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A. PREFACE

In March 2009, HH Sheikh Mohammed bin Rashid Al Maktoum, UAE Vice-President, Prime Minister and Ruler of Dubai issued a decree (Law No. 7 of 2009 in the Official Gazette Issue 339, 31st March, 2009) establishing Dubai eGovernment as a Department. Visit www.dubai.ae for more details.

Under the decree, Dubai eGovernment Department merged the eServices and Government Information Resource Planning teams into one department aimed at jointly building a knowledge community and to lead the emirate’s eTransformation.

Dubai eGovernment refers to Dubai Government’s use of Information and Communication Technology (ICT) to provide government services to citizens, residents and visitors (G2C), to businesses (G2B), to other government entities (G2G) and to government employees (G2E).

Dubai eGovernment Department operates in harmony and integration with all the departments and entities that come under the Government umbrella in Dubai. The accomplishments made since the launch of the Dubai eGovernment project in 2001 are the result of joint efforts by all government departments.

Dubai eGovernment Department offers many core services to government entities and government employees through its corporate website in addition to many other eServices for citizens, residents, visitors and businesses through its public portal www.dubai.ae

The Dubai eGovernment team is located at HH Dubai Ruler’s Court and is led by HE Ahmad bin Humaidan, Director-General of Dubai eGovernment Department. The entire team is working towards fulfilling the vision of HH Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai, to provide a world-class eGovernment in Dubai.

Dubai Civil Defence eServices is part of the Dubai eGovernment Department and its initiative to integrate all the government services through eGovernment.

eEngineering is an application under the Dubai Civil Defence e Services (www.dcd.gov.ae), which enables automatic initial evaluation of Fire and Life Safety compliance for the building projects seeking approval from Dubai Civil Defence.
B. ACKNOWLEDGEMENT

Civil Defence Directorate

Director: Major General Rashid Thani Al Matrooshi
Acting Commander in Chief of Civil Defence

Civil Defence Fire Safety and Prevention Section

Chairman: Major Jamal Ahmed Ibrahim
Director of Preventive Safety

e-Engineering Design & Execution: Pramod Y. Challa

Developer

Global Information Technology, Dubai.
1. USER NAME AND PASSWORD

Type in the username and password, which are provided to your company once you register your company with the Dubai Civil Defence. You can also reclaim your lost passwords.

2. USER HOME
Here you can change password, find various Dubai Civil Defence Applications such as e-engineer and view your profile.

3. SELECT THE DESIRED SERVICES (For example, e-engineer)

Select Engineering Services and then e-engineer

4. OWNER AND PROJECT INFORMATION

Select one of the four options, Consultant, Contractor, Decor or LPG Contractor from scope of the company drop down menu, depending on your company scope of work.

If you are registered with Civil Defence as Consultant you can only enter the system with scope of the company as ‘Consultant’. The same applies to Décor companies, Contractor and LPG Contractors.
Fill in the **Project owner** and **Project information** details in the form.

If the project already has Dubai Municipality Permission, select ‘Yes’, if not ‘No’ for the **Dubai Municipality permit** field.

Click to add your details. If there are multiple owners for the project fill in additional owners’ details again and click to add joint owners’ details.

Add attachment and click next.

5. **PROJECT DETAILS**

This is the core of information required to evaluate your project. Take time to understand the dropdown menus carefully. If you select inappropriately, the DCD Requirements that the program generates will be inappropriate for your project. Fields in the form switch between being active and being inactive based on the relevance of the project.
I. CONSULTANT

If you are a Consultant and have selected Consultant from the Scope of Company drop down menu, following fields in the form will be active for further selection.

- Type of the Occupancy
- Status of the project
- No of floors
- Area of the largest floor
- No of basements
- Area of the largest basement
- No of podiums
- Area of the largest podium
- Height of the building from fire access level
- Total height of the building including basements
- Total occupant load
- LPG Tank
- LPG capacity
- Diesel Tank
- Helipad
- Material stored and handled
- Storage arrangement
- Storage height
- Type of storage building
- Type of industry building
- Total area of warehouse
- Description of the facility, activity, process

II. CONTRACTOR

The Contractors have to be authorized by the project Consultant to use the APPLICATION NUMBER, USERNAME and PASSWORD for the individual projects.

