**CONCEPTUAL APPROVAL REQUIREMENTS**

**FOR COMMERCIAL OFFICES**

|  |  |
| --- | --- |
| **No** | **C:\Documents and Settings\emelita\Local Settings\Temporary Internet Files\Content.IE5\85QNTJ6Y\MC900432658[1].pngDescription Please Tick** |
| **1** | Clearance Letter From Indigo Tower Owners Association (Owner should contact: customercare@place.ae) |  |
| **2** | Fee of AED 2,000 + Vat 5% for issuance of NOC payable to Indigo Properties LLC (cash only) |  |
| **3** | Undertaking Letter From The Unit Owner & Tenant For Fit- Out Works(Original format attached) 2 Original Copies |  |
| **4** | Original NOC From Landlord / Unit Owner Allowing Tenant For Fit-Out- (Original format attached) 2 Original Copies |  |
| **5** | \*\*Contractor Appointment Letter From Unit Owner/ Tenant-2 Copies |  |
| **6** | \*\*Trade Licence Copy Of Fit-Out Contractor - 2 Copies |  |
| **7** | \*\*DMCCA Provisional Approval Letter For Registration As A DMCCA Company( If Unit Owner/ Tenant Not Registered With DMCCA)- 2 Copies |  |
| **8** | \*\*Scope Of Work / BOQ- 2 Copies |  |
| **9** | Title deed - 2 Copies |  |
| **10** | Tenancy Contract Between Unit Owner & Tenant (If Unit Leased)- 2 Copies |  |
| **11** | \*\*Undertaking Letter Signed And Stamped By Consultant For F & B / Outlets (If Required)- 2 Copies |  |

|  |  |
| --- | --- |
| **No** | **C:\Documents and Settings\emelita\Local Settings\Temporary Internet Files\Content.IE5\85QNTJ6Y\MC900432658[1].pngDescription** provide 2 soft copies (Autocad & PDF) & 2 sets in A3 size paper(signed by the unit owner, tenant & fit out contractor)  |
| **1** | Key Plan Of Entire Floor Showing Respective Unit |  |
| **2** | Existing Unit Floor Plan |  |
| **3** | Partition Layout With Complete Dimensions And Legends |  |
| **4** | Furniture Layout Plan |  |
| **5** | Sections & Elevations Drawings |  |
| **6** | Existing(if flooring already modified) and Proposed Flooring Layout Plan |  |
| **7** | Existing and Proposed Reflected Ceiling Layout Plan |  |
| **8** | Existing and Proposed Electrical Lighting Layout |  |
| **9** | Existing and Proposed Electrical Power Layout Plan |  |
| **10** | Existing and Proposed Electrical Load Schedule |  |
| **11** | Existing and Proposed Electrical Fire Alarm Layout Plan |  |
| **12** | Existing and Proposed Electrical Fire Fighting Layout Plan |  |
| **13** | Existing and Proposed Electrical HVAC Layout Plan |  |
| **14** | Existing and Proposed Electrical Water & Sewerage Layout Plan |  |
| **15** | IT Layout Plan |  |
| **16** | Others (If Any) |  |

**The following shall be submitted to the facility management after obtaining an approval from the authorities;**

|  |  |
| --- | --- |
| **No** | **C:\Documents and Settings\emelita\Local Settings\Temporary Internet Files\Content.IE5\85QNTJ6Y\MC900432658[1].pngDescription Please Tick** |
| **1** | \*\*Building Works Agreement Signed By The Owner And Tenant |  |
| **2** | \*\*Copy Of All Approved Drawings  |  |
| **3** | \*\*Copy Of Certificate Of Conformity (COC) |  |
| **4** | Security Deposit Cheque Of AED 10,000/- (In Favor Of M/S Jumeirah Properties Investment Ltd) |  |
| **5** | \*\*Copy Of The Insurance - Contractor All Risks Policy  |  |
| **6** | List Of Labors Working And Their Identification Details |  |
| **7** | Workmen's Compensation Insurance From The Contractor |  |

*\*Check boxes before submission.*

*\*\*We strongly recommend that all unit owners keep the \*\*checked documents as a record for future requirements.*