

# GUIDANCE FOR OBTAINING DEVELOPMENT PERMITS AND NOC

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## 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

- **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

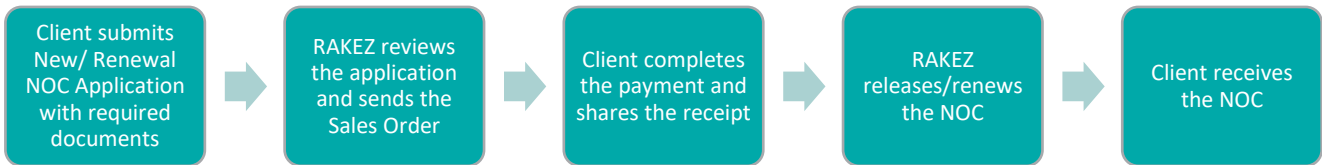
The client may apply for this service if both of the following conditions apply to him/her:

- 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 Development-Permit Service fees.
- g. Upon confirming the payment, the NOC shall be issued within two (2) working days.
- 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 Development-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

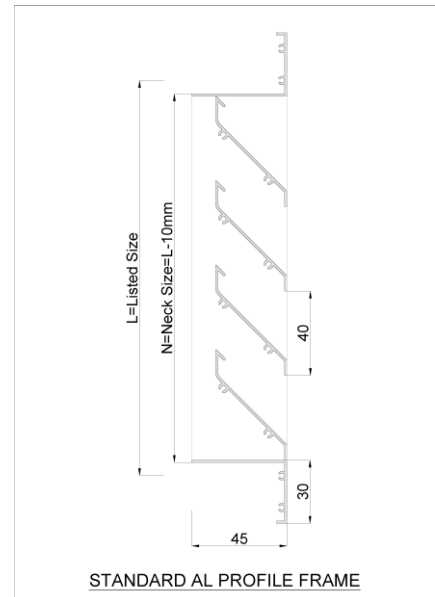
#### D. List of Non-Approved Equipment

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

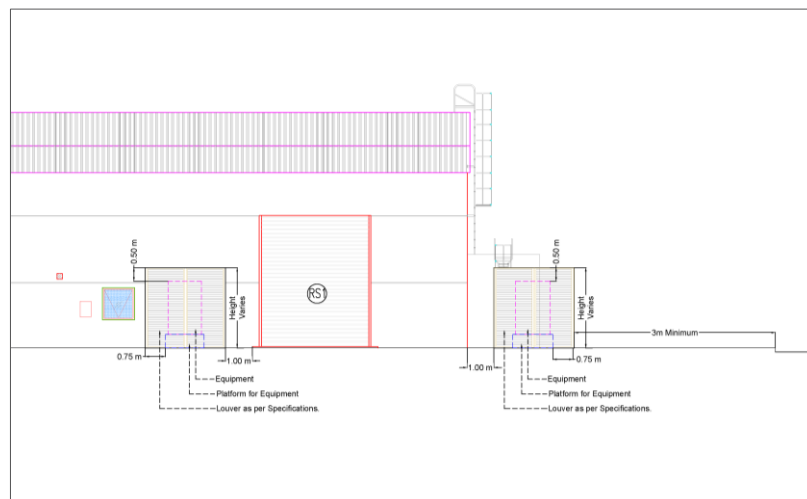
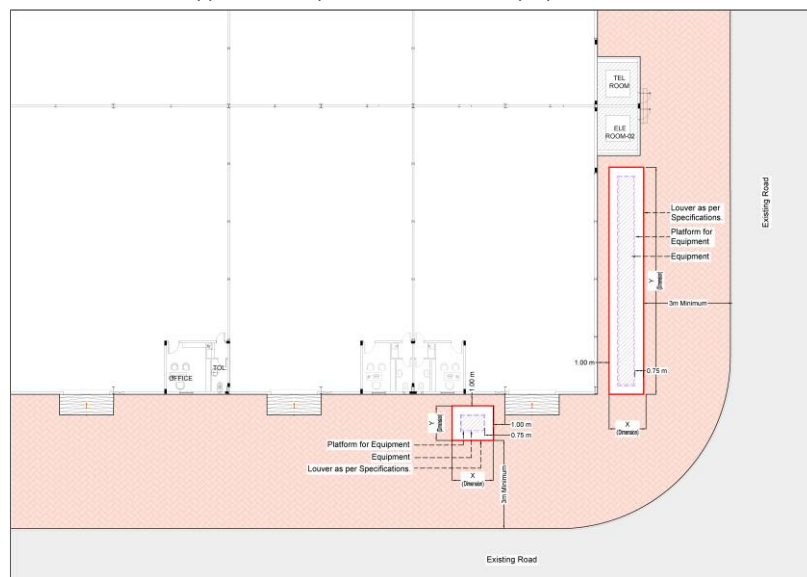
- The outdoor equipment must be secured with mandatory louvred enclosures.
- Louvres must be constructed from aluminium to ensure durability, lightweight properties, and corrosion resistance.
- **Design Types for Louver**
  - **Standard Louvered Design:** Suitable for general ventilation and airflow 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.



