DEVELOPMENT PLANNING AND ENGINEERING DEPARTMENT
PROJECTS / ENGINEERING DIVISION

Guidelines for Submission of Building Permit and Completion Certificate Applications to QP Industrial Cities in MIC

QGDL-DC-004
| QGDL-DC-004 |  
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| Rev. No: | 01 |
| Draft No: | Final |
| Date: | 27-11-2014 |
| Page No.: | 1 |

Guidelines for Submission of Building Permit and Completion Certificate Applications to QP Industrial Cities in MIC
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1.0 INTRODUCTION
Qatar Petroleum Industrial Cities directorate has adopted the building permit model, used in the State of Qatar by the Ministry of Municipality and Urban Planning, modified adequately to reflect the Mesaieed Industrial City as a QP concession area for the heavy, medium and light industries.

Investors through their nominated consultant shall submit applications for building permits and completion certificates for the development of such facilities, in accordance with the requirements of this document.

2.0 OBJECTIVE
The objective of this document is to provide guidelines for all investors and their nominated consultants for the submission of applications for building permit and completion certificates applications in MIC.

This document also acquaints the investors and their consultants with the philosophy, regulations, and requirements for obtaining building permit approvals, practical completion certificate and final completion certificate.

3.0 SCOPE
This guideline is applicable for all developments in MIC. Issue of “Consent to Operate” is excluded from the scope of this document.

4.0 DEFINITIONS/ ABBREVIATIONS
4.1 Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Building</td>
<td>Any structure used or intended for supporting any use or occupancy.</td>
</tr>
<tr>
<td>Building Permit (BP)</td>
<td>Approval accorded by QP-IC to proceed with the construction within MIC. Construction may only start after obtaining the necessary work permits from QP-IC departments, as applicable</td>
</tr>
<tr>
<td>CGIS QNG95</td>
<td>The coordinate system implemented by the centre for geographical information system - Qatar National Grid.</td>
</tr>
<tr>
<td>Consultant</td>
<td>A company appointed by an investor to undertake the design, planning and the subsequent site supervision of the work in accordance with the approved drawings and QP-IC regulations.</td>
</tr>
<tr>
<td><strong>Final Completion Certificate (FCC)</strong></td>
<td>A document issued to the investor or his representative certifying that construction works are completed and services connected in compliance with the Building Permit and approval of relevant agencies. It equates to an occupancy certificate permitting the investor to occupy the building after site clearance and re-instating ground / seashore to the original state.</td>
</tr>
<tr>
<td><strong>Investor</strong></td>
<td>A party approved to construct/operate a facility within designated areas of MIC subject to compliance with QP-IC specified rules and regulations.</td>
</tr>
<tr>
<td><strong>Job Safety Analysis (JSA)</strong></td>
<td>Process of identifying and assessing the hazards associated with each element of a particular task and defining appropriate controls and recovery measures. This is to ensure that measures should be taken to remove or control these elements of risk during the preparation for or performance of the task or operation. (Refer to procedure for job safety analysis).</td>
</tr>
<tr>
<td><strong>Land Lease Agreement (LLA)</strong></td>
<td>A written agreement between QP-IC and the investor for the leasing of a specified plot.</td>
</tr>
<tr>
<td><strong>Other State Agencies</strong></td>
<td>Kahramaa, Ooredoo, Woqod, Qatar Civil Defence Department and Ministry of Environment etc.</td>
</tr>
<tr>
<td><strong>Practical Completion Certificate (PCC)</strong></td>
<td>A document issued to the investor certifying that the major construction works are completed in compliance with the terms of the Building Permit. It allows the Investor to apply to Agencies for connection of services such as electricity, water, sewerage, Treated Sewage Effluent and telecommunications.</td>
</tr>
<tr>
<td><strong>Permit to Work</strong></td>
<td>A legal document which authorises the performing authority to proceed with a specific task to be performed in a defined area or on a particular item of equipment for a limited time within QP Industrial Cities. It also prescribes the minimum conditions under which the work shall be performed safely.</td>
</tr>
<tr>
<td><strong>Setback</strong></td>
<td>Minimum distance to any structure from the plot boundary.</td>
</tr>
<tr>
<td><strong>Shall</strong></td>
<td>A mandatory action.</td>
</tr>
<tr>
<td><strong>Signage Permit</strong></td>
<td>A permit issued to an investor allowing him to install a temporary signboard during construction stage in a conspicuous location for his company identification as per the standard issued by the Industrial Planning division of QP-IC Development Planning and Engineering department.</td>
</tr>
</tbody>
</table>
Temporary Building Permit (TBP)

A Temporary Building Permit is a permit which can be issued upon a request from the investor or his nominated consultant after approval of the DC-1 stage. It enables the Investor to construct the boundary wall, excavation work and foundations up to grade level.

These include the buildings, storage yards, work shops, fabrication shops etc. that are built in lay down areas to facilitate constructions, these facilities may required for few months to few years and hence need to be compliant with NFPA5000.

Facilities like sand blasting and painting areas, concrete batching plant, chemical storage, workshop servicing area, fuel storage, and location of diesel generator sets etc. shall be explicitly shown in the layout drawings and shall meet environmental requirements.

Temporary Site Facilities (TSF)

Tenant

A Company or firm that uses services, facilities and occupies land in MIC under a lease for the purpose of manufacturing a product or providing a service to QP-IC or other end users within MIC.

4.2 Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AFD</td>
<td>Application For Development</td>
</tr>
<tr>
<td>CPW</td>
<td>Consolidated Permit to Work for QP Industrial Cities common areas</td>
</tr>
<tr>
<td>CTO</td>
<td>Consent To Operate</td>
</tr>
<tr>
<td>DC-1</td>
<td>Design Control – 1</td>
</tr>
<tr>
<td>DC-2</td>
<td>Design Control – 2</td>
</tr>
<tr>
<td>DCR</td>
<td>Development Control Regulations</td>
</tr>
<tr>
<td>e-CPW</td>
<td>Electronic Consolidated Permit to Work</td>
</tr>
<tr>
<td>FBP</td>
<td>Final Building Permit</td>
</tr>
<tr>
<td>FCC</td>
<td>Final Completion Certificate</td>
</tr>
<tr>
<td>GLA</td>
<td>Gross Leasable Area</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>HAZID</td>
<td>Hazard Identification Study</td>
</tr>
<tr>
<td>HAZOP</td>
<td>Hazard and Operability Study</td>
</tr>
<tr>
<td>HIA</td>
<td>Heavy Industries Area</td>
</tr>
<tr>
<td>HSE</td>
<td>Health, Safety and Environment Department</td>
</tr>
<tr>
<td>LIA</td>
<td>Light Industries Area</td>
</tr>
<tr>
<td>MIC</td>
<td>Mesaieed Industrial City</td>
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<tr>
<td>MIZ</td>
<td>Medium Industrial Zone</td>
</tr>
<tr>
<td>MMUP</td>
<td>Ministry of Municipality and Urban Planning</td>
</tr>
<tr>
<td>MoE</td>
<td>Ministry of Environment</td>
</tr>
<tr>
<td>NFPA</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>PCC</td>
<td>Practical Completion Certificate</td>
</tr>
<tr>
<td>PIN</td>
<td>Parcel Identification Number</td>
</tr>
<tr>
<td>QCDD</td>
<td>Qatar Civil Defence Department</td>
</tr>
<tr>
<td>QCS</td>
<td>Qatar Construction Specification</td>
</tr>
<tr>
<td>QHDM</td>
<td>Qatar Highway Design Manual</td>
</tr>
<tr>
<td>QNHD</td>
<td>Qatar National Height Datum</td>
</tr>
<tr>
<td>QP</td>
<td>Qatar Petroleum</td>
</tr>
<tr>
<td>QP-IC</td>
<td>Qatar Petroleum - Industrial Cities directorate</td>
</tr>
<tr>
<td>QRA</td>
<td>Quantity Risk Assessment</td>
</tr>
<tr>
<td>QTM</td>
<td>Qatar Traffic Manual</td>
</tr>
<tr>
<td>SIL</td>
<td>Safety Integrity Level</td>
</tr>
<tr>
<td>TBP</td>
<td>Temporary Building Permit</td>
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<tr>
<td>WMZ</td>
<td>Waste Management Zone</td>
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</table>
5.0 **Appointment of Consultants**

Investors shall appoint a consultant and ensure that their nominated consultants are approved and certified by the Ministry of Municipality and Urban Planning and satisfy MMUP’s criteria for consultant’s classifications, as summarized below:

- **Grade “A”** consultants hold grade “A” licence issued by MMUP as per their established criteria.
- **Grade “B”** local consultants are not authorized to execute engineering designs for plots greater than 5,000m² in area, or projects that exceed ten (10) million Qatari Riyals in cost.
- **Grade “C”** local consultants are not authorized to execute engineering designs for plots greater than 2,000m² in area, or projects that are greater than three (3) million Qatari Riyals in cost.

QP-IC shall only accept nominations of consultants that meet the above criteria, but considering the size and complexity of developments executed in MIC, we recommend that only Grade A consultants, be appointed.

The nominated consultant shall apply and obtain permits on behalf of the investor; however, the investors, being the development owners are ultimately liable and responsible for complying with all regulations in the State of Qatar, QP and QP-IC.
6.0 Applications for Building Permit

A building permit is an approval accorded by QP-IC to proceed with construction to ensure that the development is complying with the applicable QP-IC regulations, guidelines, development control regulations, national / international codes, standards and practices within the plot defined in plot details and associated land lease agreement in MIC. Building permits also regulate the type of construction allowed in MIC.

The below diagram illustrates the sequence of activities resulting in the issuance of building permit and completion certificates. The process of application for building permits and completion certificates to QP-IC in MIC is illustrated in process flow 1.

6.1 Activities requiring Building Permit

Consequent to the allotment of a plot and completion of land lease formalities in MIC by QP-IC, the investor shall make a request for development activity in the plot.
Investors shall need a building permit in MIC if they plan to:
- Develop plots
- Construct new buildings
- Make additions to existing buildings
- Change the use of a building
- Change in business process
- Construct a foundation
- Construct a boundary wall or fence along the perimeter of the site
- Demolish or modify previously approved buildings

6.2 Activities excluded from Building Permit requirements
For minor works such as painting, plastering, tiles replacement, etc. where there are no changes in the approved building permit plans and structure of buildings; building permit is not required.

6.3 Types of Building Permits
QP-IC follows the MMUP Building Permit model in MIC. There are two main types of building permits that are required for approval of designs and prior to commencement of construction works on site are Design Control 1 (DC-1) and Design Control 2 (DC-2).

6.4 Review of DC-1 and DC-2 applications
As part of the Design Control (DC-1 and DC-2) review process, development shall be reviewed for compliance by the departments of QP-IC:
- Architectural and site development plan shall be checked against MIC development control regulations by QP-IC Development Planning and Engineering department and QP-IC HSE Department with specific reference to the potential risks emanating from the facility that is built and upon considering the adjacent facilities’ risk impact on the proposed development.
- Roads, surface water drainage plans and foul drainage plans shall be reviewed by QP-IC Development Planning and Engineering department. Road plans specific for tie-in to the main road shall be jointly reviewed by QP-IC Development Planning and Engineering department, QP-IC Operations department and other relevant departments.
- Fire and life safety plans, health, general safety and plans, ventilation and technical risk studies such as HAZID, HAZOP, QRA, SIL etc. as applicable shall be checked, reviewed and approved by QP-IC HSE department.
- Food hygiene for facilities involving mess halls, food courts, restaurants, takeaway shops, etc. shall be checked by QP-IC Operations department, as custodian of all municipality enforcement / controls in MIC.
In addition, the following Government authorities / agencies / service providers shall also need to review the related plans to ensure compliance with relevant State of Qatar codes and regulations:

- Qatar Civil Defence Department
- Water and electrical approvals by KAHRAMAA
- Telecommunication approvals by Ooredoo
- Others, such as MoE, Woqod (as applicable)

6.5 Timeframe for Issuance of Building Permits and Completion Certificates

The review period by QP-IC Development Planning and Engineering department is 20 working days from the date of submission of a complete application package. A review period of 20 working days will also apply, each time the application is re-submitted to QP-IC. This review period does not include the review period from items (a) and (b) below where consultant is responsible to follow up and close issues directly with concerned parties.

a. Other departments of QP Industrial Cities directorate (Industrial Cities Operations or HSE department for review)
b. External agencies (such as QCDD, Ooredoo, KAHRAMAA, MoE, Woqod etc.)

A building permit application is considered complete when all requirements are received and accepted by QP-IC. Please note the requirements provided in relevant sections for each submission.

6.5.1 Incomplete Applications

Applications where there is uncertainty, whether the project complies with all building permit regulations and submission requirements, are deemed to be incomplete.

Non-compliant submissions may be subject to additional fees (see note below) and may delay processing time. Please note that incomplete application packages will significantly delay the review and approval due to comments provided by the reviewing authority(ies). Therefore, it is in the best interest of the investors and their consultants to exercise extreme diligence while submitting Building Permit applications and reply to all comments in a timely fashion.

Note: QP-IC will only entertain two reviews per submission (i.e. first round of issued comments followed by re-submission of amended submittals); otherwise applicable financial penalty may be applied, followed by negative rating set against concerned party (consultant/contractor). In the event, this trend continues, it may result in the suspension of the building permit development application and ultimately termination of concerned parties from working in QP-IC.
7.0 Design Control 1 (DC-1)

DC-1 is a stage for obtaining review and approval of preliminary designs. The activities in DC-1 include review of design engineering documents ranging from conceptual to detailed design for projects to include preliminary roads, technical risk studies such as HAZID, HAZOP, QRA, SIL etc. as applicable, HSE fire safety and detailed architectural plans. It also covers the general site layout, coordinates, road access points and overall scheme for the development.

QP-IC HSE Department Risk division will review the business process description to evaluate the potential risks emanating from the facility that is built and upon considering the adjacent facilities’ risk impact on the proposed development.

DC-1 approval is required to open a building permit file with QP-IC Development Planning and Engineering department and to agree on preliminary designs of proposed developments.

