



Fit-Out Flow Chart - Warehouse

Tenant Signs Lease Agreement with Dubai Industrial City -DI

Sales **Department** Manager hands over a CD that includes Architectural, **HSE criteria** & MEP drawings of the space + Fit-out **Handbook** to tenant

Design NOC

Tenant to submit the Design proposal to DI-Maqayees-Permits Dept.

Review Period

DI-Maqayees-Permits Dept. will forward Design drawings to Facility Management

Facility Management will review the drawings against the as-built drawings & Guidelines

Facility Management to forward review report/comments to DI-Maqayees-Permits Dept.

5 working days

DI-Maqayees-Permits Dept. will issue **Design NOC** to Tenant

2 working days

Tenant to apply for DM Building Permit and obtain other statutory approvals (DEWA, DU, Civil Defense)

Tenant to obtain **DM Building Permit** - copy to DI-Maqayees-Permits Department

Site Construction Commencement

Issue Period

The following requirements shall be submitted to DI-Maqayees-Permits Dept. prior to Construction Commencement:

1. DM Building Permit.
2. Signed Stamped Drawings by DM.(**Hard & soft copy provided on CD in Autocad & PDF Formats**)
3. Civil Defense Approval.
4. Security Cheque (Will range from AED 10,000 -20,000 depending on the space area)
5. Signed & Stamped acknowledgment form of Contractors' Roles & Responsibilities.
6. Copy of insurance **policies** [Contractor's all risk policy + Third Party insurance (Liability & Indemnity) + Workman's Compensation Policy].

2 working days

Subsequent to submitting the above, DI-Maqayees-Permits Dept. will issue **Fit-out Commencement work NOC** - Copy to Facility Management

Fit-out Contractor to coordinate with Facility Management before starting Fit-out activities

Tenant starts Fit-Out Works

Facility Management to monitor Fit-out works and Contractors at site to ensure that Building's properties are not damaged



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