

Version: 3.0

Buildings Permits System

Business Requirements Specification

Dubai Municipality

Information Technology Department

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Document Control Sheet

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**Table of Contents**

[1 Introduction 6](#_Toc53584526)

[1.1 Document Purpose 6](#_Toc53584527)

[1.2 Intended Audience 6](#_Toc53584528)

[1.3 Scope 6](#_Toc53584529)

[2 Business Process Overview 8](#_Toc53584530)

[2.1 Proposed Business Process 8](#_Toc53584531)

[GEO Consolidated Information Hub 8](#_Toc53584532)

[Business Domain Model 10](#_Toc53584533)

[Smart Modules 13](#_Toc53584534)

[2.2 Smart Modules 14](#_Toc53584535)

[User Management 14](#_Toc53584536)

[Customer Management 14](#_Toc53584537)

[Staff Management 14](#_Toc53584538)

[Dynamic Dashboard 15](#_Toc53584539)

[KPIs Evaluation & Monitoring 15](#_Toc53584540)

[Web Analytics 17](#_Toc53584541)

[Business Intelligence 17](#_Toc53584542)

[E-Checking 17](#_Toc53584543)

[BIM 18](#_Toc53584544)

[Notification & Communication 19](#_Toc53584545)

[Appointments Module 19](#_Toc53584546)

[Chatbot 20](#_Toc53584547)

[Scheduler Management 20](#_Toc53584548)

[Employees Allocation and Utilization 20](#_Toc53584549)

[Staff Availability Monitoring 21](#_Toc53584550)

[Task Management 21](#_Toc53584551)

[Dues Management 21](#_Toc53584552)

[Digital Process Automation 22](#_Toc53584553)

[Dynamic Business Rule Engine 22](#_Toc53584554)

[Audit Trail 23](#_Toc53584555)

[Services’ SLA 23](#_Toc53584556)

[Reporting Utility 23](#_Toc53584557)

[2.3 Permit Services 24](#_Toc53584558)

[2.3.1 Core Components 26](#_Toc53584559)

[Land Card 26](#_Toc53584560)

[Project Profile 27](#_Toc53584561)

[Fast Track Inquiry 31](#_Toc53584562)

[2.3.2 Core Services 32](#_Toc53584563)

[Building Permit 32](#_Toc53584564)

[Concept Design Approval 37](#_Toc53584565)

[2.3.3 Supporting Services 40](#_Toc53584566)

[Building Exception 40](#_Toc53584567)

[Land Procedures 46](#_Toc53584568)

[3 Dependencies 50](#_Toc53584569)

[4 Risks 51](#_Toc53584570)

[5 Assumption 52](#_Toc53584571)

[6 Appendices 53](#_Toc53584572)

[6.1 References 53](#_Toc53584573)

[6.2 Survey Result 0](#_Toc53584574)

## 

## Permit Services

Introducing a new approach of issuing **Immediate Building Permit** through unified window with no entries, no documents, and handling CAD and BIM drawings based on E-checking according to building type, usage, as well as permit type, which increase the alignment with the World Bank indicators of international competitiveness.

This approach depends on empowering preparation stage with all Land information, zoning regulations, NOC authorities’ guidelines, Land construction status, and then come up with a smooth approach of permit submission and issuance, based on automated checklists configured according to building type, usage, and permit type.

This approach proposes services restructuring through introducing only 3 new services rather than the current 25 services. These services are as follows:

Core services:

1. Building Permit
2. Concept Design Approval (Optional)

Supplementary Service:

1. Building Exception

These services are powered by the below core components:

* Land Card
* Project profile initiation
* Fast Track Inquiry (optional)

|  |  |  |
| --- | --- | --- |
| **#** | **Current Services** | **New Services** |
| **Core services** | | |
| 1 | Preliminary - New Building | Concept Design Approval |
| 2 | Preliminary - Adjustment/Addition |
| 3 | Preliminary - Arrangement and digging(to be Deleted) |
| 4 | Final New Building | Building Permit |
| 5 | Final Arrangement and Digging |
| 6 | Final Adjustment/Addition |
| 7 | Simple Adjustment/Addition |
| 8 | Building Demolition |
| 9 | Fencing |
| 10 | Self-Décor |
| 11 | Painting |
| 12 | Maintenance |
| 13 | Service Block |
| **Supplementary Services** | | |
| 14 | Building Exception | Building Exception |
| **Current Service** | | **Future Digital Procedure** |
| 15 | Application Cancellation | Action on applicant dashboard |
| 16 | Request copy of approved drawings | Provided in Land Card component  (click) |
| 17 | Extending Drawings Approval Validity |
| 18 | Soil Report Request |
| 19 | Gate Level |
| 20 | Request to approve a new building System | Integration through *#GEO Consolidated Hub* |
| 21 | Request to Increase Electricity Load | Recommended to be shifted to DEWA and information can be exchanged through *#GEO Consolidated Hub* |
| 22 | Request Additional Meters |
| 23 | Roof signboards | Recommended to be shifted to advertisement Department and information can be exchanged through *#GEO Consolidated Hub* |
| 24 | Road signboards |
| 25 | Land Procedures | Land procedures  (Automated) |

This approach will be applied using below Concepts and methodologies:

* Introducing GEO Consolidated Hub Concept: Provide all Land information from internal/ external authorities.
* Configurable on spot inquiry from authorities: Based on building types, usage, and permit type.
* Provide services with no entries, no documents uploading – only Drawings.
* Introduce Drawing Unification and Versioning: Concept on building level, based on Block chain.
* E - Checking on Drawings using configurable checklists: Based on building types, usage, and permit type.
* Automatic generation for Building Card from drawings: Based on standard templates CAD and BIM.
* Immediate Permit issuance-based E-checking: building types, such as Villas and industrial buildings.
* Introduce automation of Land Split & Merge procedures: Based on Plot coordinates and unified Building Cards.
* Self - Assignment for consultants and contractors on Land: based on permit type and project coordinates to consider mega projects.
* Provide full integration with internal and external partners to enable paperless transactions.

### Core Components

##### Land Card

* Solution Brief

Introduce Land centralized information hub to explore all land information, based on integration between **Geo consolidated hub** and internal/external authorities.

* Actors

This component will be accessible for any applicant assigned on Land.

* Product

Land Information Hub.

* Prerequisites

Self -assignment to Land.

* Channels

New Customer portal.

* Solution Details

The aim of this component is to provide all land information that the applicant needs in a unified window, to get prepared and apply for their building permit using *#Integration*.

This information will be gathered from all internal/ external authorities and centralized in Geo Consolidated Hub. This also will fulfill the idea of building centralized database for all Lands regulated by Dubai Municipality.

Land card consists of the below sections:

* Land Summary: Affection Plan Details, Makani Link, and Land drawing.
* Land Details: Zoning regulation including soil bearing capacity, topographic scan and plot demarcation in CAD or MicroStation format.
* Land Exceptions: Any exception raised for this land – whether general or for specific building – along with its status.
* Land Utilities and Services: Services entry points, drawings, and regulations guidelines.
* Land Buildings: As built land card, drawings, and related ongoing projects.

##### Project Profile

* Solution Brief

This component represents the project information and the permit type proposed by the assigned applicant.

* Actors

This component will be accessible for any applicant assigned on land.

* Product

Saved project profile defined for the assigned land.

* Prerequisites

Self -Assignment to Land.

* Channels

New Customer portal

* Solution Details

The aim of this component is to define the project information and the permit type that the applicant is willing to apply for this Land in a unified window in order to get prepared and apply for their building permit.