No design details for services are required at this stage. These details are only reviewed / approved by relevant parties in the next stage DC-2.

7.1 Requirements for processing and approval of DC-1 applications

Following are the submission requirements for DC-1 approval:
1. Copy of the Land Lease Agreement (LLA) between QP-IC and Investor. Details of the land lease agreement (LLA) between QP-IC and investor.
2. Copy of the project industrial license and environmental approvals, where applicable.
3. Nomination letter for consultancy services signed/stamped by the investor and consultant.
4. Copy of consultant’s valid commercial registration (CR).
5. Completion of regulation compliance statement.
6. Project report describing the business operations.
7. Confirmation of compliance with Building Construction and Safety Code NFPA 5000
9. Site development and architectural plans as per NFPA 5000.
10. Two sets of plans, specifications and four (4) soft copies (CDs) containing all submitted drawings in PDF and AutoCAD format.
11. All drawings must be designed, stamped, signed and dated by a MMUP registered nominated consultant and / or registered architect as per section 5.0.
12. MIC issued plot details indicating coordinates, PIN and grade levelling.
13. Location map shall be shown in proper scale on the Site Development Plan.
14. Design undertaking (refer to attachment P/5).
15. Covering sheet (refer to attachment O).
16. Final Completion Certificate (FCC) of the development if within an existing property, where applicable.
17. Business process for the existing operation.
18. Operational Risk Assessment, QRA, HAZOP, HAZID and SIL reports.
19. Existing Fire Protection System’s technical details and adequacy report if same systems are being used for expansion.
20. Inspection, testing, maintenance and record for existing fire protection systems.

7.2 Submission of DC-1 application
The investor/consultant shall submit all the relevant documents and drawings/plans as per stipulated submission requirements to QP-IC Development Planning and Engineering department for review and approval of DC-1.

7.3 Review of DC-1 application
Upon receipt of the application from the investor, QP-IC Development Planning and Engineering department shall review the proposed development’s submittals.

If required, the investor shall be advised by QP-IC Development Planning and Engineering department, to provide additional information or any details during the review. Road plans specific for tie-in to the main road shall be jointly reviewed by QP-IC Development Planning and Engineering department, QP-IC Operations department and other relevant departments in MIC.

In addition to engineering review, the proposed development’s drawings/plans shall also be reviewed by QP-IC HSE department and other relevant departments. Processing of applications shall not proceed further if the drawings / plans are not approved by QP-IC HSE department for fire engineering, life safety review, general safety review and risk assessment. The consultant shall liaise directly with the QP-IC HSE department in order to obtain their approval.

7.4 Approval of DC-1 application
After DC-1 review is complete and approved by both QP-IC Development Planning and Engineering and HSE Departments, an Application for Development form (AFD) (Refer to Attachment Q/2) will be issued by QP-IC Development Planning and Engineering department for the proposed development to proceed with the DC-2 detail design stage.
7.5 **Requirements for issuance of Application for Development Form (AFD)**

Prior to issuance of AFD, the following must be submitted to QP-IC Development Planning and Engineering department:

- Scanned PDF files (3 No. CDs) of approved drawings/plans.
- Payment receipt for building permit fee (Fee will be advised by QP-IC after DC-1 review is complete).
- Construction Undertaking (Refer to Attachment P/7) and Supervision Undertaking (Refer to Attachment P/6), in case the investor would like to carry out any work on site.

Note that without the submission of construction and supervision undertakings, no construction works shall commence on site.

7.6 **Request for Temporary Building Permit**

Upon approval of DC-1, the investor/consultant may wish to proceed with the site activities.

If temporary building permit is required, it shall be obtained from QP-IC by sending a formal request (refer to attachment Q/3) and a copy of DC-1 approved Site Development Plan. A fee is applicable for the issue of temporary building permit.

A temporary building permit will allow the investor/consultant to do the following:

- Carry out necessary investigation works on site.
- Backfilling and levelling of site.
- Construction of boundary wall (as per QP-IC approved drawings). If the boundary wall drawings are not approved during DC-1 approval stage, separate drawings must be submitted to QP-IC for their review and approval.
- Please note that QP-IC has standards for boundary walls, which must be adhered to prior to commencing construction works on site (refer to attachments P/1, 2 and 3).
- In limited circumstances and with the consent of QP-IC Development Planning and Engineering department, extremely limited below grade construction works may be undertaken. However, it is not recommended to undertake such works, as in some cases, the approved design is modified by external agencies during DC-2 review and approval stage. The investor shall be liable and responsible for any consequences resulting from such a situation.

In essence, TBP allows flexibility for limited construction activities while DC-2 is underway for detailed design.
7.7 Payment of fee and Issue of Temporary Building Permit
Development Planning and Engineering department shall advise the investor / consultant, the applicable fee to be paid for the issue of temporary building permit.

Upon review of the application for temporary building permit, relevant documents and confirmation of payment of fee, the Development Engineering and Planning department shall issue a temporary building permit, valid for six months only from the date of issue.

7.8 Construction Permits
Prior to commencement of works of any type of construction activity on site, the investor / contractor shall contact Engineering Services division of Development Planning and Engineering department in MIC to obtain Consolidated Permit to Work (CPW). No construction works can commence on site without obtaining CPW.
8.0 Design Control 2 (DC-2)
Design Control-2 (DC-2) review and approval process can commence as soon as the application for development (AFD) form is issued to the investor / consultant by QP-IC.

In this stage, the consultant must obtain all necessary approvals from the required external agencies and QP-IC departments.

8.1 Requirements for processing and approval of DC-2 applications
The requirements for DC-2 are as follows:
1. Covering sheet (refer to attachment O).
2. Site Development Plan and Architectural Plans (refer to section 11, attachment A).
3. Two sets of plans, specifications and four (4) soft copies (CDs) containing all submitted drawings in PDF and AutoCAD format.
4. DC-2 drawings reflecting details as shown and approved by external agencies and Development Planning and Engineering department. Submissions will be considered incomplete if the DC-2 plans do not match with the services approved drawings and will be returned back to the consultant without a review.
5. All drawings must be designed, stamped, signed and dated by an MMUP registered nominated consultant and/or architect as explained in section 5.0 above.
6. Hard and soft (PDF) copies (4 CDs) of the following:
   - DC-1 approved drawings.
   - Qatar Civil Defence Department approved drawings.
   - KAHRAMAA approved water and electrical drawings.
   - Ooredoo approved drawings.
   - Woqod when LPG installations are planned.
   - Electrical drawings (if KAHRAMAA approval is not applicable).
   - Structural drawings.
   - Approved technical risk study reports such as HAZID, HAZOP, QRA and SIL as applicable.
   - All approval certificates.

8.2 Request for waiver for approval
It may be possible that approval for certain services may not be applicable to a particular development. In such cases, the consultant shall write to QP-IC Development Planning and Engineering department and seek waiver for approval of services. Supporting documents (drawings, calculations etc.) and original AFD form shall be submitted along with a request from the consultant for waiver of service(s). The
consultant shall also explain in full details, the reasons for the request for waiver of approval.
In addition, a letter from the consultant is required certifying that the services are not required (or is taken from the existing service connections) with detailed calculations for total water demand, electric power, telecom, etc.
Investor and consultant shall take full responsibility for any consequences arising from authorities such as KAHRAMAA (electricity and water), Woqod and Ooredoo (telecom) etc. for the same in future, if required.

Please note that waiver for Qatar Civil Defense department’s approval shall not be issued by QP-IC. For all developments inside the QP-IC industrial (security) fence, QCDD approvals are not required; however, QP-IC HSE department approvals are mandatory.

8.3 Submission of DC-2 application
Investor shall submit the relevant documents and drawings/plans to QP-IC Development Planning and Engineering department for review and approval of DC-2.

Separate submissions shall be made by the investor/consultant to QP-IC to obtain approval for the following:
- Roads Layout, traffic signage and lane marking plans
- Surface water drainage plans
- Foul drainage plans

8.4 Review of DC-2 submissions by QP-IC
QP-IC Development Planning and Engineering department shall arrange for internal review by the applicable QP-IC departments.
Consultant shall directly liaise with QP-IC HSE department (respective divisions such as fire engineering, risk management, safety, environment, emergency response and industrial hygiene) to review the detailed fire fighting, fire safety and fire alarm system drawings, technical risk study comments or other HSE comments provided by the respective divisions.

Road plans specific for tie-in to the main road shall be jointly reviewed by QP-IC Development Planning and Engineering department, QP-IC Operations department and other relevant departments in MIC.

Consultant must obtain confirmation from QP-IC HSE department, prior to uploading fire and life safety drawings into the QCDD system for their review and approval.
8.5 Approval from Government agencies
In addition to QCDD, review and approval of the following Governmental authorities / asset owners shall be obtained to ensure compliance with relevant State of Qatar Codes and Regulations:
- KAHRAMAA (water and electricity department)
- Ooredoo (telecom)
- Others (such as MoE, as applicable)
- Woqod when LPG installations are planned

8.6 Approval of DC-2 application by QP-IC
After obtaining all approvals (as listed on AFD), a complete application package shall be submitted to Development Planning and Engineering department for final review and approval.

8.7 Payment of fee
If investor / consultant had not requested for the issuance of TBP in DC-1 phase and fee was not paid; Development Planning and Engineering department shall advise the investor / consultant, the applicable fee to be paid before the issue of FBP. In such a case, investor / consultant shall confirm to the Development Planning and Engineering department about payment of the fee.

8.8 Issuance of Final Building Permit
After approval and issue of DC-2 by QP-IC, which includes a final review and stamping of the drawings by QP-IC HSE Department for fire protection, health, risk, general safety and life safety; FBP will be issued by QP-IC Development Planning and Engineering department.

FBP shall allow the consultant/investor to undertake all construction works as per the approved DC-2 submissions (i.e. Architectural, QCDD, KAHRAMAA, Woqod and Ooredoo, etc. drawings).

8.9 Requirements for issuance of Final Building Permit
Prior to issuance of FBP, a scanned PDF file (3 copies) shall be submitted to QP-IC containing the following:
- DC-2 approved drawings/plans
- QCDD approved drawings
- KAHRAMAA approved drawings for water and electricity
- Ooredoo approved drawings
• Structural drawings
• Electrical drawings
• Completed / stamped Application for Development (AFD) Form
• All certificates issued by QCDD, KAHRAMAA and Ooredoo
• All approved drawings for Sewer Drainage
• All approved drawings for Road and Surface water Drainage
• Woqod when LPG installations are planned
• Approved technical risk study reports such as HAZID, HAZOP, QRA and SIL, as applicable.
9.0 Completion certificates
Upon completion of all construction works, consultant shall request for completion certificates confirming that all works are completed as per approved building permit plans. The high level process for application of completion certificates is illustrated in process flow 2. Consultant can request the following certificates from QP-IC.
- Practical completion certificate
- Final completion certificate

9.1 Request for issue of practical completion certificate
Practical Completion Certificate is required, prior to connection of the site utilities and contacting QCDD for inspection/approval. The following must be submitted by the consultant, as hard (one set) and a soft copy (CD), along with a request for PCC (refer to attachment Q/5):
- As-built drawings for Fire Fighting, Fire Safety and Fire Alarm System duly signed and stamped by Fire Fighting System’s contractor.
- Copy of complete set of approved Fire Fighting, Fire Safety and Fire Alarm System drawings.
- As-built Architectural Site Development Plan, Floor Plan, Elevations, and Sections of all structures duly signed and stamped by the consultant.

9.2 Submission of as-built drawings
Consultant shall submit as-built drawings for review by QP-IC. As-built drawings shall be submitted to QP-IC for records along with the request for PCC / Occupancy Certificate. As-built drawings shall include two sets of hard copies and a soft copy prepared in AutoCAD format compatible with QP standards. Final as-built drawings shall be submitted upon completion of all construction works on the site, prior to issuance of final completion certificate by QP-IC.

9.3 Review of as-built drawings
As-built drawings for roads layout, fire and life safety drawings, storm/surface water drainage and foul drainage drawings shall be cross checked by QP-IC against the approved DC-2 drawings to ensure compliance. Once confirmed, site inspections shall be conducted to confirm the as-built drawings.

9.4 Site Inspections
QP-IC Development Planning and Engineering department and HSE department shall carry out necessary inspections of the site to confirm that all construction works are done as per the approved DC-2 plans, drawings and relevant laws and regulations.
Joint site inspection for road works related to tie-in to the main road shall be jointly reviewed by QP-IC Development Planning and Engineering department and QP-IC Operations department.

9.5 Issuance of Practical Completion Certificate
Upon full compliance of approved plans, drawings, relevant laws and regulations, PCC shall be issued by QP-IC, which shall enable the investor to contact QCDD for inspections and installing necessary utilities and services connection. PCC shall be valid for 6 months until submitting the requirements for Final Completion Certificate. If request for issue of FCC is not submitted within 6 months of obtaining the PCC, then the investor may face the risk of termination of his land lease.

9.6 Request for issue of Final Completion Certificate
Final Completion Certificate (FCC) is required prior to occupying the development / facility and commencing operations. After completion of all construction activities connection of all utilities and road tie-In with markings and signs, the investor or the nominated supervising consultant / contractor (who signed the related undertaking) may request for FCC (refer to attachment Q/6), certifying that all works are completed as per approved building permit plans. The following shall be submitted to QP-IC along with a request for issuance of FCC:
- QCDD’s inspection and approval fire certificate.
- As-built drawings for Roads and Surface Water and Foul Drainage connections to the site.
- Site emergency action plan

A PSSR (Pre-Start-up Safety Review) has to be conducted with the presence of QP-IC HSE department representatives specifically from risk, safety and fire engineering divisions, to ensure the safe start-up of the facility.

As-built drawings shall include two sets of hard copies and a soft copy prepared in AutoCAD format compatible with QP standards.

9.7 Issuance of Final Completion Certificate
FCC will be issued by QP-IC, once the investor, fully complies with all laws and regulations, which will enable the investor to occupy the site.