Consultant’s undertaking letter in PDF format, AUTHORIZING the specific Contractor for the specific shop drawing approval should be attached.
The authorized Contractors then shall use the specific APPLICATION NUMBER, USERNAME and PASSWORD to enter the eEngineering application for their ‘SHOP DRAWING APPROVAL’.

If you are an authorized Contractor, and have selected Contractor from the Scope of Company drop down menu, ONLY following field in the form will be active for further selection.

- Type of the System

III. DÉCOR COMPANY

If you are a Décor Company, and have selected Décor from the Scope of Company drop down menu, ONLY following fields in the form will be active for further selection.

- Nature of the Occupancy
- Status of the project
- Total area of Décor
- Description of the facility, activity, process

IV. LPG CONTRACTOR

If you are a LPG Contractor, and has selected LPG Contractor from the Scope of Company drop down menu, ONLY following fields in the form will be active for further selection.

- Type of the Occupancy
- LPG tank
- LPG capacity
- Type of LPG usage

V. MAIN OCCUPANCY/MULTIPLE OCCUPANCY

All companies for all submissions have to click Main Occupancy for the predominant occupancy or a single occupancy or a single predominant building.
If the project has multiple blocks and separated buildings or blocks, then fill all the following fields from drop down menus and

Click to add the first building details. For the second building or block, fill all the fields of the form again and Click to add the second building details to the submission. And so on for more buildings or blocks if any, in the same project.

DO NOT CONSIDER MIXED OCCUPANCIES AS SEPARATE OR MULTIPLE OCCUPANCIES. EVEN IF THE OCCUPANCY HAS MIXED USAGE BUT IF IT IS A SINGLE BUILDING OR BLOCK, THEN IT IS CONSIDERED AS SINGLE BUILDING PROJECT WITH PREDOMINANT USAGE AS ITS TYPE OF OCCUPANCY.
VI. **TYPE OF OCCUPANCY**

a. **Animal Housing**

Select **Animal Housing** if your occupancy is any of the following.

i. Animal exhibition shelters  
ii. Animal hospitals and veterinary facilities  
iii. Animal Laboratories  
iv. Animal quarantine facilities  
v. Animal shelters  
vi. Kennels  
vii. Mercantile or business occupancies with animals (Pet shops)  
viii. Racetrack stable/kennel areas, including those stable/kennel areas, barns, and associated buildings.  
ix. Stables  
x. Zoos

b. **Assembly**

Select **Assembly** if your occupancy is any of the following.

i. Amusement halls  
ii. Armories  
iii. Assembly halls
iv. Auditoriums
v. Bars
vi. Bowling lanes
vii. Bus stations
viii. Cinemas
ix. Club rooms
x. Conference rooms
xi. Courtrooms
xii. Cultural centers
xiii. Dance halls
xiv. Discos
xv. Drinking establishments
xvi. Exhibition halls
xvii. Food courts
xviii. Gymnasiums
xix. Libraries
xx. Metro stations
xxi. Mortuary chapels
xxii. Museums
xxiii. Passenger stations and terminals of air, surface, underground, and marine public transportation facilities
xxiv. Places of religious worship
xxv. Pool rooms
xxvi. Public saunas
xxvii. Public swimming pools
xxviii. Recreation piers
xxix. Skating rinks
xxx. Amusement buildings
xxxi. Sports arenas
xxii. Stadiums
xxiii. Theaters
xxxiv. Tram stations
xxv. Wedding halls
xxvi. Mixed occupancy with usage of the above

c. **Business**

Select **Business** if your occupancy is any of the following.
d. Commercial Villa

Select Commercial Villa if your occupancy is one of the following.

i. Group of one, two or three story, one or two family dwelling villas, for sale, lease or rent.
ii. Group of Row houses or villas for rent, lease or sale.

e. Day Care

Select Day Care if your occupancy is any of the following.

