



Question	Answer	Department Concerned
What are the documents required to obtain a licensed tents?	Applying using the (Smart Hub) Application	Building Permits
What are the requirements to apply for a request for inspection of new buildings (building completion certificate)?	The client should apply for renewal in the main building with the following documents:• Report of the Municipal Center• Search Certificate • Contractor's license• Labor Housing• Username (User name)• the consent of the owner• the old license• Consultant Letter for supervision•	Building Permits
What are the documents required to issue or receive a license of building additions?	The Contractor is to submit an inspection request through the electronic system for a building permit giving the appropriate date then the engineer confirms the appointment and the inspection shall be carried out within a maximum period of two days.	Building Permits
What are the requirement for building maintenance?	Applying using the (Smart Hub) Application	Building Permits



How to edit project Information in the building permits system?	The Project information can be edited by sending a request to permit service section pss@adm.abudhabi.ae	Building Permits
Is there a permit for caravan in farms?	Not allowed	Building Permits
When will the code be applied in the whole Abu Dhabi projects?	The code is already applied on governments and development projects, and expected to be applied on other projects by 2020	Building Permits
How many drilling are required for soil testing? How far should the depth of each hole be? Note that the area of land is 150 * 200?	Based on ADM Guideline for Buildings Regulations, distance between boreholes should not exceed 30 meters. Number of boreholes depends on the buildup area and depth of borehole depends on the number of floors and the number of basements; Moreover, scope of work different from area to another.	Building Permits
Are procedures to add an extension to the house on behalf of the heirs the same as that to add a normal extension, and what is the time it takes to get the license?	Yes, same documents. In addition to that signature of heirs or power of attorney. And the duration for the permit to be ready is less than 10 working days	Building Permits



How to reactivate username for building permits system, by which the consultant or contractor log in to complete their paperwork with the administration?	The Project information can be edited by sending a request to permit service section pss@adm.abudhabi.ae	
How to receive a password replacement for building permits system, by which the consultant or contractor log in to complete their paperwork with the administration?	The Project information can be edited by sending a request to permit service section pss@adm.abudhabi.ae	Building Permits
What is the procedure for maintenance and construction works in Yas Island housing?	Application is done through online system by Contractor or Consultant	Building Permits
What is the period needed to get a building permit? What are the documents required? What is the site of service delivery?	Application is done through online system by Contractor or Consultant, and the permit will be ready in less than 10 working days	Building Permits
How to book an appointment with building permit engineers?	Appointment meeting is only done by (WebEx)	Building Permits
Is it allowed to build a car shade and what are the duty fees given that the parking lot is within the plot limit but at the house external fence?	Applying using the (Smart Hub) Application	Building Permits



What actions should be taken to build additions in the homes of Al Falah Project i.e. building a small bathroom in the courtyard of the house if the bathroom door was from the inside hall of the house?	The client will have to assign a consultant to upload the plans on the system to get approval on the modification	Building Permits
Is it allowed the install a back door for the garage and what are the documents required?	Not Allowed	Building Permits
Is it allowed to build a tent inside the house parcel within Al Falah housing project?	Not Allowed	Building Permits
What are the special conditions for the installation of windows locks for the safety of children in the buildings built according to the terms of the Municipality of Abu Dhabi City? Shall it be provided by the owner of the building or the tenant?	There are standards in ADIBC and it is not mandatory	Building Permits
Is there any exception to divide a residential villa into apartment?	There is not	Building Permits
What are the proceedings for obtaining a permit to make partitions in a commercial	Owner Approval with drawings	Building Permits



shop? What are the duration of the transaction and the fees?		
In case of existing walls on the roof of the foundation of the building, and the client wishes to put a ceiling, what are the required documents?	Drawings with applying the planning guide line	Building Permits
Do you allow building a villa in a farm? What is the space allocated for the building if possible?	can build , according to the following types determine the maximum allowable space , To build a store 60 m2 , Labor Camps 40 m2 , Chalets one building with an area of 700 m2 , Chalets separate buildings, each with an area of 100 m2	Building Permits
Is allowed to build a room in the balcony in a house in Al Falah? Where a very large balcony area?	Depends on the house type of building	Building Permits
What are the procedures to renovation an old building to issue the license?	By applying though the system, Occupancy certificate for an existing building	Building Permits
What are the documents required for the decoration license?	NOC from owner + Drawing Stamped by owner	Building Permits



