



## CIVIL ENGINEERING DIVISION

- 6.3.3 If the submission can meet requirements with some minor revisions/modifications; Arch.sec admin to prepare Conditional Concept Design NOC with fees notification as per finance Code.
- 6.3.4 In the event where any major problems have been identified, Arch.sec admin to prepare commented letter and request them to resubmit.
- 6.3.5 In all cases, Arch.sec admin shall send NOC or commented letter to the document controller admin who is in charge to send them to the Client's Consultant request them to collect CD with the returned or approved documents/drawings.

### 6.4 Sign and save drawing in the server & Prepare Concept Design NOC

- 6.2.1 If the submission is complete and approved. Architect Engineer stamp the reviewed Concept Design drawings and save them in Trakhees server.
- 6.2.2 Arch.sec admin shall prepare Concept Design NOC and with fees notification and send the prepared NOC along with the fees notification.

### 6.5 Notify Consultant

- 6.5.1 Once Concept design NOC signed by concerned Architect Engineer and Sr. Manager –Permits & Compliance. The document controller admin shall send Fees notification advice to the related Consultant to settle payment prior receiving of the NOC from TKS-CED helpdesk.

### 6.6 Issuance of Concept design NOC

- 6.6.1 Concept design NOC is only issued by TKS-CED helpdesk upon payment of Appraisal fees to TKS Cashier at Dragon Mart (1<sup>st</sup> floor).
- 6.6.2 CD containing Cover Letter, NOC and endorsed drawings are handed over to the Client's Consultant Representative only upon presentation of payment receipt as received from Trakhees Cashier.

### 6.7 Revised submission

- 6.7.1 Revised submission (Revision): In case of major modification from the issued approval, consultant shall obtain revised concept design approval prior proceeding to B.P
- 6.7.2 Processes to issue Comments/Approved letter same as mentioned previously.

### 6.8 Building Permit Submission

- 6.8.1 To obtain B.P, Client's Consultant to refer to B.P procedure.

## 7.0 Record

No	Record description	Retention Time
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