i. Adult day-care occupancies, in which four or more clients receive care, maintenance and supervision by other than their relatives or legal guardians for less than 24 hours per day.
ii. Child/infants day-care occupancies.
iii. Day-care homes for old people.
f. Detention and Correction

Select **Detention and Correction** if your occupancy is any of the following.

i. Adult and juvenile substance abuse centers
ii. Adult correctional institutions
iii. Human quarantine centers
iv. Detention facilities
v. Prisons

g. Educational

Select **Educational** if your occupancy is any of the following.

i. Academies
ii. Colleges
iii. Institutions and Course offering establishments.
iv. Kindergarten Schools
v. Nurseries
vi. Schools
vii. Universities

h. Healthcare

Select **Healthcare** if your occupancy is any of the following.

i. Ambulatory health care units
ii. Clinics with or without sleeping risks
iii. Emergency health care units
iv. Hospitals
v. Nursing homes
vi. Medical care units

i. Hotel

Select **Hotel** if your occupancy is any of the following.

i. Hotel
ii. Hotel Apartment
iii. Resort

j. Industrial

Select Industrial if your occupancy is any of the following.

i. Assembling unit
ii. Cutting and polishing units
iii. Fabrication units
iv. Factories of all kinds
v. Food industries
vi. Fuel dispensing
vii. Hangers used for repair and maintenance
viii. Incinaries
ix. Industries of all kinds
x. Laundries
xi. Manufacturing unit
xii. Plants (Manufacturing, Processing, Generating etc)

k. Infrastructure Project

Select Infrastructure project if your project is any of the following.

i. Airport and associated buildings
ii. Bridges
iii. Communication towers with associated buildings
iv. Marina and associated buildings
v. Metro Rail and associated buildings
vi. Road network with associated buildings
vii. Tram system with associated buildings

I. Labour Accommodation

Select Labour Accommodation if your project is housing or Lodging provided for group of workers or labourers involved in projects, construction work and manufacturing etc.

m. Mercantile

Select Mercantile if your project is any of the following.

i. Auction rooms
ii. Department stores
iii. Drugstores
iv. Grocery shops
v. Hypermarkets
vi. Shopping centers
vii. Shops
viii. Showrooms
ix. Souks
x. Supermarkets

n. Private Villa

Select Private Villa if your project is a (personal/private property) house or a villa or a bungalow or a palace which one or two families own and live.

o. Residential

Select Residential if your project is any of the following.

i. Residential Apartments
ii. Residential Building
iii. Residential Complexes
iv. Residential Flats
p. Staff Accommodation

Select Staff Accommodation if your project is

i. Housing or Lodging provided for group of staff working in Offices, Airlines, Companies etc.

ii. Accommodation or boarding for college or school pupils. (As in Residential Schools)

q. Storage

Select Storage if your project is any of the following.

i. Agriculture storages

ii. Barns

iii. Bulk oil storage

iv. Cargo Freight terminals

v. Cargo Truck terminals

vi. Cold storage

vii. Grain elevators

viii. Group of Warehouses

ix. Hangars (for storage only)

x. Logistic terminals

xi. Plant nurseries

xii. Single Warehouse

xiii. Storage sheds

xiv. Storage Yards

r. Tunnels

Select Tunnels if your project is any of the following.

i. Marine Tunnel

ii. Mining Tunnel

iii. Rail Tunnel

iv. Road Tunnel

v. Service Tunnel
s. Parking Structure

Select Parking Structure if your project is any of the following.

i. Stand alone open non automatic parking structure (with or without connected to main building)
ii. Stand alone enclosed non automatic parking structure (with or without connected to main building)

t. Malls

Select Malls if your project is any of the following.

i. Automobile Mall
ii. Mixed usage Mall
iii. Mixed usage Plaza
iv. Shopping Mall
v. Shopping Plaza
vi. The Mall

u. Tents

Select Tents if your project is any of the following.

i. Temporary amusement Tents
ii. Temporary exhibition Tents
iii. Temporary Family Tents
iv. Temporary outing Tents
v. Temporary shopping Tents
vi. Wedding Tents

v. Restaurants

Select Restaurants if your project is any of the following.