FCC will not be issued by QP-IC to the investor until all the generated construction waste material from the site is appropriately disposed off by the investor/contractor.
9.8 Consent to Operate
Upon issuance of FCC, a Consent to Operate (CTO) application must be submitted by the investor to QP-IC HSE department. QP-IC HSE department shall review and forward it to Ministry of Environment (MoE) for their review and final approval. Investor shall obtain the CTO from MoE, prior to commencement of any operations.

10.0 RELATED DOCUMENTS
It is incumbent upon the investor to confirm that the latest revision of the following standards / regulations is employed. All QP-IC documents shall be provided, upon written request.

- Land Application Process
- Building Fire Protection Philosophy (QRPH-CHF-001)
- QP Guideline for Hazard Identification Study (HAZID), (QP-GDL-S-040)
- QP Guideline for Hazard and Operability Studies (HAZOP), (QP-GDL-S-001)
- QP Guideline for QRA, (QP-GDL-S-032)
- QP Philosophy for HSE Risk Management, QP-PHL-S-100
- QP Guideline for Safety Integrity Level (SIL), QP-GDL-S-030
- Fire Alarm Installation Requirement Guidelines, (QGL-CHF-001)
- QP Philosophy For Fire and Safety, (QP-PHL-S-001)
- Procedure for Emergency Muster Points and Emergency Shelter-In Place Evacuation, (QPR-RHR-011)
- Temporary Site Facilities (Attachment 11: CHF Drawing Submittal Requirements)
- QP Engineering Standard ES-2-03-0001-Electrical Engineering Philosophy
- Building Construction and Safety Code ( NFPA 5000)
- QCS (Qatar Construction Specifications)
- QTM (Qatar Traffic Manual)
- QHDN (Qatar Highway Design Manual)
11.0 Instructions for submission of technical engineering documents

The nominated consultant shall submit the technical engineering documents detailing the proposed items of work with necessary drawings and documents. All drawings and documents submitted for building permit review shall be reviewed, approved and signed off by the investor’s authorized representative (consultant).

The submissions shall be made in accordance with the following sections.

11.1 Covering Sheet

For easy traceability and for the conclusiveness of the required details for mutual correspondence, all “technical submissions” must have a standard “Covering Sheet (Attachment O)” in accordance with the following:

a. A unique submission number with date.
b. Total number of pages included in the submission.
c. All the submissions shall be addressed to:
   Assistant Manager
   Projects / Engineering (MIC)
   Development Planning and Engineering Department
   QP Industrial Cities
   P.O. Box 47
   Mesaieed Industrial City
   E-Fax: 4013 9779
   Tel: 4014 6867

d. Information regarding the applicant.
e. Name and designation of the person to whom QP-IC’s response is to be sent.
f. Name of the investor.
g. Name of the consultant.
h. Fax number to which QP-IC’s response is to be sent.
i. Name of the facility and subject.
j. Brief description of the request/ content of the submission.
k. Contact details (phone number, mobile number, email Id) of a person with whom clarifications on the subject matter could be sought.

11.2 Submission of documents

A document / drawing list showing the document/drawing number, description and revision shall be attached with the covering letter. Submissions that do not conform to the following QP-IC requirements shall not be processed and shall be returned to the investor/consultant as “Incomplete Submissions”.

11.2.1 Submission category code
Submissions are categorized under the following headings based on the nature of work/discipline. The appropriate submission category code in the relevant box shall be indicated in the covering sheet.
Submissions under each category shall be made separately in accordance with the relevant attachment. The Attachment-A to K describes the details that are to be submitted.

<table>
<thead>
<tr>
<th>SUBMISSION CODE</th>
<th>DESCRIPTION</th>
<th>ATTACHMENT</th>
</tr>
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<tbody>
<tr>
<td>DC-1</td>
<td>Proposed Site Development &amp; Architectural Plans.</td>
<td>A</td>
</tr>
<tr>
<td>TBP</td>
<td>Temporary Building Permit</td>
<td>B</td>
</tr>
<tr>
<td>DC-2 / 1</td>
<td>Proposed Site Development &amp; Architectural Plans</td>
<td>C</td>
</tr>
<tr>
<td>DC-2 / 2</td>
<td>Roads and storm / surface water drainage</td>
<td>D</td>
</tr>
<tr>
<td>DC-2 / 3</td>
<td>Drainage (Sewerage)</td>
<td>E</td>
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<tr>
<td>DC-2 / 4</td>
<td>Electrical</td>
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<td>DC-2 / 8</td>
<td>QCDD/ QP-IC HSE (fire safety, fire fighting, fire alarm and ventilation drawings / documents)</td>
<td>J</td>
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<tr>
<td>DC-2 / 9</td>
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<td>FBP</td>
<td>Final Building Permit</td>
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<td>PCC</td>
<td>Practical Completion Certificate</td>
<td>M</td>
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<tr>
<td>FCC</td>
<td>Final Completion Certificate</td>
<td>N</td>
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</table>
11.2.2 Purpose of Submission
The purpose of submission shall be indicated in the appropriate box in the covering sheet by inserting a tick mark. For this purpose the following types are identified:

a. Approval
The documents that are submitted for QP-IC’s review and issuance of necessary “Approval Letter” resort under this type. The approval letter is necessary to obtain a Building Permit.

b. Re-approval
A submission made subsequent to an earlier approved submission. This may be the result of changes later deemed necessary by the investor.

c. Additional Facilities Submissions
A subsequent submission made after an original submission, adding proposed facilities within a previously approved plot/application. This submission may be the result of discussions with QP-IC or any other authority involved in the approval / concurring process or a voluntary submission due to an engineering or operational requirement.

d. Revised Submissions
A subsequent submission made after an original submission revising the drawings and documents. This must supersede the original submission. This submission may be the result of a discussion/s with QP-IC or any other authority(ies) involved in the approval/concurring process or a voluntary submission due to an engineering change.

e. Response to QP-IC’s communication
This is applicable when revised / supplementary submission is made by the investor taking into consideration various comments/queries communicated to the investor on an earlier submission in writing. This shall essentially reference the earlier communications from QP-IC.

f. Information and records
The submissions that are made to QP-IC wherein no action from QP-IC is solicited will come under this type. This will be applicable in the case of reports, as-built details, etc.

11.2.3 Sequence of Technical Submissions
Investor shall submit the technical drawings and documents in the following sequence:

1. Category code DC-1. An overview of the facility shall be submitted along with the initial submission of the site development plan and architecture to understand the business, process description, Material Safety Data Sheet (MSDS) of chemicals if any.
2. Category code DC-2/8 drawings and documents shall be submitted after Category code DC-1 documents have been reviewed and approved by QP-IC.
3. All other category code drawings and documents shall be submitted after the above mentioned category documents have been reviewed and approved by QP-IC.

11.2.4 Other Information
The submission must indicate previous reference(s)/correspondence(s), if any.

11.2.5 Content of the submissions
QP-IC’s review and approval process mainly focuses on details which are pertinent to ensure that the proposals are in accordance with its regulations and guidelines. QP-IC’s review/approval does not absolve the investor and his nominated consultant from checking and ensuring the technical content of the document with regard to its conformity with applicable codes/standards and environmental requirements. Hence all investors/consultants must refrain from submitting details such as fabrication drawings, piping isometrics, design/stress calculations etc. unless otherwise requested by QP-IC. Any approvals granted by QP-IC do not relieve the Investor and his consultant of their responsibilities of continued compliance to national and international standards, procedures and practices.

11.2.6 Drawings and documents
The following shall be adhered for the drawings and documents.
  a. All documents shall be in A4 size.
  b. All drawings shall be in the standard sheet size (A0/A1/A2 or A3) prepared as per standard engineering practice. Sketches are not acceptable.
  c. All drawings must be numbered with a revision number.
  d. 3 sets of drawings and documents must be submitted.
  e. Numbering shall conform to the following system:

    P P P P P P P P - X X - C C C - A N N - R R

P = PIN (Eight digit Plot Identification Number)
X = No. of Development applications under the same PIN (Past and Current)
C = Discipline Code (Refer Below)
A = Area Code (Refer Below)
N = Sheet Number
R = Revision Number

i. Discipline Codes:
   PLOT PLAN & GENERAL LAY OUT : GEN
   ARCHITECTURAL : ARC
   CIVIL (ROADS & SURFACE DRAINAGE) : CVL
ii. **Area Codes:**

MIC GENERAL AREA : G
MIC LIGHT INDUSTRIES AREA : L
MIC MEDIUM INDUSTRIES AREA : M
MIC HEAVY INDUSTRIAL AREA : H
MIC WASTE MANAGEMENT ZONE : W

Example

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9 2 0 0 1 7 5 - 1 0 - D R G - H - 1 1 - R 5
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Drawing shall also contain following information as a minimum:

a. Revision note.
b. Notes
c. Legends
d. Key plan (plot details)
e. Signature and official seal of the consultant

**11.2.7 Soft copies**

Complete set of technical submission shall be in PDF format (scanned copy with investor/consultant’s endorsement) and in addition soft copies of drawings shall be submitted in AutoCAD format compatible with QP system. Site Development Plan including all tie-in drawings shall be submitted in QP Industrial Cities coordinate system with scale suitable to incorporate in QP Industrial Cities Master Plan.

**11.2.8 Coordinate System**

All drawings shall be prepared in the CGIS-QNG95 coordinate system directed by QP-IC. No other coordinate systems will be entertained. All grade levels shall be in QNHD.

**11.2.9 Acknowledgement of Submissions**

If investor / contractor requires acknowledgement, QP-IC will acknowledge the receipt of the submission from the office of Assistant Manager, Projects and Engineering division,
Guidelines for Submission of Building Permit and Completion Certificate Applications to QP Industrial Cities in MIC

Development Planning and Engineering department, on the duplicate of the covering sheet.

11.2.10 Email submissions
Submissions through emails shall not be accepted. Investor / consultant shall formally submit the documents satisfying all the above and get acknowledgement from the office of Assistant Manager, Projects and Engineering division (MIC), Development Planning and Engineering department on duplicate of the covering sheet.

11.2.11 Document Control Index
A document/drawing list (Document Control Index) showing the document/drawing number, description and revision shall be attached with the covering sheet.

11.2.12 Requirement for Scanning documents
Electronic documents and plans/drawings (i.e. dwg,.docx,) shall be converted directly into PDF for submission. Hand-drawn plans and manual calculations shall be scanned. The use of a scanner to convert an electronically produced document shall be avoided. Scanned documents that are prohibitively large may be rejected. Scanned documents must meet the following requirements:

- Plans / Drawings must be at a resolution that is easily legible on screen and pages must not be skewed.
- Scanned resolutions 1-bit black and white 300 dpi is usually acceptable. For plans/drawings containing fine lines 600 dpi resolution is required.
- Do not reduce the scanned document size, as it renders the document slow to open.
- Scanning documents in full colour is only necessary, if it contains photographs.
12.0 Compliance requirements for submission of drawings and documents

Drawings and documents mentioned in the attachments A to K shall fulfill the following requirements as a minimum:

12.1 General Requirements

Based on the nature of facility / business and / or operation within the facility, the investor may be required to conduct Environmental Baseline Assessment (EBA) / Environmental Impact Assessment (EIA) and/or Quantitative Risk Assessment (QRA), Hazard Identification Study (HAZID), Hazard and Operability Study (HAZOP), Safety Integrity Level Assessment (SIL) etc. as applicable, during the building permit review process as per prevailing QP-IC’s regulations and guidelines. Besides the requirements of this document, if any additional mitigating measures are required as per the recommendations of EBA / EIA / QRA, then more stringent requirements shall be applicable.

Investors shall make their own arrangements for utilities until such time QP-IC, KAHRAMAA and Ooredoo utility networks become available in their area. Investors shall be allowed subsequently to connect their utilities to utilities networks on completion and after obtaining necessary approvals.

All drawings and documents submitted for building permit review shall be reviewed and approved and signed off by investor’s nominated consultant stating that the designs are complying with relevant codes.

Any document / drawing reviewed unofficially, the same will not be considered unless submitted officially to QP-IC.

Method Statement and Job Safety Analysis of all works shall be attached directly with the CPW. Method statement and JSA shall be specific to relevant work activities. Method Statement and Job Safety Analysis of works related to all tie-in activities and crossings shall be submitted to QP-IC for review and approval. QP-IC may request the investor to submit the method statement and job safety analysis of specific activities within the plot area for review and approval.

Any request for deviation from this guideline must be submitted officially for approval.

12.2 Specific Requirements

Investors shall design and build their facilities in accordance with the minimum requirements given below.
12.2.1 Traffic Impact Studies
Investors shall submit Traffic Impact Studies (assessments) for large-scale developments, such as heavy industrial plants, shopping malls, hospitals, medium and high density residential complexes, high end office / business establishments, etc.

- Traffic Impact Studies (TIS) are vital for any large scale proposed developments. Such studies aim at evaluating the effect of a particular development on traffic movement on the surrounding road network. Both investors and QP-IC use the conclusions of TIS in making well-informed decisions and better planning for future improvements.

TIS shall be conducted by a consultant who is an expert in this field and shall include the following items as a minimum:

- Conducting traffic surveys at access roads.
- Evaluating of current traffic operational performance at traffic count locations.
- Estimating of the trip generation of the proposed development.
- Trip distribution for the proposed development.
- Traffic forecasting establishing the Growth Rate
- Assessment of Future Road and Junction Requirement

12.2.2 Coverage
The maximum coverage of all buildings and structures on a plot shall depend upon Development Control Regulations (DCR) (Attachment Q/1) for the area where the plot is located.

12.2.3 Setbacks
The required setbacks shall be followed as indicated in the DCRs. Buildings, structures, sheds or any above ground facilities are not permitted in the setback areas. However, soft landscaping and parking may be permitted. Also miscellaneous supporting facilities such as guard room, water tanks, pump rooms, electrical room and underground holding tanks may be permitted in the roadway frontage setback area subject to MIC approval. An internal medium (minimum 6m wide) inside the plot around the perimeter shall be kept clear of any obstructions for the circulation of fire engines and other emergency vehicles.

12.2.4 Height
Height of any building or structure shall conform to DCRs, measured from finished grade level to wall plate height.
12.2.5  Leveling and Grading
Grading shall be carefully designed and executed on site to assimilate with the existing surrounding road network, in addition to ensuring proper discharge of surface water collected on site to proposed drainage apparatus within the plot’s limits.