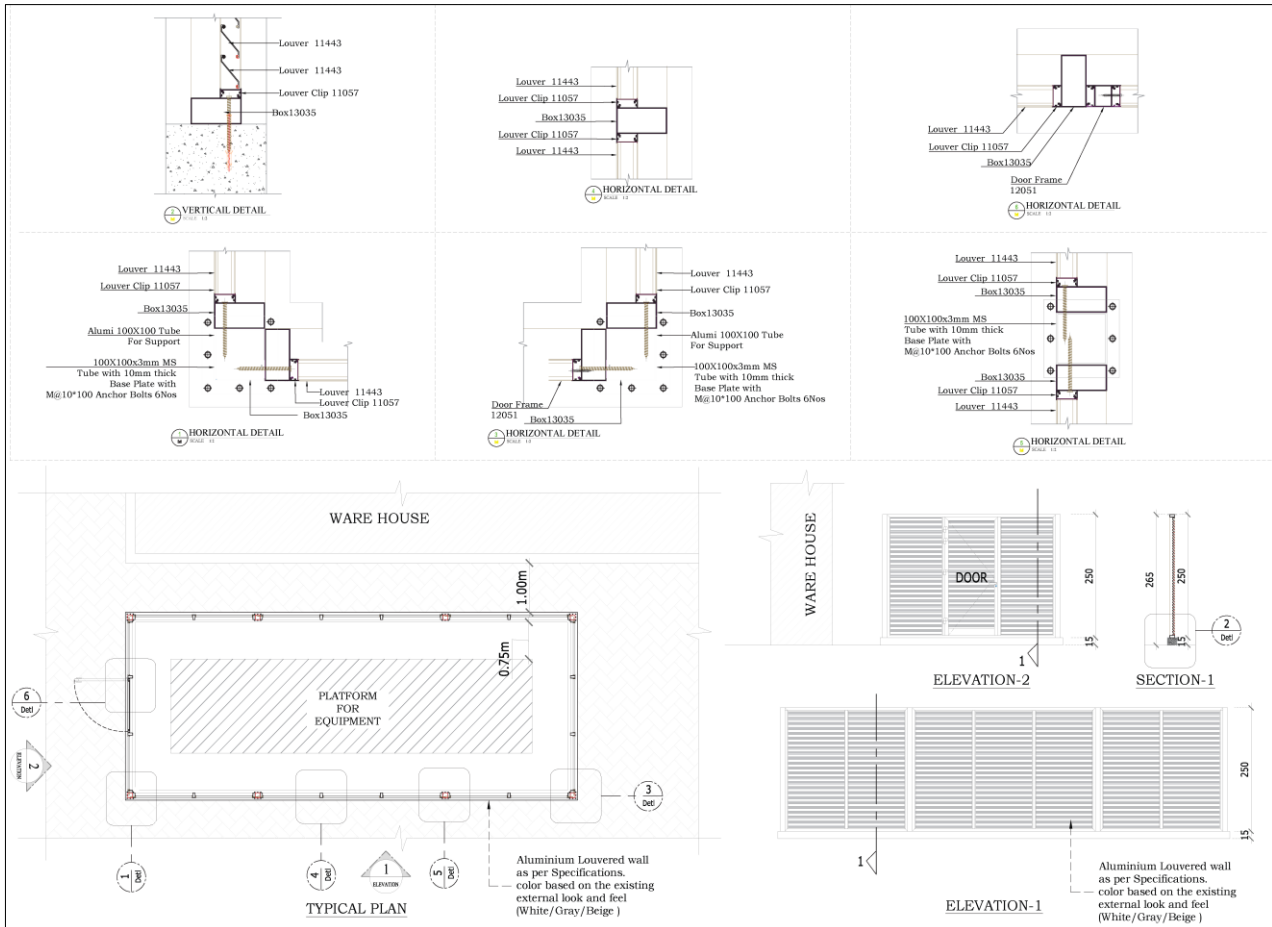
Zone	Location	Colour
Al Hamra Industrial Zone	WIZ 1 – 5	RAL 0121
	WIZ 1 – 4 and WIZ 6 – 9	RAL 809 / topcoat 08 E49
	Shed A and B	RAL 293
Al Hamra Industrial Zone (free zone)	WFZ 1 – 5 and WFZ 9 – 8	RAL 809 / topcoat 08 E49
	WFZ 10 – 14	RAL 0121
	Shed 1 – 32	RAL 293
Al Hulaila Industrial Zone (free zone)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