As applicant, you should identify the below information using this component as a prerequisite before applying for any service:

* **Project Information**
  + Project Name
  + Project Description
  + Project Start/End Date
  + Project Related To
  + Developer Name
  + Drawing Type that will be automatically regulated by the system based on the Land status and configuration related to permit type, building type, and usage.
* **Option 1 : Permit Information**

Before applying for building permit service, the applicant should fill the below information:

**Permit Type:**

| **Type** | **Related Information** |
| --- | --- |
| New Building | * Drainage Department: Does Drainage department serve the plot? Served, Not Served, Not Applicable. * Is there shoring work from (ROW / Street / Sikka / Public Parking / Rail / Tram) side? Yes or No |
| Fencing | Identify Fence Type:   * Permanent * Temporary |
| Arrangements and Digging | Identify Arrange and Digging Type:   * Excavation shoring and dewatering, * Site Preparation and excavation and dewatering, * Piling Works & foundations, * Piling and Shoring works foundations, * Foundations |
| Modification | Identify category of modification per building:   * Modification (can be Minor, Medium, Major, or Complete Design) * Maintenance * Painting (can be Internal, External, or both) * Self-Décor |
| Demolition | Identify buildings in scope of demolition |

According to uploaded drawings during permit submission, the system will detect the below information, which is handled manually in the current system:

* + Additional House Connection {Yes, No, number of connections if Yes}
  + Does the modification works affect the shoring work {Yes, No}
  + Does the modification works involve external paving/access {Yes, No}
  + Does the modification works affect the temporary fence/entrance location {Yes, No}
  + Usage changes.
* **Building Information**

**Building Type:**

* + Private Villa,
  + Investment Villa,
  + Industrial building,
  + Public building,
  + Multistory,
  + Building service blocks.

|  |  |  |
| --- | --- | --- |
| **Building Usages** | | |
| * Offices | * Banks | * Residential |
| * Employees/Students Accommodation | * Commercial | * Shopping Center |
| * Cinema | * Theatre | * Hotel Apartment |
| * Hotels | * Indoor Services | * Outdoor Services |
| * Mosques | * Education | * Hospitals |
| * Warehouse/Factory/Workshop | * Petrol Station/Car Services | * Labor Accommodation |

In case the Building type is Building service blocks, the applicant should select one of these options:

* **Use DM Ready Designs**: Choose from predefined List of DM templates.
* **Use Applicant Designs**: Upload design within permit submission.
* **Request DM Staff to Design**: DM staff will design drawings on behalf of the applicant after site visit.

**In case of Exception required**

Before applying for Exception whether separately or within building permit application, the applicant should fill the below information:

* + **Exception Type, which will be selected from configured exception,** types list.
  + **Exception Sub Type**, which will be populated according to the selected Exception type.
  + **Exception Description**
  + **Related Buildings**, which will be selected from populated land buildings, list (if any).
  + **Area benefitted as a result of the exception**
  + **Expected meter square cost (AED)** which will be calculated by *#Dues Management* based on configured calculation methods.
* **Option 2: Concept Design Approval Type:**

Before applying for Concept design Approval service, the applicant should fill the below information:

| **Type** | **Related Information** |
| --- | --- |
| New Building | N/A |
| Arrangements and Digging | Identify Arrange and Digging Type:   * Excavation shoring and dewatering, * Site Preparation and excavation and dewatering, * Piling Works & foundations, * Piling and Shoring works foundations, * Foundations |
| Modification | Identify Modification Type:   * Minor * Medium * Major |

In addition to specifying the related building type and usages.

##### Fast Track Inquiry

* Solution Brief

Introduce on spot inquiry (optional tool) to explore the alignment between applicant design idea and DM/NOC authorities’ regulations, based on the integration between Geo Consolidated Hub and internal/external Authorities.

* Actors

This component will be accessible for any applicant assigned on land.

* Product

Consolidated NOC’s reply for the requested information

* Prerequisites

Self - Assignment to Land.

* Channels

New Customer portal.

* Solution Details

### Using this tool, applicant will be able to inquire immediately – to concerned authorities based on configuration approved from DM – regarding authorities whom should be engaged in permit process, according to *#Digital Process Automation* based on building type and usage, also the integration between Geo consolidated hub and internal or external authorities using *#Integration*.