The finished grade level of the plot(s) shall be as follows:

- Maximum of 0.15m higher than adjacent MIC main road centreline levels in the Community Area and LIA-West.
- Maximum of 0.15m higher than adjacent MIC main road centreline and minimum of 0.5m lower than MIC adjacent main road centreline levels in LIA - East.
- 0.5m lower than MIC adjacent main road centreline levels in WMZ.
- 0.5m lower than MIC adjacent main road centreline levels in MIZ.

12.2.6  Boundary wall / fencing
All plots shall be fenced to a minimum height of 2.4m measured from Finished Grade Level to the top of the fence and the base of the Boundary Wall at plot frontage shall be a maximum of 0.15 m above adjacent road level and minimum equal to adjacent road level. Type of fencing that is applicable to plot will be defined in the issued DCR for the dedicated Development Application.

Generally, MIC incorporates different type of fencing reflecting zoning with related drawings in:

1. Heavy Industries Area (Fenced Area): Palisade type Fence (refer to typical drawing MIC-MI-STD-F1 in Attachment P/1)
2. Community Area: Decorative Standard Precast Boundary Wall (refer to typical drawing MIC-BOUNDARY-03 in Attachment P/2)
3. Light Industries Area (East and North) and Waste Management Zone: Standard Precast Boundary Wall (refer to typical drawing MIC-BOUNDARY-07, Rev B in Attachment P/3).

The height will be calculated at the mid point between the highest and lowest finished grade level along the affected boundary.

The foundation and fence structure shall not encroach upon the adjacent plots.

12.2.7  Landscaping
A minimum of 3.5% of the total plot area shall be soft landscaped as per MIC Environmental Regulations.

The vegetation to be used shall preferably be indigenous species requiring a minimum amount of water and be compatible with the prevailing environmental conditions such as salinity, soil composition, wind speed and temperature.
Investor shall remain responsible for the maintenance of the landscaping as per the approved plans for the duration of the lease of the plot.
Investors shall observe the new KAHRAMAA regulation prohibiting irrigation with potable water and limiting it to TSE only.

12.2.8 Storm / surface water drainage
Investors must contain storm and surface water run off within their plots and design a suitable self contained drainage system to accommodate 100% of the storm water generated.
Storm and surface water run off from the process area and non process area shall be segregated.
The drainage design basis shall be in accordance with Qatar Highway Design Manual (QHDM) and Design criteria adopted by ASHGHAL. Also ensure that drainage capacity is adequate to cater for fire water run-off.
The design intensity rainfall shall be found from the “Intensity–Duration-Frequency chart” provided in QHDM. Return period of 10 years and storm duration of 1hr shall be considered.
Based on the runoff volume, required number and size of on-plot surface water drainage pipes/drain channels should be determined by the consultant and show on the drawings. A grading plan should be submitted for the entire site to show the overall grading of the site with respect to surface water runoff collection system. In addition, directional arrows showing the flow of surface water based on site grading should also be shown on the drawings to ensure that the runoff is being collected by the gullies and discharged to soakaways.
Invert level of the gullies and soakaways should be determined and indicated on the drawings to determine direction of flow in the drainage pipes.
Level of Groundwater table on site should be indicated on the drawings to ensure that soakaways’ inverts are not submerged in the water table.
Drain channels shall be installed at the access points of each plot (entrance/exit) and shall be connected to a proper water discharging system, such as soakaways, etc., to capture all runoff at the access points.
Typical details for gullies and soakaways must adhere to the details provided in Qatar Highway Design Manual and/or other applicable codes and standards within the State of Qatar.
The following key note shall be confirmed by the investor and placed on the design drawings for surface water drainage:
“It is the Investor’s responsibility to ensure that the proposed surface water drainage design and construction is adequate to the site conditions and that under no circumstances any storm/surface (including fire water) shall be led into surrounding plots and/or the common MIC drains/channels/roads located outside the his leased plot”.

12.2.9 Finishing Schedule
No un-plastered cement block wall / structure shall be permitted. Exteriors of all plastered and other structures including pre-coated rust resistant type shall be white or beige colours to create a uniform aesthetic appearance. Tiles, if any, to be used to clad any wall or structure shall match with the above colours.

However, the nominated consultant shall strictly adhere to finishing as per issued related DCR.

Furthermore, the design of the project shall:

- Contribute to the cohesive and coherent ongoing development of Mesaieed in compliance with the MIC Master Plan.
- Obtain approval of the preliminary design required by Industrial Planning division of Development Planning and Engineering department, as a prerequisite to submitting for DC-1 approval. The submittal for planning approval shall include color, site plan and building elevations including heights, identification of proposed external finish materials and color scheme to clearly represent the proposed aesthetics of the design.
- Designs shall comply with all latest applicable standards within the State of Qatar and QP-IC, including NFPA 101 and NFPA 5000.

12.2.10 Parking, loading and offloading for light and medium industries
All parking, loading facilities and manoeuvring space must be accommodated on-plot. Parking and Loading facilities will be provided in such a manner that vehicles will enter the plot in forward motion and exit the plot in forward motion.

Consultant is required to indicate the proposed vehicular parking, internal circulation and loading and off-loading proposals as part of the site development plan.

Delivery Vehicles shall not be permitted to wait off-plot for loading or off-loading purposes. There will be no off-plot parking/loading/waiting by trucks or other vehicles. Gate houses or guard houses shall not be located off-plot.

12.2.11 Potable water meter
Investors shall design and install potable water meters in accordance with KAHARMAA standard. All Water connection requirements/documents shall be reviewed and approved by KAHARAMAA.
12.2.12 Site access and tie-in details

No vehicular access from major roadways (main roads) abutting these plots shall be permitted. Emergency accesses may however be provided on these road boundaries subject to the approval of QP-IC engineer.

Emergency access gates of 6m wide shall be provided on opposite sides of main access gates with vehicle accessibility. Emergency accesses shall be restricted to emergencies only and not opened for daily operations or special events.

The entrance and exit proposals shall be reviewed with due consideration to existing configurations, proximity to existing access points, corners and intersections.

Two exit/entrance ways may be considered by MIC on condition that neither shall be closer than 40 meters from any existing or proposed entrances/exits nor shall they be closer than 20 meters to any side plot boundaries.

If a singular access is proposed it shall not be closer than 20 meters from the side plot boundaries. Turning radii into the plot shall be designed taking into consideration the anticipated use and in accordance with QHDM. Turning radii of 15 meters are preferred, however, shall not be less than 10 meters for plots with heavy vehicular traffic.

Vehicular access to a corner plot within 50 meters of an intersection, measured from the edge of the asphalt roadway, will be subject to MIC review and approval.

Access roads/tie-ins shall have asphalt finish with proper pavement structure. No other surface finishes, such as interlock, will be approved by MIC.

The guardhouse must be located in such a way that vehicles awaiting security clearance do not cause traffic congestion on the adjacent MIC roads.

Any modification to existing roads due to the new access shall be in accordance with QHDM and QCS.

Investors are responsible to construct the tie-in access road to their allocated plots as per approved DC-2 Road Plans. If MIC main roads abutting plots do not exist, investors shall construct the tie-in access roads immediately after the MIC main roads are in place.

Investors are responsible for the proper protection of existing utilities/services crossing their tie-in access roads as per standards and specifications of each concerned utility agencies and shall obtain approvals on the proposed protection from them.

Drawing SK-MIC-0333 in Attachment-P indicates typical access roads and tie-in arrangements with MIC roads.
Major developments will be assessed in details on a case by case basis with possible provisions of slip lanes, service roads, additional traffic signage and lane marking, etc. (if needed).

12.2.13 Traffic signage and road marking
Investors shall submit Traffic Signage and Road Marking in accordance with QTM shall be submitted as part of Road Layout Plans.
For large scale developments, these plans shall be submitted separate from the Road Layout Plans.

12.2.14 Telecom
Telecom schemes/drawings for inside the premises and related tie-in point to network shall be as per Ooredoo requirement and specifications and shall be submitted to Ooredoo for review and approval.
Telecom rooms, as per approved Ooredoo drawings, to be indicated in the Architectural proposed DC-2 Drawings.

12.2.15 Fire and life safety
Investors, through their nominated consultants are required to submit the following for approval:

1. Fire risk assessment
2. Fire and life safety design philosophy
3. Site layouts including fencing, gate access to the site, proximity of all buildings, process areas, manufacturing sites, and storage exposures
4. Building layouts, including building area, the division of the building by firewalls, the degree of fire separations of storeys, shafts, and special rooms or areas
5. Architectural drawings showing fire separations
6. Fire alarm system layouts and associated details
7. Fire protection/suppression system details (fire water, sprinkler and gaseous suppression systems)
8. Life safety including means of egress, travel distances, occupant loads, exit light placement, emergency light placement, fire extinguisher locations
9. Hazardous processes and operations, if any.
11. HAZID, HAZOP, where applicable in addition to QRA.

The facilities shall be designed as per the following documents:

1. QRPH-CHF-001 - Building Fire Protection Philosophy
2. QGL-CHF-001 - Fire Alarm Installation requirement guidelines
3. QP-PHL-S005 - QP Philosophy for fire and Safety
When an alternative protection measure is proposed in place of a measure prescribed by the referenced codes, standards, and these guidelines, adequate documentation shall be provided by the Tenant to demonstrate that the proposed alternative solution complies with QP-IC requirements. QP-IC reserves the right to permit or deny any alternative solution at its sole discretion.

**12.2.16 Environmental Regulatory Requirements**
Investors shall obtain approval from Ministry of Environment (MoE) for installation of their facilities (Environmental Permit) as well as operation of their facilities (Consent to Operate). Investors shall comply with QP-IC environmental regulations and waste management guidelines.

**12.2.17 Risk Management Requirements**
Investors through their nominated consultants are required to submit the following:
- Hazardous Processes and Operations
- List of Chemicals Handles, Volumes of storage and handling and their associated MSDS
- HAZID study as applicable based on the nature of their operations
- HAZOP study as applicable based on the nature of their operations
- QRA study as applicable based on the nature of their operations
- SIL Study as applicable based on the nature of their operations
- Pre-Start Up Safety Review Report prior to the occupancy of the facility
13.0 Tie-In Requirements for facilities / utilities provided by QP-IC

QP-IC provides infrastructure and utilities such as roads and sewage network that are common to investors in MIC. Power and potable water are provided by KAHRAMAA.

Investors shall arrange and carry out tie-in connections with existing facilities / utilities in MIC, including required materials after obtaining necessary approval from QP-IC. Separate CPW shall be raised for each tie-in work with QP-IC network.

Investors shall design and install independent pipe support for their portion of pipeline within the chamber. Gap between the sleeve and pipeline in the valve chamber shall be sealed. A regular preventive and corrective maintenance of these pipes, fittings and accessories as well as cleaning of sewage chamber at the tie-in shall be under investor’s responsibility.

13.1 Potable Water

In MIC area, potable water is provided by KAHRAMAA vide their potable water network. Investors shall verify the location and sizes of the tie-in service connections provided by KAHRAMAA at site before finalizing their tie-in arrangement drawings.

Investors shall locate their water meters at their plot boundaries so that KAHRAMAA operations team can have access at all times for inspection and meter reading. Water service drawings/documents shall be reviewed and approved by KAHRAMAA.

13.2 Fire Water

Currently, firewater network is not available in MIC.

13.3 Sewage Network

QP-IC’s sewage collection network comprising sewers, service connections, manholes and rising mains will collect sewage wastewater from individual plots in some part of Light Industrial area and Community area.

Investors will be provided with service connections to tie-in to this network if sewer network is available nearby plot. Sewage network for heavy and medium industries area and waste management zone is currently not available.

Sewer lines from investor’s plots are gravity lines with uPVC/ESVC as the material of construction and terminated at various collection chambers and pumped to QP-IC’s domestic waste water treatment plant in MIC.

The interfaces with investor will be in an underground chamber/stub pipes or sand traps located within each investor’s plot or in proximity to plot boundary for most of plots in LIA and Community area.

Sewage network shall be independent of the process wastewater or any floor washing from the process area.
Investors shall install gravity sewers to tie-in to the service connections. Any other waste water is not allowed in the sewage system and need to be contained and treated on plot. Investors shall install GRP sewage holding tanks inside their plots sufficient for storing minimum three days (72 hours) sewage. The connection details/flow arrangement from holding tanks to MIC tie-in manholes shall be clearly shown. No flow meters are to be installed on the sewer lines. Investors shall install Grease Traps at the outlet of kitchens/canteens. Septic tanks are not allowed in MIC. Investors shall start availing sewage treatment services in MIC only after entering into a service agreement with QP-IC.

13.4 Storm water drainage system

Investors shall submit storm/surface water drainage plans along with the road layout plans. Storm water generated within the investor’s plot shall be managed within the plot limits by suitable methods such as soak-away, etc. MIC’s storm water drainage system is not designed to cater for the run-off from Investor’s plots. Hence tie-ins to the MIC’s existing or future storm water drainage are not permitted. Investors shall install drain channels at their plot entrances/exits along the plot limits, including emergency accesses, to capture surface water before running off the plots into MIC road corridors. Drain channels/gullies shall be connected to a discharging system such as soakaways, etc. Investors shall design and construct storm/surface water drainage system taking into consideration the site conditions and shall ensure that under no circumstances any storm/surface (including fire water) shall be led into surrounding plots and/or the common MIC drains/channels/roads located outside the leased plot. Sewage network shall be independent of the process wastewater or any floor washing from the process area.

13.5 Power Supply

Power distribution system in MIC consists of MV/LV networks and distribution substations, which are managed by KAHRAMAA. Each investor shall connect to the KAHRAMAA MV/LV distribution networks. Power tie-in can either be provided through cable splice/joint on existing MV/LV feeder cable or from distribution substation. Tie-in will be decided by KAHRAMAA and approved by QP-IC. Investors shall ensure that the Electrical Design and Installation within the Investor’s facilities shall comply with relevant latest revision of Qatar Construction Standards and KAHRAMAA Standards.
13.6 Tie-in Requirements / Provision on the electrical power supply to Investors

13.6.1 General

Based on the power demand, investors will have to comply with KAHRAMAA’s latest edition of Electricity Planning Regulations for supply and as per KAHRAMAA’s classification of power demands.

