

## C I R C U L A R - 1 5 5

**Date:** August 9, 2009

**Ref:** ZADC/GEN/MEB/gS-075

**TO :** ALL MASTER DEVELOPERS

**SUBJECT: TEMPORARY CONSTRUCTION PERMIT**

With reference to the above subject; please inform all your clients / tenants and owners within your respective areas to apply for temporary construction permit for construction of any temporary structures including tents at roof tops / outside the building, small kiosk etc.

Please find attached the 'Temporary Construction Permit Application' (Form # ZADC 28) for your necessary action. You are requested to circulate this circular to all the occupants within your zones.

Please note that in case we find any violation, the concerned (tenant / owner) shall be fined according to our Regulations.

The above is for your information and necessary action.

Thanking you,  
For, and on behalf of  
**DUBAI TECHNOLOGY AND MEDIA  
FREE ZONE AUTHORITY – DTMFZA**

**TEMPORARY CONSTRUCTION PERMIT APPLICATION**

|                      |                                    |
|----------------------|------------------------------------|
| <b>PROJECT NAME:</b> | (TO BE FILLED BY ZONING AUTHORITY) |
| <b>CLIENT:</b>       | <b>TRACKING NO.:</b>               |
| <b>PLOT NO.:</b>     |                                    |
| <b>CONSULTANT:</b>   | <b>CONTRACTOR:</b>                 |

|                            |   |  |
|----------------------------|---|--|
| <b>SUBMISSION DETAILS:</b> | <input type="checkbox"/> INITIAL SUBMISSION | <input type="checkbox"/> RE-SUBMISSION |
|----------------------------|---|--|

| DOCUMENTS REQUIRED   |  |
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| <input type="checkbox"/> COPY OF CONSULTANT'S PROFESSIONAL LICENSE           | <input type="checkbox"/> DRAWINGS (2 SETS)                                       |
| <input type="checkbox"/> COPY OF CONTRACTOR'S PROFESSIONAL LICENSE           | <input type="checkbox"/> NOTIFICATION OF OBSTRUCTION TO SERVICES (IF APPLICABLE) |
| <input type="checkbox"/> NOC FROM RELEVANT LOCAL AUTHORITIES (IF APPLICABLE) | <input type="checkbox"/> SOIL REPORT (IF APPLICABLE)                             |
| <input type="checkbox"/> NOC FROM MASTER DEVELOPER                           | <input type="checkbox"/> STRUCTURAL CALCULATIONS OF MODELS (SOFT COPY)           |
| <input type="checkbox"/> DESCRIPTION OF WORK                                 | <input type="checkbox"/> COPY OF FEES RECEIPT (AS PER FEE MATRIX)                |
| <input type="checkbox"/> OUTLINE OF PROGRAMME                                |  |

**Disclaimer:**

- Any damages / obstruction to existing services should be re-instated as original.

| REQUESTOR DETAILS |               |             |
|-------------------|---------------|-------------|
| <b>NAME:</b>      | <b>DATE:</b>  |             |
| <b>SIGNATURE:</b> | <b>EMAIL:</b> |             |
| <b>TEL:</b>       | <b>FAX:</b>   | <b>MOB:</b> |



| FOR ZONING AUTHORITY USE   |  |
|--|--|
| <b>PERMIT FEES :</b>   |  |
| <b>RECEIVED BY:</b>  | <b>DATE RECEIVED:</b> /    /                           |
| <b>FORWARDED TO:</b>   | <b>DATE FORWARDED:</b> /    /                          |
| <b>COMMENT(S):</b>   |  |
| <input type="checkbox"/> OBJECTION <input type="checkbox"/> NO OBJECTION <input type="checkbox"/> NO OBJECTION WITH COMMENTS |  |
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| <b>REVIEWED BY:</b>  |  |
| <b>NAME:</b> .....   | <b>SIGNATURE:</b> ..... <b>DATE:</b> ...../...../..... |