Here is the Louver Details Drawing



## 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.

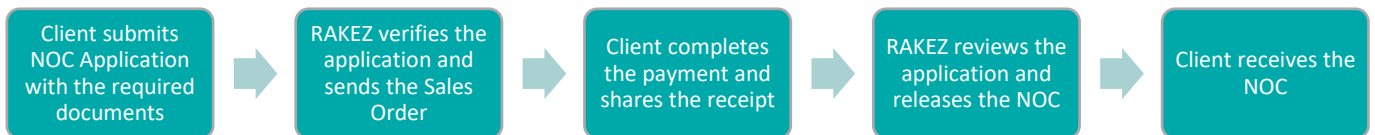
### B. Steps for NOC Issuance Process

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

#### Client-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 Development-Permit Service 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.



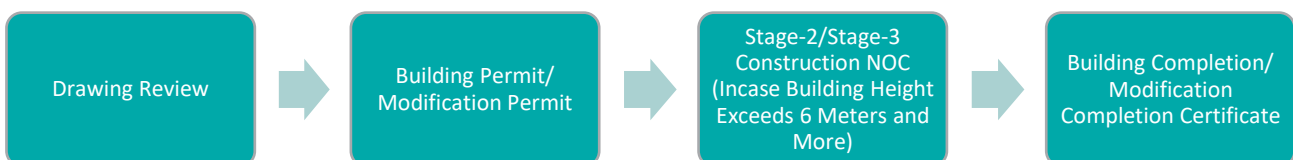
- i. NOC application for renewal, shall be submitted by clicking [here](#).
- j. Upon completion of the application and if the submitted renewal application is in line with the existing NOC, a sales order with non-refundable service fees will be issued for renewal as per the RAKEZ Development-Permit 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

- a. This applies to all construction works including new construction and modifications of the existing structures within the RAKEZ jurisdiction.
- b. The Client 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)
- c. Upon receipt of the application and verification of the application, a sales order will be issued with service fees as per the RAKEZ Development-Permit Service fees. 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 completion of the payment and confirmation from RAKEZ, the review of the documents shall be done, and the client shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar 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 applicable building codes.
  - f. 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 client shall apply for amendment by clicking [here](#).

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

- a. The client 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 (Upto 6 meter height Constructions) 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 Development-Permit Service 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 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 client shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar days.
- f. 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.
- 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 client shall apply for amendment by clicking [here](#).
- j. The client is permitted to select only one amendment per Building Permit Amendment Application.
- k. The client is required to maintain a valid Permit at all times to avoid administrative penalties in accordance with the RAKEZ violation code.
- l. Only Single Building Permit shall be issued at a time for the same plot. No further Building Permit applications will be accepted unless closing of the existing permit.

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

- a. The client 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 Development-Permit Service 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 payment completion and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
  - m. Site inspection might be conducted and based on the documents review and site inspection findings, the client shall be notified of any deficiencies/clarifications and/or requirements to be submitted within five (5) calendar 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.
- 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 client shall apply for amendment by clicking [here](#).
- i. The client is required to maintain a valid Permit at all times to avoid administrative penalties in accordance with the RAKEZ violation code.
- j. If a modification permit application is received from a company that is currently operational, the construction area for the modification must be physically isolated from active operational areas.