All works and services associated with the connection of power supply from KAHRAMAA networks including tie-in, tariff metering, transformers, switchgears, cables, modifications to existing installation, etc., shall be the responsibility of the investor and subject to approval by KAHRAMAA and QP-IC.

Investor shall submit load list / schedule indicating the equipment to be connected and its power (kW) requirements and demand factor to support its maximum power demand. Loads shall be clearly classified if continuous, intermittent, or standby.

All cables and equipment including all associated works shall be provided by the Investors. In addition, Investors shall construct their own dedicated distribution substations within their plots in case needed.

Investor shall install cable markers from tie-in network to their interface points in accordance with KAHRAMAA Standards.

Investor’s substations / electrical rooms shall have adequate space meeting the required clearances as per KAHRAMAA standards / requirements to accommodate all the electrical equipment.

13.6.2 Environmental Conditions

Equipment shall not result in improper operation or cause to malfunction due to the adverse effect of the above site conditions.

All equipment and devices to be provided and installed by Investors shall conform to KAHRAMAA latest edition of Regulations for the Installation of Electrical Wiring, Electrical Equipment and Air Conditioning Equipment.

The atmosphere shall be considered to be dusty and corrosive shall be considered as salt laden for coastal locations.

High humidity is experienced in all areas and condensation will occur on all equipment during some period of its lifetime and therefore all components, nuts, bolts and washers, etc., shall be of corrosion resistant material except where specifically stated otherwise and shall be tropicalized.

Equipment shall not result in improper operation or cause to malfunction due to the adverse effect of the above site conditions.

13.6.3 Connected Equipment

Electrical equipment proposed to conform to KAHRAMAA latest edition of Regulations for the Installation of Electrical Wiring, Electrical Equipment and Air Conditioning Equipment.
Investors shall ensure that the power factor is maintained at 0.9. In addition, Investors shall ensure that load is distributed between the three phases such that no imbalance of more than 5% of the maximum connected capacity exists between phases. Investors shall ensure adequate earthing of the electrical supply such that an earth connection is maintained even if the earth connection to KAHRAMAA tie-in point is interrupted.

13.6.4 Tariff Energy Meters
Investors shall provide and install tariff energy meter for each plot. Tariff energy meters shall be in compliance with KAHRAMAA’s latest edition of Regulations for the Installation of Electrical Wiring, Electrical Equipment and Air Conditioning Equipment.

13.6.5 As-Built Drawings / documents
Investors shall submit the as-built drawings including load schedules and scheme drawings to QP-IC upon completion of the work.

13.6.6 Operation and Maintenance
Electrical distribution system in MIC is operated by KAHRAMAA at its discretion on the basis of its priorities. The battery limit for KAHRAMAA operation shall be up to the interface point of the system installed by the investors. Investors shall coordinate with KAHRAMAA for interface switching.

Investors shall ensure the operation and maintenance of their switchgear by experienced and qualified personnel. Investors will be fully responsible for any eventuality caused by any wrong switching at their end.

Operation and maintenance requirements of KAHRAMAA may involve power shutdown of the investor’s facility on “as needed” basis with prior notification.

13.7 Telecom Network
LIA is provided with telecom cable infrastructure such as duct-manhole network and single mode fiber optic cable network which is available from a close by tapping point from each plot of land. Telecom ducts and single mode fiber optic cable cores shall be available for lease to users for establishing high bandwidth connections with telecom service providers in Qatar. Arrangements are in place with Ooredoo and Vodafone Qatar for enhancing the coverage and strength of GSM and TETRA wireless signals in the area.
13.8 Access Roads to Facility and Road Crossing Philosophy

13.8.1 Access Roads
Investor shall tie-in to the existing QP-IC road network as per requirements mentioned in section 12.2.12.

13.8.2 Crossing Philosophy
Investor shall protect existing utilities/services located in MIC road corridors as per requirements mentioned in section 12.2.12.

13.8.3 General requirements
1. Start and end coordinates of culvert and access roads in CGIS-QNG95 shall be furnished.
2. Removable type hydraulically pressed heavy duty concrete pavement blocks of minimum 80mm thick shall be provided over utility corridor crossings for access road (between culvert and plot boundary).
3. RCC culvert shall be installed for drain crossing.
4. The alignment of access road shall not block the entry/exit points of existing duct banks in MIC roads and other facilities in the utility corridor.
5. The spare ducts in the electrical duct bank shall have pull chord and sealed on either side for future use.
6. Duct banks / culverts shall be provided with identification tags/cable markers on either side with the details like number of sleeves, sizes of sleeve, type of utility and length of duct bank including SAP number (if any).

13.9 Inspection and test requirements prior to tie-in
Once the facility is constructed, in accordance with the building permit requirements, investors shall complete the installation and testing of their systems within their facilities before connecting to KAHARAMAA and Ooredoo networks.
PROCESS FLOW SECTION
Process flow 1: HIGH LEVEL PROCESS FOR APPLICATION FOR BUILDING PERMIT

- **Start**
  - Submit documents for DC-1
    - More info/ incomplete
    - Obtain DC-1, AFD
      - Need temp building permit (TBP)?
        - Yes: Get details for TBP from QP-IC and make payment
        - No: Obtain approval from external entities
          - P1
    - Confirmation
      - Yes: Approval of DC-1 and issue of AFD to investor
  - Review documents
    - Review documents
    - Approval of DC-1 and issue of AFD to investor

- **Investor/ Consultant**
- **Development Planning & Engineering Dept**
- **Reviewers from QP-IC departments**
**Guidelines for Submission of Building Permit and Completion Certificate Applications to QP Industrial Cities in MIC**

<table>
<thead>
<tr>
<th>Investor / Consultant</th>
<th>Development Planning &amp; Engineering Dept</th>
<th>Reviewers from QP-IC departments</th>
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<tr>
<td>F1</td>
<td>Review documents</td>
<td>Review documents</td>
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<tr>
<td>Submit final package of DC-2 documents</td>
<td>Confirm? YES</td>
<td>Approve DC-2</td>
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<td>TBP requested and issued in DC-1? no</td>
<td>Obtain fee details from QP-IC and make payment</td>
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<tr>
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<td>Investor appoints construction consultant / contractor &amp; submits signed codes of ethics</td>
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<tr>
<td>yes</td>
<td>Investor appoints construction consultant / contractor &amp; submits signed codes of ethics</td>
<td>Issue final building permit</td>
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<tr>
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<td>Issue final building permit</td>
<td>Monitor development</td>
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<tr>
<td>no</td>
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<td>End</td>
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**QGDL-DC-004**

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- Draft No: Final
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Process flow 2: HIGH LEVEL PROCESS FOR APPLICATION FOR COMPLETION CERTIFICATES

1. Investor / Consultant:
   - Start
   - Submit as-built drawings & requests partial completion certificate
   - More info / incomplete
   - Request for Final Completion Certificate
   - Submit final as-built drawings
   - More info / incomplete
   - Confirm
   - Submit Final Completion Certificate
   - Issue Final Completion Certificate
   - End

2. Development Planning & Engineering Dept:
   - Review & Approval of As-Built
   - Issue Partial Completion Certificate
   - Final Inspection by all concerned parties
   - Submit final as-built drawings
   - More info / incomplete
   - Confirm
   - Issue Final Completion Certificate

3. Reviewers from QP-IC departments:
   - Review As-built documents
   - Factories & Industries need MoE clearance for Occupancy Certificate
14.0 ATTACHMENTS

ATTACHMENT A : Site development plan
ATTACHMENT B : Temporary building permit
ATTACHMENT C : Architecture
ATTACHMENT D : Roads and surface water drainage
ATTACHMENT E : Drainage (sewerage)
ATTACHMENT F : Electrical
ATTACHMENT G : Water
ATTACHMENT H : Structural
ATTACHMENT I : Telecom
ATTACHMENT J : QCDD (fire safety, fire engineering, fire fighting and fire alarm)
ATTACHMENT K : Others
ATTACHMENT L : Final building permit
ATTACHMENT M : Practical completion certificate
ATTACHMENT N : Final completion certificate
ATTACHMENT O : Covering letter format
ATTACHMENT P : Reference drawings

ATTACHMENT Q : 1. Development Control Regulations (DCRs)
2. AFD (Application For Development)
3. TBP (Temporary Building Permit)
4. FBP (Final Building Permit)
5. PCC (Practical Completion Certificate)
6. FCC (Final Completion Certificate)
7. MIC Zoning Map
ATTACHMENT R : Template for providing land lease information
ATTACHMENT A: CATEGORY CODE DC-1: SITE DEVELOPMENT AND ARCHITECTURAL PLANS

A fully dimensional Site Plan referring to Plot Details (PD which is issued by QP-IC along with Lease Agreement) along with PIN number, coordinates and grading level. These drawings shall include the following information as minimum:

1. Site Boundary (Coordinates in CGIS QNG 95 systems shall be given)
2. Key plan with allocated parcel identification number(s) (PIN)
3. Plot Detail drawing issued by QP-IC must be scanned and indicated on the plan.
4. Plan view of all Buildings, Structures (above and below ground) and Facilities including process areas, manufacturing sites, and storage exposures etc.
5. Parking areas with calculations
6. Site Access with coordinates
7. Location of the proposed site in relation to roads, streets and property lines
8. Safe inter distance between various facilities
9. Emergency access/gates (Ingress/Egress)
10. North Direction
11. Wind Direction
12. Location and names of roads serving the site
14. Location of above or/ underground storage tanks with name and capacity
15. Finished Grade Levels and Finished Road Levels in QNHD
16. Legends and References
17. Building Occupancy (No. of occupants)
18. Area statement (Itemized Covered area, Built up area including floor area per floor and total floor area for each building, and total landscape area.)
19. Consultant’s endorsement stating that the design and layout is complying with NFPA / relevant code requirements.
20. Vehicle movement around the site including Entry and Exit gates.
21. Proposed location of substation (must be in the corner of the plot).
22. Proposed location of guard houses, generator room, utilities, etc.
23. Road width as per NFPA requirements.
24. Traffic Impact Study (TIS) for large and major developments.
ATTACHMENT B: CATEGORY CODE TBP: TEMPORARY BUILDING PERMIT

The following shall be submitted to QP Industrial Cities for issuance of Temporary Building Permit:

1. 3 CDs containing PDF files of approved DC-1 drawings.
3. Applicable fee (to be advised by QP-IC after a request for TBP is made by the investor/consultant).
ATTACHMENT C: CATEGORY CODE DC-2/1: ARCHITECTURE

A. Submission Requirement for Architectural Plans:
   1. All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed, stamped (by the design consultant) and dated.

   2. If drawings were prepared by a qualified designer, drawings must include the designer's name, registration number, qualification identification number, signature, and stamp/statement that the person has reviewed and taken responsibility for the design activities.

   3. All drawings, reports, and forms, including the completed Application for a Permit to Construct or demolish, must be provided in a pdf format on a rewritable DVD.

B. Floor Plans
   The following must be shown as a minimum on the Floor Plan drawings.
   1. Existing and proposed grades, including elevations immediately outside the buildings.

   2. Proposed finished floor elevations of all floor levels.

   3. Fully dimensioned and detailed floor plans, roof plans, sections and elevations.

   4. Existing and proposed uses of rooms and spaces.

   5. Compliance with NFPA 5000 and NFPA 101.

   6. Location and rating of fire separations and fire walls.

   7. Dimensioned floor plans for each level showing existing and proposed uses of all spaces, including all plumbing fixtures, reflected ceiling and associated details.

   8. Provide existing/proposed construction, interior/exterior wall assemblies, fire separations and structural framing above.

C. Roof Plan
   The following must be shown as a minimum.
   1. Existing and proposed roof layout showing roof structure, skylights, roof slopes, ventilation and including any screening requirements for mechanical roof top equipment.

   2. Elevations.

   3. Provide area of exposed building face, percentage/area of unprotected openings and required limiting distance(s).

   4. Show exterior signage, canopies, decks/landings, stairs, guards / handrails.

   5. Provide overall building height dimension.

D. Elevations and Sections
   1. Four (4) Elevations and Two (2) Cross sections to show each proposed building.

   2. Show floor to floor, floor to ceiling, and overall building heights.

   3. Detail fire separations, stairs, landings, guards, and handrails.
ATTACHMENT D: CATEGORY CODE DC-2/2: ROADS AND SURFACE WATER DRAINAGE

Investor shall submit the following drawings/documents to QP-IC for review and approval.

1. Road layout plans, including traffic signage and road marking plans. For large scale projects, separate drawings shall be submitted for traffic signage and road marking. Drawings shall include blow ups detailing the proposed layout for the access road tie-in arrangements, including emergency exits.
2. Access road details and tie-ins with MIC roads (see attachment ‘P’) including corridor crossing details as per QP-IC and/or relevant utility agency Standards.
3. Site grading plan and storm / surface water drainage management system drawings with calculations
   The calculations must be scripted on the drawings for easy reference.
ATTACHMENT E: CATEGORY CODE DC-2/3: FOUL DRAINAGE (SEWERAGE)

Foul drainage drawings and documents shall include the following detail information as minimum.

1. Calculation for total sewer generation per day, peak flow in litre/second velocity for self cleaning, depth to diameter ratio for peak flow and calculation for pipe size, sizing of holding tank etc.
2. Tie-in with MIC sewage network (including sectional details of tie-in manhole).
3. General Layout of Sewer Drainage network within the facility and Material of Construction.
4. Details Drawings of holding tank like manhole, size and height of vent pipe, bottom slop, sump, GRP ladder
5. Drainage Layout drawings for Ground Floor, Mezzanine Floor, First Floor etc. for each building/facilities
6. Standard Details drawings for Manhole, Ramp Connection, Backdrop Connection etc.
7. Any other drawings as per ASHGHAL standards.
ATTACHMENT F: CATEGORY CODE DC-2/4: ELECTRICAL

Investor shall submit the following electrical drawings and documents with the minimum required information as described below:

1. Overall Single Line Diagram (SLD) – showing the Tenant's electrical distribution system, tie-in to KAHRAMAA’s substation or splice point, total connected load and demand load in kVA. Also, earthing arrangement depicting earthing system philosophy, in case of generator back-up, shall be provided.

