

Circular No. (11-3-1) of 2021
On 23/08/2021 AD
Concerning/ Site reviewing file

Messrs./ Engineering Consultancy Offices and Construction Contracting Companies

Greetings,

- Contracting Companies and Consultancy Offices shall make sure to attach the following documents electronically via Dubai Building Permit System (Dubai BPS):

- 1- Copies of the building permits.
- 2- Construction Demarcation Certificate - Construction Demarcation Confirmation Certificate.
- 3- The periodic site inspection reports record prepared by the consultant (According to the circular 11-6-1).
- 4- Construction reviewing record before casting the concrete for all elements which are reviewed by the Municipality / or shoring record, if any.
- 5- Record of all subcontractors who work in the site.
- 6- Thermal insulation materials record.
- 7- Consultant's confirmation letter for soil bearing capacity when reaching the foundation level.
- 8- Inspection record of load and kind of concrete for the piles, if any, a which shall include the following:
 - Load Test of the piles.
 - Test of Compressive Strength of used Concrete-Cubes and its compatibility with the specifications.
 - Integrity & Scoring Test used in determination of any implementation defects resulting from concrete casting .
- 9- Concrete inspections results for all various building stages.
- 10-Electric heaters registration and approval certificates from Dubai Central Lab.
- 11-Undertakings submitted by the contractor to the Municipality.



12- Any necessary documents, instruments or undertakings.

- **Contracting Companies** , by direct supervision from the consulting offices that supervise the projects ,shall open a file named (Site reviewing and approvals file) which shall include the following:

1. The layouts approved by the Municipality (the original copy).
2. Block / interlock register – including conformity certificates.
3. Ready-mix concrete delivered to the site.
4. Safety certificates of equipment, machines and cranes.

“This is a technical translation, in case of ambiguity Arabic version will prevail “