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

- a. The client shall fill out and submit the application by clicking [here](#). All submissions must be valid and fully compliant with the applicable requirements and regulations. Clients must apply for the appropriate NOCs as soon as the construction reaches the specified height limits: **Stage 2 Construction NOC is required once the structure exceeds 6 meters, and a Stage 3 Construction NOC is required once the structure exceeds 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 Development-Permit Service 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 payment completion and confirmation from RAKEZ, the review of the application shall be done by RAKEZ.
- n. Site inspection shall be conducted, and based on the document review and inspection findings, the client shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar 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. Upon satisfactorily completing the review, the NOC shall be issued subsequently within two (2) working days.
- g. The client 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 client 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 Development-Permit Service 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 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 client shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar days.
- f. 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.
- g. Upon confirming the payment and satisfactorily completing the review, the Completion Certificate shall be issued subsequently within two (2) working days.
- h. No operations shall commence until the Building Completion Certificate has been obtained.

#### G. Modification Completion Certificate

- a. The client 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 Development-Permit Service 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 satisfactorily completing the payment and confirmation from RAKEZ, the review of the documents shall be done by RAKEZ.
- i. Site inspection shall be conducted, and based on the document review and inspection findings, the client shall be notified of any deficiencies, clarifications, and/or requirements to be submitted within five (5) calendar 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.
- f. Upon confirming the payment and satisfactorily completing the review, the Completion Certificate shall be issued subsequently within two (2) working days.
- g. Operations within the modification construction area shall not commence until the Modification Completion Certificate has been formally issued and obtained.

#### 4.4. NOC for Night Works

##### A. NOC Applicability

- This applies to all night works construction in any ongoing construction projects within the RAKEZ jurisdiction.

- The NOC is valid for a period of 30 calendar days (19:00Hrs- 07:00Hrs.) for the execution of the works specified therein. If, under any circumstances, the work extends beyond the NOC's expiry date or if there are any changes to the scope of work, a new NOC must be obtained.

## B. Steps for NOC Issuance Process

- a. NOC application shall be submitted to by clicking [here](#), along with the supporting documents and details as mentioned below:
  - Night Work Method Statement and Risk Assessment Approved by the Project Consultant
  - Maximum Expected Manpower Details
  - Safety Representative Contact Details
  - Site Engineer Contact Details
  - Competency Certificate Copies for First Aiders
  - Competency Certificate Copies for Fire wardens
- b. Upon receipt of the application, a sales order will be issued with service fees as per the RAKEZ Development-Permit Service 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 applicable RAKEZ regulations, as well as local and federal requirements.
- 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 of the provisions contained in this guidance at any time with or without prior notice.

## C. Compliance with Noise and Illumination Standards

- Contractors and consultants are required to conduct regular monitoring and maintain thorough documentation of ambient noise and illumination levels.
- Activities involving excessive noise, vibration, dust, or pollution are not permitted during nighttime hours. RAKEZ reserves the right to revoke this NOC without prior notice in the event of non-compliance with applicable regulations, receipt of public complaints, or if deemed necessary by RAKEZ for safety, environmental, or regulatory reasons.
- As part of their night work scope, a comprehensive area survey shall be carried out, with records maintained to confirm that it identifies nearby residential properties and, in accordance with the scope of work, includes the concrete pouring plan, pump station location, and mixer truck access routes.
- Refer to the Night Works section of the RAKEZ HS&E Construction Regulations for specific illumination standards applicable to nighttime construction activities.

- Ensure that nighttime construction activities are conducted in a manner that minimizes noise disturbances to surrounding communities, in accordance with best practices for environmental and community protection. Refer to Table 1 below for general permissible noise level guidelines.

**Table 1: Noise Level Limits for Night shift construction Works**

Receptor Areas	Nighttime (7 PM - 7 AM)
Residential Areas – Light Traffic	30 - 40
Residential Areas – Downtown	35 - 45
Residential Areas – Adjacent to Workshops, Commercial Establishments, or Highways	40 - 50
Commercial and Downtown Areas	45 - 55
Industrial Areas – Heavy Industry	50 - 60

#### 4.5. NOC for Minor works

##### A. Applicability:

The RAKEZ Minor Work NOC applies to all non-structural minor works conducted within RAKEZ facilities by tenants, contractors, or third-party service providers. It specifically covers works that do not impact structural elements (e.g., beams, columns, slabs, or load-bearing walls). The purpose of this permit is to ensure that such activities are carried out safely, in full compliance with RAKEZ regulations and all relevant Local and Federal requirements, without compromising the structural integrity, operational safety, or environmental standards of the premises. This NOC system provides a controlled process to review work methods, assess potential hazards, and ensure that competent personnel carry out the activities under approved supervision.