2. If facility will have to operate on generator until KAHRAMAA MV network is developed in this area. Consultant shall submit electrical drawings indicating the connectivity to generator power.

3. Load Summary showing the Tenant's Total Connected and Demand Loads in kVA.

4. Site Electrical Layout and Details - showing the following:
   a. Tenant's Service Equipment / substation
   b. Tariff Metering
   c. Electrical Tie-in point (KAHRAMAA’s substation or splice point at 11kV ring)
   d. Cable layout and details of duct bank/cable trench from Tenant's Service Equipment/Substation to Electrical Tie-in point (KAHRAMAA’s Substation or splice point at 11kV ring)

5. Cable sizing calculation for tie-in cables

6. Earthing Layout – showing the no. of earth pits, size of earthing conductor and other relevant details associated with KAHRAMAA system tie-in.

7. Hazardous Area Classification, if applicable.

8. Scheme drawings stamped approved by KAHRAMAA.
ATTACHMENT G: CATEGORY CODE DC-2/5: WATER

Investor shall submit the following drawings and documents for potable water with the minimum required information as described below to KAHRAMAA for their review and approval:

**Potable Water**

1. Potable water demand calculation (expected total peak demand in m³/day).
2. Potable water tie-in arrangement with KAHRAMMA network (including sectional details of tie-in valve chamber).
3. Water meter details and arrangement.
4. Pipe sizing calculation from tie-in point to the storage tank.
5. Ground storage tank sizing calculation.
6. Plumbing layout and material of the potable water distribution network within the facility.
7. Pumping arrangements for potable water.
8. Any other Documents as required by KAHRAMAA.
9. Potable water documents shall be reviewed and approval by KAHRAMAA.
ATTACHMENT H: CATEGORY CODE DC-2/6: STRUCTURAL

Investor shall submit the following structural drawings and documents with the minimum required information as described below:

1. Structural Drawings.
2. Earthwork/Foundation details of buildings and structures.
3. Fence and gate foundation details.
ATTACHMENT I: CATEGORY CODE 007: TELECOM

Investor shall submit the following telecom drawings and documents with the minimum required information as described below:

1. Drawing showing complete telecommunication cable route between Tenant’s facility and nearest Ooredoo telecom tie-in node.
2. Existing ducts/manholes and new ducts/manholes for the entire cable route shall be clearly identified in the drawing.
3. Ducting and manhole details. No direct buried telecom cable shall be permitted. Telecom cables shall be laid through JRC14/12 manhole and duct network.
4. Scheme Telecom drawings stamped approved by Ooredoo.

Investor shall submit the following QCDD drawings and documents with the minimum required information as described below:

**FIRE and LIFE SAFETY**
1. Fire risk assessment
2. Fire and life safety design philosophy
3. Building layouts, including building area, the division of the building by firewalls, the degree of fire separations of storeys, shafts, and special rooms or areas
4. Source of information for fire-resistance ratings of elements of construction (to be indicated on large-scale sections)
5. Escape Routes
6. Life safety drawings: Including means of egress, travel distances, occupant loads, exit light placement, emergency light placement, fire extinguisher locations and other life safety equipment
7. Hazardous processes and operations
8. Fuel gas system (design basis, piping layout, P and ID, schematic drawings)
10. Material Submittals of Fire Protection Equipment
11. Acceptance Tests for all fire systems, including fire pumps
12. Fire Equipment listings/test reports where required

**FIRE and GAS SYSTEM**
1. Layout drawings.
2. Single line diagram (schematic showing all interface to other electromechanical system)
3. HVAC Control systems with fire and smoke dampers
4. Riser diagram.
5. Cause and Effect matrix.
FIXED FIRE FIGHTING INSTALLATION

1. Sprinkler system/ Deluge system:
   a. Design basis
   b. Layout and associated details
   c. Hydraulic calculation
   d. Material submittal
   e. Full height cross section or schematic diagram

2. Fire Water System:
   a. Design basis
   b. Layout and pump details.
   c. Hydraulic calculation.
   d. Material submittal

3. Gaseous suppression system
   a. Design basis
   b. Layout and other details.
   c. Hydraulic calculation.
   d. Material submittal
ATTACHMENT K: CATEGORY CODE DC-2/9: OTHERS

Investor shall submit all other drawings and documents which are not covered in other category codes under category code DC-2/9 for information and record purposes.

**RISK MANAGEMENT**

If there are any chemical / processing plants in the facility tenant shall submit the following process related documents.

1. Process Plot Plan(s)
2. Process Flow Diagrams
3. Piping and Instrumentation Diagrams
4. Summary of Process Material
5. Material Safety Data Sheets (MSDS)
6. Hazardous Processes and Operations
7. List of chemicals handled, volumes of storage and handling and their associated MSDS
8. HAZID study, as applicable, based on the nature of their operations
9. HAZOP study, as applicable, based on the nature of their operations
10. QRA study, as applicable, based on the nature of their operations
11. SIL Study as applicable based on the nature of their operations
12. Pre-Start Up Safety Review Report prior to the occupancy of the facility

**ENVIRONMENT**

Investor shall submit the following environmental drawings and documents with the minimum required information as described below:

1. Environmental permit issued by Ministry of Environment (MOE)
   In case an Environmental Permit is issued by MOE, Consent to Operate Application Form must be submitted to QP-IC before commissioning of the project.
2. EBA (Environmental Baseline Assessment) must be obtained before submitting CPW for construction.
   EBA will verify the requirements of checking for Top Soil, Flora, Fauna and any existing spills.
3. EMP (Environmental Management Plan)
   Investor/Contractor must devolve Construction EMP to QP-IC for review and approval.

**LANDSCAPING**

Investor shall submit the following landscaping drawings and documents with the minimum required information as described below:

1. Overall landscaping plan
2. Typical landscaping details (list of plants etc.)
3. Irrigation water storage and pumping system layout.
ATTACHMENT L: CATEGORY CODE FBP: FINAL BUILDING PERMIT
The following shall be submitted to QP-IC for issuance of Temporary Building Permit:

2. Site Development Plan and Architectural Plans
3. DC-2 drawings must reflect details as shown and approved by external agencies and QP-IC Development Planning and Engineering department. Submissions will be considered incomplete if the DC-2 plans do not match with the services approved drawings and will be returned back to the consultant without review.
4. All drawings must be designed, stamped, signed and dated by an MMUP registered nominated consultant and/or architect as explained in Section 5.0 above.
5. Hard and soft (PDF) copies (4 CDs) of the following:
   - DC-1 approved drawings.
   - Qatar Civil Defence Department (QCDD) approved drawings.
   - KAHARAMAA approved water and electrical drawings.
   - Ooredoo approved drawings.
   - Electrical drawings (if KAHARAMAA approval is not applicable).
   - Structural drawings.
   - All approval certificates.
   - All approved drawings for sewer drainage
   - All approved drawings for road and surface water drainage
   - All approved technical risk study reports
ATTACHMENT M: CATEGORY CODE PCC: PRACTICAL COMPLETION CERTIFICATE

The following shall be submitted to QP-IC for issuance of Practical Completion Certificate:

A hard (one set) and a soft copy (CD) of the following:

2. As-built drawings for Fire Fighting, Fire Safety and Fire Alarm System duly signed and stamped by Fire Fighting System’s contractor.
3. As-built Architectural Site Development Plan, Floor Plan, Elevations, and Sections of all structures duly signed and stamped by contractor/consultant.
4. Copy of approved DC-2 drawings.
ATTACHMENT N: CATEGORY CODE FCC: FINAL COMPLETION CERTIFICATE

The following shall be submitted to QP-IC for issuance of Final Completion Certificate:

A hard (one set) and a soft copy (CD) of the following:
1. Qatar Civil Defence Department’s inspection and approval certificate.
2. Copy of approved drawings for road and sewage disposal connection to the site.
3. As-built drawings for road and sewage disposal connection to the site.
## ATTACHMENT O: COVERING LETTER FORMAT

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<tr>
<th>NAME OF THE DEVELOPER</th>
<th>NAME OF THE CONSULTANT</th>
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### BUILDING PERMIT TECHNICAL SUBMISSION

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**TO**

Assistant Manager, Projects/Engineering
Industrial cities
P.O.Box 47
Fax: 4013 9779 Tel: 40146867

**FROM**

Name of the Originator
Designation
Name of the Company
Address
Fax: Tel:

**REPLY TO BE FAXED TO**

### NAME OF THE FACILITY/BUILDING

**SUBJECT:**

<table>
<thead>
<tr>
<th>PIN NO.</th>
<th>AFD NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of the Contact Person
(Developer)
Name of the Contact Person
(Consultant)

<table>
<thead>
<tr>
<th>Mobile:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
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</table>

### SUBMISSION CODE:

<table>
<thead>
<tr>
<th>DC-1</th>
<th>TBPP</th>
<th>DC-2</th>
<th>PCC</th>
<th>FCC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### PURPOSE OF SUBMISSION (Please tick)

- Approval
- Re-Approval
- Additional Facilities Submission
- Revised Submission
- Response to QP Letters
- Information and Records

### (FOR QP PURPOSE ONLY)

* Previous references:
  1. 
  2. 

* Attachments:

### Signature

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**A FD (Application for Development), Applicable only after DC-1 approval**

**TB P (Temporary Building Permit)**

**Attachments (Provide Full List of Drawings/Documents with Title, Number, Revision #, No. of copies):**

1. Site Development Plan & Architectural
2. Road & Surface Drainage
3. Drainage (Sewage)
4. Electrical
5. Water
6. Structural Drawings
7. Telecom
8. QCDD (Fire Safety, Fire Fighting & Fire Alarm)
9. Others
ATTACHMENT P: REFERENCE DRAWINGS/DOCUMENTS

1. Community Area: Decorative Standard Precast Boundary Wall (drawing MIC-BOUNDARY-03)
2. Light Industries Area (East and North) and Waste Management Zone: Standard Precast Boundary Wall (drawing MIC-BOUNDARY-07)
3. Typical Access Roads Tie-In Details at MIC (drawing SK-MIC-0333)
4. Heavy Industries Area (Fenced Area): Palisade type Fence (drawing MIC-MI-STD-F1)
5. Design Undertaking Form
6. Supervision Undertaking Form
7. Construction Undertaking Form

NOTES:
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. CONCRETE FOR WALL SHALL BE OPC 25 N/mm²
   CONCRETE FOR BUNDING SHALL BE OPC 15 N/mm²
3. COVER TO REINFORCEMENT SHALL BE 50mm.
4. CONCRETE SHALL HAVE A TIMBER FLOAT FINISH.
5. STEEL STRUCTURE ON TOP OF WALL PANEL
   SHALL BE SCHEDULED TO DIRECT STANDARD
   SA 2.5 AND COATED WITH ONE COAT OF RED
   OXIDE PRIMER & 2 COATS OF ENAMEL BLACK.
P.2. Light Industries Area (East and North) and Waste Management Zone: Standard Precast
P.3. Typical Access Roads Tie-In Details at MIC (drawing SK-MIC-0333)
P.4. Heavy Industries Area (Fenced Area): Palisade type Fence (drawing MIC-MI-STD-F1)

Notes:
- Galvanized Steel Maintenance Free Palisade Fencing
  - Comprising 2 No. horizontal rails 50x50x5mm Iron Space 43 x Steel Plate and fixed with Frame at Grade.
  - 2000mm x 1000mm High x 500mm thick. Cold formed W section rails with triple pointed top nailed and secured with frame at Grade. 500mm x 500mm x 500mm flat grade as a frame extension at Grade secured and secured with frame at Grade.

- 150 x 150 x 144 kg/m2 UEL Section Grade 43 x Steel Posts
  - 3000mm long set at 2800mm centres, complete with intermediate support legs and partitions as detailed in the specification and drawings.

- General purpose framed type轮廓 MIC-MI-STD-F1 Type B double coil 400 mm wall fabricated from AISI 304 stainless steel strip, welded to rockwell HRC 50 HARDCORE, stainless steel strip should be 0.8mm thick and 150mm wide before fabrication. Drilled studs shall consist of 20mm bars punched 1000mm or drilled with all accessories complete as detailed in the specification and drawings.
Guidelines for Submission of Building Permit and Completion Certificate Applications to QP Industrial Cities in MIC

P.5. Design Undertaking Form

Date: / / 

To, Asst Manager, Projects Engineering
Industrial Cities, Mesaieed
State of Qatar

Design Undertaking

Project Title: ____________________________

Please be informed that the Investor has appointed our company to Design the above referenced project in Mesaieed Industrial City (MIC).

We hereby confirm that we have designed the project in accordance with sound engineering principles and practices, and in accordance with all relevant Laws and Regulations of the State of Qatar and MIC.

Therefore we shall bear full responsibility for any defect in, or as a result of, the design (Structural, Mechanical or Electrical) and confirm that we are aware that the issue of the Building Permit by MIC and/or the approval of any relevant governmental agency shall not relieve us from this responsibility.

Consultant’s Information:
Company: .............................................
Rep: .................... Title: ..........................
Fax: .................... Tel: ........................
Stamp & Signature: ...................................

Investor’s Information:
Name: ..................................................
Title: .................... Co.: ........................
Stamp & Signature: ...................................
P.6. Supervision Undertaking Form

Date: ________________________

To, Amt. Manager, Projects Engineering Industrial Cities, Mesaieed State of Qatar

Supervision Undertaking

Please be informed that the Contractor has appointed our company to supervise the construction of the above referenced project in Mesaieed Industrial City (MIC), per Building Permit No: ________________________

Therefore, we shall bear full responsibility for the supervision of the project in accordance with the approved Building Permit and all relevant Laws and Regulations of the State of Qatar and MIC (including Standard Measurements & Descriptions as mentioned in Law No. 4 for the year 1985 regarding the organization of building construction). If our supervision services are terminated we will inform MIC in writing. Further, we shall bear full responsibility for any action contrary to the aforementioned conditions. We are aware that the issue of the Building Permit by MIC and/or the approval of any relevant governmental agency shall not relieve us from this responsibility.