Is it permissible to make any additions or modifications to popular housing in the city of Al Falah?	Yes, Depends on building type	Building Permits
How can we get a user name and password via building permits system?	The Project information can be edited by sending a request to permit service section pss@adm.abudhabi.ae	Building Permits
How many borings are required for soil test? How deep shall be each hole?	Based on ADM Guideline for Buildings Regulations, distance between boreholes should not exceed 30 meters. Number of boreholes depends on the buildup area and depth of borehole depends on the number of floors and the number of basements; Moreover, scope of work different from area to another.	
Is it allowed to license more than we villa (residential unit) on the same plot for investment?	The laws and regulations in force do not allow more than one housing unit in each plot except for private and social cases that are considered by a Competent Committee in building permits department for licensing of additional housing units for bad needs not for investment purposes	Building Permits
What are the required documents for architecture And Structure Approval?	Assignment letter from owner	Building Permits



	Arch. And Struc. Drawings Appointment letter from consultant owner ID Classification and Commercial license for consultant	
What are the documents to issue a permit?	Assignment letter from owner to consultant and contractor Appointment letter from consultant and contractor owner ID Classification and Commercial license for consultant and contractor Contractor Username Temporary fence Clearance letter from contractor	Building Permits



What are the requirements for applying for the inspection of parts of the concrete building during implementation (structural detection)?	Requirements for inspection of construction elements at the project site during implementation in the electronic system (CDP): - Request the inspection of the contractor in the electronic system - Picture of the item to be checked Requirements for inspecting construction elements at the project site during implementation in the electronic system (MEPS): (Foundations) Excavation / Piles Work: - Inspection form approved by the supervision consultant. - Detailed drawing showing the area of inspection. Foundation Work: - Inspection form approved by the supervision consultant.	Building Permits
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	- GIS report. - Consultant letter stating the type of steel reinforcement and waterproofing material to be used in the project. - Detailed drawing showing the area of inspection. - Compaction test report for soil under foundations. - Compaction test report for soil under the ground slabs. Horizontal Concrete Elements: - Inspection form approved by the supervision consultant. - Consultant letter stating the type of steel reinforcement and waterproofing material to be used in the project.	
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	- Detailed drawing showing the area of inspection. - Cube test report for the previous casted concrete element. - Compaction test report for soil under the ground slabs.	
What are the requirements for applying for initial inspection(%85) on buildings under construction?	Initial Project Completion: - Inspection request from the contractor. - Photos showing the front façade of the building. - Copy of the form for the structural inspections approved by ADM inspectors in case the inspection requests are not available in the system. - Percentage of the project completion should not be less than 85%. final Project Completion & Issuing of Building Completion Certificate:	Building Permits



	- Inspection request from the contractor. - Approval of the required services departments in the system. - Approved architectural & structural drawings.	
What are the requirements for applying for the final inspection of new buildings (building completion certificate)	Applying through the building permit system by the contractor Approval from all external entities Stamped Arch. and Struc Drawings	Building Permits
What are the documents required to issue a maintenance permit	1. Building maintenance Owner request for maintenance Owner ID Contractor commercial license 2. Maintenance of building facades Applied by consultant Owner request for maintenance	Building Permits



	Owner ID Contractor commercial license Consultant Assignment Arch. Drawings Appointment letter from consultant supervision 3. Decorative License Owner NOC Owner ID Assignment from client to contractor Rental agreement between owner and client Contractor commercial license	
What are the documents required to change contractor/consultant?	Changing Consultant: - Assignment letter from owner and supervision letter from consultant	Building Permits