##### B. Included Activities:

The following categories of work are considered minor in nature and therefore eligible for execution under a RAKEZ Minor Work Permit, subject to review and approval by the Authority.

Applicable activities include, but are not limited to:

###### 1. Maintenance Works

- Routine servicing or replacement of non-structural components (doors, windows, ceiling tiles, Replacement of Roof Sheet etc.).
- Replacement of fixtures, fittings, or accessories (locks, handles, lights, fans, HVAC diffusers).
- Surface finishing works such as painting, polishing, or minor touch-ups.

###### 2. Decorative Works

- Interior decoration or refurbishment of existing spaces.

- Internal wall coverings, wallpaper installation, or minor paneling.
- Floor covering replacement (tiles, vinyl, carpets) without altering the structure or levels.
- Installation of wall-mounted non-furniture item.

### 3. Restoration Activities

- Façade cleaning.
- Restoration or polishing of floors, walls, and other finishes.
- Servicing existing non-structural installations.

### 4. Minor Electrical & Plumbing Adjustments

- Replacement or relocation of lighting fixtures, switches, or sockets.
- Minor adjustments or extensions of electrical conduits and plumbing pipes within approved service routes.
- Replacement of taps, valves, or fittings that do not require system shutdown or redesign.

### 5. Minor External Works

- Minor landscaping or external works that do not involve excavation or foundation changes.

## C. Excluded Activities

The following activities are not permitted under a Minor Work Permit and require a Building Permit, Modification Permit or specific approvals or NOC's from the RAKEZ Department of Permits and Regulations:

### 1. Structural Works

- Any new construction, modification, demolition, or addition that affects structural components such as columns, beams, slabs, load-bearing walls, or foundations.
- Core drilling, cutting, or chipping of structural elements.

### 2. Major Electrical and Mechanical Works

- Installation, alteration, or extension of main electrical panels, risers, feeders, or fire alarm systems.
- Major HVAC ducting, chiller, or mechanical equipment installation.
- Works require shutdown or reconfiguration of existing MEP systems.

### 3. Civil or Infrastructure Works

- Excavation, foundation, or underground utility works.
- Road, pavement, or drainage modifications beyond superficial repairs.
- Any work affecting utility connections (water, power, sewage, telecom).

### 4. Fire & Life Safety Systems

- Modification or relocation of any fire & Life Safety system like sprinkler systems, fire alarms, smoke detectors, or emergency lighting etc.
- Works that may compromise fire escape routes, exits, or access to firefighting equipment.

### 5. External Modifications

- Changes to building façades, roof structures, or external architectural features.
- Installation of facility signboards, external lighting, or antennas without prior design and signage approval.

#### D. Steps for NOC Issuance Process

- a. NOC application shall be submitted by clicking [here](#), along with the supporting documents and details as mentioned below:
  - Minor Work Method Statement and Risk Assessment Approved by the Client
  - Trade License Copy of the Contractor
  - Contractor Appointment Letter from Client
  - Maximum Expected Manpower Details
  - Safety Representative Contact Details
  - Site Supervisor/ Representative Contact Details
- 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 Applicant shall be notified of any deficiencies/clarifications and/or requirements to be submitted for further review within fifteen (15) working days.
- e. If the Applicant 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 applicable RAKEZ regulations and Local and Federal Requirements.
- 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 three (3) working days.
- h. 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.



#### E. Additional NOC Requirements

Obtaining a Minor Work Permit does not exempt the applicant from securing other specific RAKEZ NOCs where applicable.

If any part of the proposed minor work involves the following, the applicant shall obtain the relevant approval(s) prior to commencement of work:

- Use of **lifting equipment** such as cranes, hoists, or forklifts
- Activities involving **compressed gas cylinders**
- Works requiring **temporary road blockage**, lane closure, or traffic diversion
- Use, handling, storage, or application of any **chemicals, solvents, or hazardous substances**

In such cases, the corresponding RAKEZ NOC (e.g., Lifting Equipment NOC, LPG NOC, Road Blockage NOC, Chemical NOC) must be obtained in addition to the Minor Work Permit. Failure to secure these additional approvals shall be treated as non-compliance with RAKEZ regulations.