Consultant’s Information:

Company: ____________________________
Rep: ____________________________ Title: ____________________________
Fax: ____________________________ Tel: ____________________________

Stamp & Signature: ____________________________

Investor’s Information:

Name: ____________________________
Title: ____________________________ Co.: ____________________________

Stamp & Signature: ____________________________
P.7. Construction Undertaking Form

Date: / / 

To, Ant. Manager, Projects Engineering Indusfrial Cities, Meesaxed State of Qatar

Construction Undertaking

Project Title: __________________________

Please be informed that the Investor has appointed our company to construct the above referenced project in Meesaxed Industrial City (MIC), per Building Permit No. __________________________

Therefore, we shall bear full responsibility for the construction of the project in accordance with the approved Building Permit and all relevant Laws and Regulations of the State of Qatar and MIC (including Standard Measurements & Descriptions as mentioned in Law No. 4 for the year 1985 regarding the organization of building construction). If our construction services are terminated we will inform MIC in writing. Further, we shall bear full responsibility for any action contrary to the aforementioned conditions. We are aware that the issue of the Building Permit by MIC and/or the approval of any relevant governmental agency shall not relieve us from this responsibility.

Finally, we confirm that we will comply with all MIC Regulations related to, but not limited to: Building Permit, Consolidated Permit to Work (CPW), etc. Site Hoarding and Signage, Safety and Refuse storage and removal.

Contractor’s Information:

Company: __________________________

Rep: __________________________

Fax: __________________________

Stamp & Signature: __________________________

Investor’s Information:

Name: __________________________

Title: __________________________

Co.: __________________________

Stamp & Signature: __________________________

QGDL-DC-004

Rev. No: 01

Draft No: Final

Date: 27-11-2014

Page No.: 71
ATTACHMENT Q: (DCRs and FORMS)

1. Development Control Regulations (DCRs)
2. AFD (Application For Development)
3. TBP (Temporary Building Permit)
4. FBP (Final Building Permit)
5. PCC (Practical Completion Certificate)
6. FCC (Final Completion Certificate)
7. MIC Zoning Map
Q. 1. DEVELOPMENT CONTROL REGULATIONS (DCRs)

**MIC DEVELOPMENT CONTROL REGULATIONS**

**LAND USE TYPE:** IN - 1 Heavy Industries

**PLOT SIZE:** Varies

**Date:** 04 / 12 / 2014

### PLOT COVERAGE

<table>
<thead>
<tr>
<th>PLOT COVERAGE</th>
<th>MAIN BUILDINGS</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Maximum 60% Coverage of the Total Plot Area</td>
<td>* Maximum G + 1</td>
<td>* Maximum 40 Square Meters</td>
<td>* Limited by Maximum 60% Coverage</td>
<td>* Minimum 3.5 % of Plot to be covered with Soft landscaping</td>
</tr>
<tr>
<td></td>
<td>* Maximum Height 18 Meters</td>
<td>* Maximum G</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* FAR = 0.90</td>
<td></td>
<td></td>
<td>* Maximum Height 3.5 Meters</td>
</tr>
<tr>
<td></td>
<td>* Maximum Height 4.5 Meters</td>
<td></td>
<td></td>
<td>Landscaping to DC-IC</td>
</tr>
<tr>
<td></td>
<td>* Maximum G &amp; 6 Meters Plot Frontage</td>
<td>* Tenable Structures preferred or steel structures with fascia</td>
<td></td>
<td>Approval</td>
</tr>
<tr>
<td></td>
<td>* No openings permitted in front wall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SETBACKS

<table>
<thead>
<tr>
<th></th>
<th>MAIN BUILDING</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>20 Meters</td>
<td>1.5 Meters</td>
<td>1.5 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Sides</td>
<td>10 Meters</td>
<td>10 Meters</td>
<td>10 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear</td>
<td>10 Meters</td>
<td>10 Meters</td>
<td>10 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Between Buildings</td>
<td>5 Meters</td>
<td>5 Meters</td>
<td>5 Meters</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Additional Requirements:** Provide Emergency Access inside perimeter of site including Fire Lane and appropriate turning radii. (Min. 6m inside & 13m outside radius)

### SITE DEVELOPMENT

**BOUNDARY WALL**

* Boundary Wall permitted at 2.4 Meters height

**FENCING**

* Fencing shall comply with Drawing No. MIC-MI-STD-F1 Rev. A, 2850mm height.

**SITE ACCESS**

* 1 or 2 access points permitted along plot frontage, Min. 20 Meters from plot corners defined by QHDM related to visibility and stopping distances.

**PARKING**

* Min. 10 noe. shaded car parking spaces required and 1 additional parking space per 250 Square Meters floor space

**LANDSCAPING**

* Refuse storage area shall be screened from view in a Services Yard.

### AESTHETICS

**FINISH MATERIALS**

* All exterior finish materials to DC-1 Industrial Planning Division approval.

**COLORS**

* Exterior of all Buildings to be white or beige.

**SIGNAGE**

* Free Standing Sign or Sign on Building to QP-IC Approval; signs not permitted on Boundary Walls

**PROHIBITED**

* Temporary Buildings, such as Portacabins are Prohibited.

### DEVELOPMENT PLANNING REQUIREMENTS

1. Design of the project shall contribute to the cohesive and coherent ongoing development of the QP-MIC Master Plan.
2. Approval of the Preliminary Design required by QP Industrial Cities Planning Division as a prerequisite to submitting for DC-1 Approval. The submittal for Planning Approval shall include Color Site Plan and Building Elevations including heights, Identification of proposed external finish materials and color scheme to clearly represent the proposed aesthetics of the design.
3. Designs shall comply with all latest applicable standards within the State of Qatar and QP Industrial Cities, including NFPA 101 and NFPA 5000.
### MIC DEVELOPMENT CONTROL REGULATIONS

**LAND USE TYPE: IN - 2 Medium Industries**

**PLOT SIZE:** Varies

**Date:** 04/12/2014  
**Rev.:** 3

#### PLOT COVERAGE

<table>
<thead>
<tr>
<th>PLOT COVERAGE</th>
<th>MAIN BUILDINGS</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Maximum 60% Coverage of the Total Plot Area*</td>
<td>* Maximum 40 Square Meters*</td>
<td>* Limited by Maximum 60% Coverage*</td>
<td>* Minimum 3.5% of Plot to be covered with Soft Landscaping*</td>
<td>* Minimum 3.5 Meters Landscape to DC-IC*</td>
</tr>
<tr>
<td>* F.A.R = 0.80*</td>
<td>* Maximum Height 12 Meters*</td>
<td>* Maximum Height 4.5 Meters*</td>
<td>* Maximum 8 Meters Plot Frontage*</td>
<td>* Tensile Structures preferred or steel structures with fascia*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No openings permitted in front wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SETBACKS

<table>
<thead>
<tr>
<th>MAIN BUILDING</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>15 Meters</td>
<td>1.5 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Sides</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Between Buildings</td>
<td>2 Meters</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Requirements:** Provide Emergency Access (inside perimeter of site including fire lane and appropriate turning radii. (Min. 6m inside & 13m outside radius)

#### SITE DEVELOPMENT

**BOUNDARY WALL**
- Fencing is not permitted
- 1 or 2 access points permitted along plot frontage, Min. 20 Meters from plot corners defined by QHDM related to visibility and stopping distances

**MISCELLANEOUS**
- Refuse storage area shall be screened from view in a Services Yard.
- Min. 10 nos. shaded car parking spaces required and 1 additional parking space per 250 Square Meters floor space.

**FINISH MATERIALS**
- Exterior finish materials to be white or beige.
- Free Standing Sign or Sign on Building to QP-IC Approval; signs not permitted on Boundary Walls

**COLORS**
- Exterior of all Buildings

**SIGNAGE**
- Temporary Buildings, such as Portacabins are Prohibited.

**AESTHETICS**
- Exterior of all Buildings to be white or beige.

**DEVELOPMENT PLANNING REQUIREMENTS**

1. Design of the project shall contribute to the cohesive and coherent ongoing development of Mesaieed in compliance with the QP-MIC Master Plan.
2. Approval of the Preliminary Design required by QP Industrial Cities Planning Division as a prerequisite to submitting for DC-1 Approval. The submittal for Planning Approval shall include Color Site Plan and Building Elevations including heights, identification of proposed external finish materials and color scheme to clearly represent the proposed aesthetics of the design.
3. Designs shall comply with all applicable standards within the State of Qatar and QP industrial Cities, including NFPA 101 and NFPA 5000.
### MIC DEVELOPMENT CONTROL REGULATIONS

**LAND USE TYPE:** IN - 3 Light Industries Area - East (E, M, PC, CM & S)

**PLOT SIZE:** Varies

<table>
<thead>
<tr>
<th>Plot Coverage</th>
<th>Main Buildings</th>
<th>Ancillary Buildings</th>
<th>Parking</th>
<th>Landscaping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 60% of the Total Plot Area</td>
<td>Maximum G + 1</td>
<td>Maximum 40 Square Meters</td>
<td>Limited by Maximum 60% Coverage</td>
<td>Minimum 3.5% of Plot to be covered with Soft Ground Treatment</td>
</tr>
<tr>
<td>FAR = 0.80</td>
<td>Maximum Height 12 Meters</td>
<td>Maximum G</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maximum Height 5 Meters</td>
<td></td>
<td></td>
<td>Landscaping to DC-IC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tensegrity Structures preferred or Wrought Iron</td>
<td>Approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>steel structures with fascia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Setback</th>
<th>Main Building</th>
<th>Ancillary Buildings</th>
<th>Parking</th>
<th>Landscaping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>15 Meters</td>
<td>1.5 Meters</td>
<td>1.5 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Sides</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Between Buildings</td>
<td>2 Meters</td>
<td>2 Meters</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Additional Requirements:** Provide Emergency Access inside perimeter of site including Fire Lane and appropriate turning radii (Min. 6m inside & 13m outside radius)

<table>
<thead>
<tr>
<th>Site Development</th>
<th>Fencing</th>
<th>Site Access</th>
<th>Parking</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary Wall</td>
<td>Fencing is permitted between plots to minimum 2.4 Meters Height</td>
<td>1 or 2 access points permitted along plot frontage, Min. 20 Meters from plot corners defined by QHDM related to visibility and stopping distances.</td>
<td>Min. 5 nos. shaded car parking spaces required and 1 additional parking space per 150 Square Meters floor space</td>
<td>Refuse storage area shall be screened from view in a Services Yard.</td>
</tr>
</tbody>
</table>

### Aesthetics

<table>
<thead>
<tr>
<th>Finish Materials</th>
<th>Colors</th>
<th>Signage</th>
<th>Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>All exterior finish materials to QP-IC Industrial Planning Division approval</td>
<td>Exterior of all Buildings to be white or beige.</td>
<td>Building to OP-IC Approval; signs not permitted on Boundary Walls</td>
<td>Temporary Buildings, such as Portacabins are Prohibited.</td>
</tr>
</tbody>
</table>

### Development Planning Requirements

1. Design of the project shall contribute to the cohesive and coherent ongoing development of Messeiaed in compliance with the QP-MIC Master Plan.
2. Approval of the Preliminary Design required by QP Industrial Cities Planning Division as a prerequisite to submitting for DC-1 Approval. The submittal for Planning Approval shall include Color Site Plan and Building Elevations including heights, identification of proposed external finish materials and color schemes to clearly represent the proposed aesthetics of the design.
3. Designs shall comply with all latest applicable standards within the State of Qatar and QP Industrial Cities, including NFPA 101 and NFPA 5000.
**MIC DEVELOPMENT CONTROL REGULATIONS**

**LAND USE TYPE:** IN - 3 Light Industries Area - West (E, M, PC, CM & S)

**PLOT SIZE:** Varies

**Date:** 04/12/2014

**Rev. 3**

### PLOT COVERAGE

<table>
<thead>
<tr>
<th>PLOT COVERAGE</th>
<th>MAIN BUILDINGS</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 60% Coverage of the Total Plot Area</td>
<td>Maximum G + 1</td>
<td>Maximum 80 Square Meters</td>
<td>Limited by Maximum 60% Coverage</td>
<td>Maximum 3.5% of Plot to be covered with Soft Landscaping</td>
</tr>
<tr>
<td>FAR = 0.80</td>
<td>Maximum Height 4.5 Meters</td>
<td>Maximum Height 3.5 Meters</td>
<td>Landscaping to DC-IC</td>
<td></td>
</tr>
<tr>
<td>* No openings permitted in front wall steel structures with frasica</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SETBACKS

<table>
<thead>
<tr>
<th>SETBACKS</th>
<th>MAIN BUILDING</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>15 Meters</td>
<td>1.5 Meters</td>
<td>1.5 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Sides</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Between Buildings</td>
<td>2 Meters</td>
<td>2 Meters</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Additional Requirements:** Provide Emergency Access inside perimeter of site including Fire Lane and appropriate turning radii, (Min. 6m inside & 13m outside radius)

### SITE DEVELOPMENT

**BOUNDARY WALL**

- Boundary Wall shall be required as per Drawing No. QIC-Boundary Wall-03 A
- No. MIC-Boundary Wall-04 A

**FENCING**

- Fencing permitted between plots at minimum 2.4 Meters Height
- or Boundary Wall per Drawing No. QIC-Boundary Wall-03 A

**SITE ACCESS**

- 1 or 2 access points permitted along plot frontage, Min. 20 Meters from plot corners defined by QICM related to visibility and stopping distances

**PARKING**

- Min. 5 nos. shaded car parking spaces required and 1 additional parking space per 130 Square Meters floor space

**MISCELLANEOUS**

- Refuse storage area shall be screened from view in a Services Yard.

### AESTHETICS

**FINISH MATERIALS**

- All exterior finish materials to QP-IC Industrial Planning Division approval
- Exterior of all Buildings to be white or beige

**COLORS**

- Free Standing Sign or Sign on Building to QP-IC Approval; signs not permitted on Boundary Walls

**SIGNAGE**

- Temporary Buildings, such as Portacabins are PROHIBITED.

