days.
- e. If the Customer fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.
- f. Upon confirming the payment and satisfactorily completing the review, the Completion Certificate shall be issued subsequently within two (2) working days.

5. Regularisation Process for Existing Installations

Any existing construction/modification/installations must be regularised in accordance with the relevant scope of the new NOC process.

6. Related Forms

- NOC APPLICATION FOR OUTDOOR INSTALLATION – (DEV-PR-GU01.F01) – Click [here](#)
- NOC APPLICATION FOR SIGNBOARD INSTALLATION – (DEV-PR-GU01.F10) – Click [here](#)
- APPLICATION FOR DRAWING REVIEW - (DEV-PR-GU01.F02). Click [here](#)
- APPLICATION FOR BUILDING PERMIT - (DEV-PR-GU01.F03). Click [here](#)
- APPLICATION FOR MODIFICATION PERMIT - (DEV-PR-GU01.F04). Click [here](#)
- APPLICATION FOR CONSTRUCTION STAGE NOC - (DEV-PR-GU01.F05). Click [here](#)
- APPLICATION FOR BUILDING COMPLETION CERTIFICATE - (DEV-PR-GU01.F06). Click [here](#)
- APPLICATION FOR MODIFICATION COMPLETION CERTIFICATE - (DEV-PR-GU01.F07). Click [here](#)

7. Applicable Regulations/References

- RAKEZ Rules & Regulations
- RAKEZ Signboard Standards