## 4.6. NOC for Project Status Change

### A. Applicability

The Project Status Change NOC applies to all clients, developers, and business entities undertaking construction projects within RAKEZ jurisdiction who intend to modify the status of their ongoing project — either through Suspension or Cancellation.

This NOC ensures that any modification to a project's status is conducted in a controlled, safe, and compliant manner, fully aligned with RAKEZ regulations, Building Codes, Design Guidelines, and all relevant Local and Federal requirements.

Projects may require suspension or cancellation for valid reasons such as economic recession, financial disputes, or other justified circumstances. The NOC process provides a formal mechanism to review such requests, verify the reasons, and ensure that regulatory, environmental, and safety obligations are met.

### B. Types of Project Status Change NOC

There are two types of **Project Status Change NOC** applications that can be applied for within this scope:

#### 1. Project Suspension

Issued when the applicant intends to temporarily suspend ongoing construction works for a valid reason such as economic recession, financial disputes, or other justified circumstances. This NOC is valid for a maximum of six months and can be extended only once.

#### 2. Project Cancellation

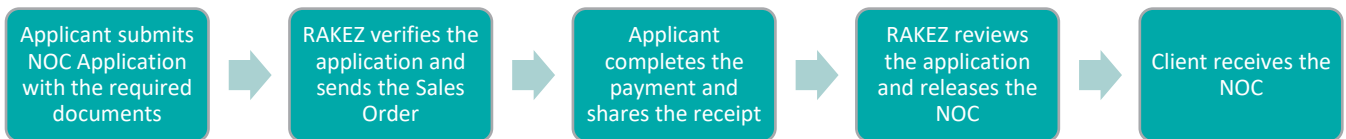
Issued when the applicant intends to permanently cancel all active permits and terminate the ongoing project in accordance with RAKEZ procedures.

In both cases, the RAKEZ–Department of Permits and Regulations, shall review, evaluate, and approve the NOC applications based on compliance with applicable requirements and safety standards.

### C. Steps for NOC Issuance Process

- a. NOC application shall be submitted by clicking [here](#), along with the supporting documents and details as mentioned below:
  - Letter from the client formally notifying a change in the project status, outlining the reasons for the suspension or cancellation of the project.
  - Technical report from the consultant outlining the current project status and the measures undertaken to ensure the safety and security of the project site, as well as to prevent deterioration.

- 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 confirmation of payment, the submitted documents will undergo review, followed by site verification. The applicant will be notified within fifteen (15) working days of any deficiencies, clarifications, or additional requirements needed for further evaluation.
- e. If the Applicant 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 applicable RAKEZ regulations and Local and Federal Requirements.
- 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 Permit shall be issued within three (3) working days.
- h. 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.



## 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 – (DPR-CGU02.F01) – Click [here](#)
- NOC APPLICATION FOR SIGNBOARD INSTALLATION – (DPR-CGU03.F01) – Click [here](#)
- APPLICATION FOR DRAWING REVIEW - (DPR-CGU01.F01). Click [here](#)
- APPLICATION FOR BUILDING PERMIT AND STAGE 1 NOC - (DPR-CGU01.F02). Click [here](#)
- APPLICATION FOR MODIFICATION PERMIT AND STAGE MODIFICATIONNOC - (DPR-CGU01.F05). Click [here](#)
- APPLICATION FOR CONSTRUCTION STAGE NOC - (DEV-PR-GU01.F05). Click [here](#)
- APPLICATION FOR BUILDING COMPLETION CERTIFICATE - (DPR-CGU01.F04). Click [here](#)
- APPLICATION FOR MODIFICATION COMPLETION CERTIFICATE - (DPR-CGU01.F06). Click [here](#)
- APPLICATION FOR NOC-NIGHT WORKS - (DPR-CGU04.F01). Click [here](#)
- APPLICATION FOR NOC-MINOR WORKS - (DPR-CGU05.C01). Click [here](#)
- APPLICATION FOR NOC-PROJECT STATUS CHANGE - (DPR-CGU01.C10). Click [here](#)

## 7. Applicable Regulations/References

- RAKEZ Rules & Regulations -Click [here](#)
- RAKEZ Signboard Standards-Click [here](#)
- RAKEZ Development-Permit Service fees- Click [here](#)