	- Consultant Classification and commercial license - Contractor Commercial license and renewal labour accommodation - Issued building permit - Piles Loading Results (In case of Pile foundations) Changing contractor: - Assignment letter from owner and supervision letter from consultant + Assignment letter from consultant to the new contractor - Issued building permit - Contractor Classification, Commercial license and renewal labor accommodations - Consultant Commercial license	
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	- Temp. fence certificate (If there is no boundary wall) - Re approval from survey demarcation and receipt form (If there is no boundary wall) - Piles Loading Results (In case of Pile foundations)	
What is the requirements for Dewatering Permits?	The required documents are present on the system when you submit the transaction and they are the following documents: - Contractor Assignment Letter - Dewatering drawings including shoring type and depth (as per standard layout) - Dewatering Method Statement Stamped from Consultant - Dewatering Period - Expected Settlement Calculation Stamped from Consultant	Building Permits



	- Final Demarcation - Flow Rate Calculations Stamped from Consultant - Health and Safety Plan - Photographs from the four sides of the Project Area - Radius of Influence Calculations Stamped from Consultant - Soil Investigation Report Stamped from consultant -Undertaking Form for Dewatering Permit - Valid Commercial License for Dewatering Contractor	
What is the requirements for Soil Testing?	The required documents are present on the system when you submit the transaction and they are the following documents:	Building Permits



	- Authorization and Undertaking Letter for Soil Test Permit (within Templates) - Contractor Assignment Letter - Employee List for the Laboratory - ENAS accreditation certificate from Emirates Authority for Standardization and Metrology -Final Demarcation -General layout indicating borehole locations and coordinates stamped by consultant (within Templates) -Health and Safety Plan -In-charge Engineer certificate accredited by ministry of higher education -List of Equipment for the Laboratory -Scope of field and laboratory works Report Stamped by consultant -Valid Commercial License for laboratory	
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Which are the areas where geophysical surveying is mandatory?	Geophysical surveying is mandatory in Shakhbout City, Al Falah, Al Bahya, Kizad and Airport Area. If the proposed project is commercial/residential buildings (G+3 or above) or any public used buildings (facilities), Geophysical surveying is mandatory in all the areas of Abu Dhabi	Building Permits
What is the requirements for Soil Improvements Works Permit	The required documents are present on the system when you submit the transaction and they are the following documents: 1- Authorization and Undertaking Letter for Soil Improvement Works Permit (as per the Form) 2- Contractor Assignment Letter 3- Ground Improvement Method Statement from Soil Improvement Contractor Approved by Consultant 4- Ground Improvement Specification from Consultant	Building Permits



	5- Health and Safety Plan 6- Project Layout showing the location of improvement areas with spacing details approved by Consultant (as per the Form) 7- Soil Investigation Report Stamped from consultant 8-Valid Commercial License for Soil Improvement Contractor	
When does the consultant get a fine?	In case the consultant does not Commit to the following: 1. Missing mandatory approvals (Planning, DOT, etc.) 2. Missing Submission of arch. drawings 3. Missing to match the code (ADIBC) 4. If the comments are repeated	Building Permits
What are the formats of the required documents?	Drawings in DWF version 2013 or less	Building Permits



	Documents in PDF should check the file is not corrupted	
Is it needed to take civil defense approval when applying for fit out permits?	Yes. In development projects the approval should be taken before applying for the permit	Building Permits
Is it allowed to get parallel review from arch and structure reviewer in the system?	Only in Residential projects, in other projects the arch. Should be taken ahead before structure	Building Permits
What are the requirement for lease plan?	1. Owner stamped drawing (PDF) 2. NOC from owner 3. Archive (should match the lease plan)	Building Permits
What are the guidelines plans approval needed for mosques?	Affection Plan	Building Permits
What are the pre-approvals needed for development projects?	Civil Defense Approval	Building Permits
When does the third party apply for structure review and inspection?	In governmental and development projects that has not been reviewed from ADM structure engineer. (exception for mosques and substations)	Building Permits