### DEVELOPMENT PLANNING REQUIREMENTS

1. Design of the project shall contribute to the cohesive and coherent ongoing development of Mesaieed in compliance with the QP-MIC Master Plan.
2. Approval of the Preliminary Design required by QP Industrial Cities Planning Division as a prerequisite to submitting for DC-1 Approval. The submission for Planning Approval shall include Color Site Plan and Building Elevations, including heights, identification of proposed external finish materials and color scheme to clearly represent the proposed aesthetics of the design.
3. Designs shall comply with all latest applicable standards within the State of Qatar and QP Industrial Cities, including NFPA 101 and NFPA 5000.
GUIDELINES FOR SUBMISSION OF BUILDING PERMIT AND COMPLETION CERTIFICATE APPLICATIONS TO QP INDUSTRIAL CITIES IN MIC

MIC DEVELOPMENT CONTROL REGULATIONS

LAND USE TYPE: IN - 4 Warehousing / Storage (LIA West)

PLOT SIZE: Varies

Date: 04 / 12 / 2014

Rev. 3

<table>
<thead>
<tr>
<th>PLOT COVERAGE</th>
<th>MAIN BUILDINGS</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Maximum 80% Coverage of the Total Plot Area</td>
<td>* Maximum G + 1</td>
<td>* Limited by Maximum 80% Coverage</td>
<td>* Minimum 3.5% of Plot to be covered with Soft Landscaping to DG-IC</td>
<td></td>
</tr>
<tr>
<td>* Maximum Height 12 Meters</td>
<td>* Maximum G</td>
<td>* Maximum G</td>
<td>* Maximum Height 3.6 Meters</td>
<td></td>
</tr>
<tr>
<td>* FAR = 0.80</td>
<td>* Maximum Height 4.5 Meters</td>
<td>* Landscaping to DG-IC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Maximum 8.5 Meters Plot Frontage</td>
<td>* Tensile Structures preferred or Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* No openings permitted in front wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* steel structures with fascia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SETBACKS</th>
<th>MAIN BUILDING</th>
<th>ANCILLARY BUILDINGS</th>
<th>PARKING</th>
<th>LANDSCAPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>15 Meters</td>
<td>1.5 Meters</td>
<td>1.5 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Sides</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>7 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>12 Meters</td>
<td>N/A</td>
</tr>
<tr>
<td>Between Buildings</td>
<td>2 Meters</td>
<td>2 Meters</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Additional Requirements: Provide Emergency Access inside perimeter of site including Fire Lane and appropriate turning radii. (Min. 6m inside & 13m outside radius)

SITE DEVELOPMENT

BOUNDARY WALL | FENCING | SITE ACCESS | PARKING | MISCELLANEOUS |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary Wall shall be required per Drawing No. MIC-Boundary Wall-003 A at plot frontage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing permitted between plots at minimum 2.4 Meters Height or Boundary Wall per Drawing No. MIC-Boundary Wall-04 A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 or 2 access points permitted along plot frontage, Min. 20 Meters from plot corners defined by QHDM related to visibility and stopping distances.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Min. 5 nos. shaded car parking spaces required and 1 additional parking space per 250 Square Meters office floor space</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Refuse storage area shall be screened from view in a Services Yard.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AESTHETICS

FINISH MATERIALS | COLORS | SIGNAGE | PROHIBITED |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All exterior finish materials to QP-IC Industrial Planning Division approval.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior of all Buildings to be white or beige.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Standing Sign or Sign on Building to QP-IC Approval; signs not permitted on Boundary Walls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Buildings, such as Portacabins are Prohibited.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEVELOPMENT PLANNING REQUIREMENTS

1. Design of the project shall contribute to the cohesive and coherent ongoing development of Mesaieed in compliance with the QP-MIC Master Plan.
2. Approval of the Preliminary Design required by QP Industrial Cities Planning Division as a prerequisite to submitting for DC-1 Approval. The submittal for Planning Approval shall include Color Site Plan and Building Elevations including heights, identification of proposed external finish materials and color scheme to clearly represent the proposed aesthetics of the design.
3. Designs shall comply with all latest applicable standards within the State of Qatar and QP Industrial Cities, including NFPA 101 and NFPA 5000.
Q.2. AFD (Application for Development)

**APPLICATION FOR DEVELOPMENT**

- Applicant: [Company Name in English]
- Project Name: [Name in English]
- Application No: [MIC/AD/0XX/0XX]

**NAME OF THE DEVELOPER**

**NAME OF THE CONSULTANT**

**BUILDING PERMIT TECHNICAL SUBMISSION**

<table>
<thead>
<tr>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Requestor:</td>
<td>Designation:</td>
</tr>
<tr>
<td>Name of the Company:</td>
<td>Address:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Tel:</td>
</tr>
</tbody>
</table>

**NAME OF THE FACILITY**

**SUBJECT**

- PIN No.: 9270055
- AFD No.: MIC/AD/029/2014
- Name of the Contact Person (Developer): [Name]
- Mobile: [Number]
- Name of the Contact Person (Consultant): [Name]
- Mobile: [Number]

**SUBMISSION CODE:**

- DC-1
- TBP
- DC-2
- PCC
- FCC

**PURPOSE OF SUBMISSION (Please Tick):**

- Approval
- Re-Approval
- Additional Facilities Submission
- Revised Submission
- Response to QP Letters
- Information and Records

* Previous references:
1. [Reference 1]
2. [Reference 2]

**ATTACHMENTS:**

- [List of documents]

**Signature**

- Name
- Date

**AFD (Application for Development)**

Applicable only after DC-1 Approval

**TBP (Temporary Building Permit)**

- Site Development Plan & Architectural
- Structural Drawings
- Read & Surface Drainage
- Drainage (Sewage)
- Electrical
- Water
- QCED (Fire Safety, Fire Fighting & Alarms)
- Others
GUIDELINES FOR SUBMISSION OF BUILDING PERMIT AND COMPLETION CERTIFICATE APPLICATIONS TO QP INDUSTRIAL CITIES IN MIC

QGDL-DC-004
Rev. No: 01
Draft No: Final
Date: 27-11-2014
Page No.: 80

APPLICATION FOR DEVELOPMENT

Date: Application No: 0000

Private Development

1. Name & Address of Applicant:

2. Tel & FAX:

3. Location of Site:

4. Plot Identification Number (PIN):

5. Total Plot Area: Proposed Built Up Area:

6. Type, Size & Description of Development:

Usage: 

7. No. of Previous Permits (If any):

Government & Public Developments:

(Govt. Use Only)

4. Concerned Ministry:

5. Concerned Department:

6. Approval Status:

MIC GENERAL COMMENTS

Approver:

Signature:

Assistant Manager, Projects Engineering (MIC)
Industrial Cities - MIC
Date: ___/___/___

Head of Engineering Development
Industrial Cities - MIC
Date: ___/___/___
Q.3. TBP (Temporary Building Permit)

**Temporary Building Permit**

<table>
<thead>
<tr>
<th>Applicant's Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit No. MIC/TBP/0XX/20XX</td>
</tr>
<tr>
<td>Owner: MESAIEED</td>
</tr>
<tr>
<td>Street ----</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>PIN: 90000000</td>
</tr>
</tbody>
</table>

**Approved Building Description:**

**B.P. Conditions:**

1. Temporary Building Permit is hereby granted valid only for construction of the Proposed …………………………, its preparation, site mobilization, excavation; sections of MIC approved standard precast boundary wall as per the related DCR, civil works up to grade level (substructures) and foundations as per MIC approved drawings which are not impacted by approval from external agencies during DC-2 approval stage. This TBP will not allow any construction for proposed utilities facilities which will be approved by QCCD and other agencies during DC-2 stage (eg. Generator Rooms, Fire Water Tank, Fuel Tanks, potable water network etc) until issuance of Final BP. Conditions shall not be changed, modified or altered without the consent or approval of MIC and the works shall be done strictly in accordance thereto.

2. Prior to any commencement of work on site, contractor should obtain appropriate work permit Consolidated Permit to Work (CPW) from Project Engineering division of QP-IC Development Planning and Engineering department and other necessary work permits.

3. The Final Building Permit must be obtained prior to completion of the project.

4. Constructions shall be followed in conformity with MIC Development Regulations, its corresponding implementing rules and specify the restrictions applicable to the development of the plot.

5. The investor, consultant and contractor shall bear full responsibility and liable for any damage to existing services and utilities within, or adjacent to the site.

6. The investor, consultant and contractor shall abide in accordance with relevant laws, regulations of State of Qatar and other conditions stated in the submitted undertakings (Design Supervision/Construction).

7. The owner shall bear all consequences resulting from any change(s) made to the site plan by external agencies (such as QCCD, Kahramaa, Kwc, Osedao etc) during DC-2 services approval process.

**Date of Issue:**

**التوقيعات**

**مصادق مدير المشاريع الهندسي**

Asst. Manager Projects Engineering

Date: __/__/____

**المشروع الهندسي**

Head of Engineering Development

Date: __/__/____
Q.4. FBP (Final Building Permit)

### Applicant’s Particulars

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>MIC/FBP/0XX/20XX</th>
<th>Application No.</th>
<th>MIC/AD/0XX/20XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td>Mesaleed</td>
<td>Location:</td>
<td>Building Type</td>
</tr>
<tr>
<td>PIN:</td>
<td>Zone</td>
<td>Zone No.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approved Building Description:

### B.P. Conditions

1. Building Permit is hereby granted as per the approved DC-2 drawings and as per AFD No. MIC/AD/0XX/20XX. Shall not be changed, modified or altered without the consent/approval of MIC and the works shall be done strictly in accordance thereto.
2. Prior to any commencement of works on site, contractor should obtain Consolidated Permit to Work (CPW) from Project Engineering division of QP-IC Development Planning and Engineering department and other necessary work permits.
3. Constructions shall be followed in conformity with MIC Development Regulations, its corresponding implementing rules and specify the restrictions applicable to the development of the plot.
4. The investor, consultant and contractor shall bear full responsibility and liability for any damages to existing services and utilities within, or adjacent to the site.
5. The investor, consultant and contractor shall abide by the approved Building Permit, relevant laws, regulations of State of Qatar and other conditions stated in the submitted undertakings (Design/Supervision/Construction).
6. The approved colours of Buildings in MIC shall be white/beige.
7. Boundary walls facing the road shall be MIC standard precast concrete boundary wall.

### Permitted to construct the above building in accordance with the approved drawings and requirements and regulations of concerned authorities

### Work must commence within a minimum period of one year from the date of issue. Otherwise the permit shall be rendered invalid

### Date of Issue: 

### Renewal:
Q.5. PCC (Practical Completion Certificate)

**PRACTICAL COMPLETION CERTIFICATE**

<table>
<thead>
<tr>
<th>Application No.</th>
<th>DC/MIC/PCC/0XX/20XX</th>
<th>Date</th>
<th>MIC/AD/0XX/20XX &amp; MIC/BP/0XX/20XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/Project Permit No.</td>
<td>MIC/AD/0XX/20XX &amp; MIC/BP/0XX/20XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIN</td>
<td>$XXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO BOX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax No.</td>
<td></td>
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<td></td>
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<tr>
<td>Tel No.</td>
<td></td>
<td></td>
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<tr>
<td>Water No.</td>
<td></td>
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<td></td>
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<tr>
<td>Power No.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fire &amp; Safety</td>
<td></td>
<td></td>
<td></td>
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<td>CHE</td>
<td>CHF</td>
<td></td>
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<tr>
<td>CHS</td>
<td>CHE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conditions**

1. This Practical Completion Certificate is for Proposed
   ......... only.
2. This Practical Completion Certificate is valid only for the
   proposed development covered under
   Application for Development No.
   MIC/AD/0XX/20XX. Any
   additions/modifications to the
   approved plans are not part of this
   PCC.
3. This Certificate is valid for 5 months
   until submitting the Requirements for
   Final Completion Certificate.
4. This certificate is issued for the
   purpose of installing necessary utilities
   & services connection
5. Final As-built Drawings to be
   submitted upon completion of all
   construction works on the site before
   issuance of Final Building Completion
   Certificate from MIC.

---

**Asst. Manager, Projects/Engineering**

Date: 

**Head of Development Engineering**

Date: 

Q.6. Final Completion Certificate

### Final Completion Certificate

<table>
<thead>
<tr>
<th>Application No.</th>
<th>DC/MIC/FCC/0XX/20XX</th>
<th>Date</th>
<th>رقم رخصة فإناء المشروع</th>
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</thead>
<tbody>
<tr>
<td>Building Project Permit No.</td>
<td>MIC/AD/0XX/20XX, MIC/FBP/0XX/20XX &amp; MIC/PCC/0XX/20XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td>الاسم</td>
</tr>
<tr>
<td>Zone</td>
<td>المنطقة</td>
<td>StreetNo.</td>
<td>اسم الشارع</td>
</tr>
<tr>
<td>PO. Box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>موقع العمل/البناء</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone</td>
<td></td>
<td>Street</td>
<td>اسم الشارع</td>
</tr>
<tr>
<td>Water No.</td>
<td></td>
<td></td>
<td>رقم المياه</td>
</tr>
</tbody>
</table>

### Conditions

1. This Final Completion Certificate is valid only for the ........... project covered under Application for Development No. 
   MIC/AD/0XX/20XX. Any additions/modifications to the approved plans are not part of this FCO.
2. QHSE Approval is obtained as per the Fire Safety Certificate hereto attached.
3. Investor will complete Road Tie-in with markings and signs in future once MIC access road is completed.

### Fire & Safety

<table>
<thead>
<tr>
<th>CHF</th>
<th>CHR</th>
</tr>
</thead>
</table>

### Safety and Health

<table>
<thead>
<tr>
<th>Asst. Manager, Projects/Engineering</th>
<th>Head of Development Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ____________________________</td>
<td>Date: __________________________</td>
</tr>
<tr>
<td>التفاه: __________________________</td>
<td>التفاه: __________________________</td>
</tr>
</tbody>
</table>
Q.7. MIC Zoning Map