i. The restaurant
ii. Coffee shop
iii. Dining facility
iv. Shisha joint
v. Open restaurant

w. Substation

Select **substation** if your project is any of the following.

i. The DEWA Substation
ii. Private Substation
iii. Power Transmission Stations

x. Urban Development

Select **Urban Development** if your project is any of the following.

i. City development projects
ii. Development projects
iii. Rural development projects
iv. Townships
v. Urban development projects

y. Robotic or Automated Carpark

Select **Robotic or Automated Carpark** if your project is any of the following.

i. Automated Carpark
ii. Mechanized Carpark
iii. Robotic Carpark

z. Mosque/Church/Temple

Select **Mosque/Church/Temple** if your project is any of the places of worship.

aa. Other Occupancy

Select **Other Occupancy** if your project is any of the following.
i. If your occupancy does not fit any of the above mentioned occupancy categories
ii. Floating restaurant
iii. Inflated structures
iv. Membrane Structures
v. Military establishments
vi. Open steel structures
vii. Revolving Hotels
viii. Revolving restaurant
ix. Special Amusement/ Theme parks
x. Walk-in sculptures
xi. Modular Houses
xii. Modular Offices

VII. STATUS OF THE PROJECT

i. Select New if your project is new.
ii. Select Under Construction if your project is under construction.
iii. Select Modification if your project is modification to existing approved building.
iv. Select Existing if you are seeking approval for the existing and already built but not approved building.

VIII. NO OF FLOORS

i. Select G if your project has only ground floor
ii. Select G+3 Or Less if your project has less than 3 floors or 3 floors above ground floor.
iii. Select G+4 Or More if your project has more than 4 floors or 4 floors above ground floor.

IX. AREA OF THE LARGEST FLOOR

i. Select Less than 900 Sq m if your project has its largest total area of any floor is less than 900 Square meters.
ii. Select More than 900 Sq m if your project has its largest total area of any floor is more than 900 Square meters.
X. NO OF BASEMENTS

i. Select 0 if your project has NO basements.
ii. Select 2 Or Less if your project has less than 2 basements or 2 basements below ground floor.
iii. Select 3 Or More if your project has more than 3 basements or 3 basements below ground floor.

XI. AREA OF THE LARGEST BASEMENT

Area of the largest basement will be deactivated if you have selected 0 in the No of basements drop down menu. Fields of Area of the largest basement will be activated if you select categories other than 0.

i. Select Less than 900 Sq m if your project has its largest area of any basement is less than 900 Square meters.
ii. Select More than 900 Sq m if your project has its largest area of any basement is more than 900 Square meters.

XII. NO OF PODIUMS

i. Select 0 if your project has NO podiums.
ii. Select 1 Or More if your project has more than 1 or more than 1 podium above the ground floor.

XIII. AREA OF THE LARGEST PODIUM

Area of the largest podium will be deactivated if you have selected 0 in the No of podiums drop down menu. Fields of Area of the largest podium will be activated if you select categories other than 0.

i. Select Less than 900 Sq m if your project has its largest area of any podium is less than 900 Square meters.
ii. Select More than 900 Sq m if your project has its largest area of any podium is more than 900 Square meters.
XIV. TOTAL BUILT-UP AREA

Type the Total Built-up area in Square Meters ($M^2$), which will be the basis for calculating the total fees to be paid for the project approval.

Consultant’s undertaking letter in PDF format, declaring the actual built-up area with split-up area calculations should be attached with project submission.

XV. HEIGHT OF THE BUILDING FROM FIRE ACCESS LEVEL

i. Select Less than 23 m if your building has top most usable floor or occupiable space is at less than 23 meters from the ground floor level or fire access level.

ii. Select More than 23 m if your building has top most usable floor or occupiable space is at more than 23 meters from the ground floor level or fire access level.

XVI. TOTAL HEIGHT OF THE BUILDING INCLUDING BASEMENTS

i. Select Less than 45 m if your building has top most usable floor or occupiable space is at less than 45 meters from the lowest level of the building including any basements’ height.

ii. Select 45-90 m if your building has top most usable floor or occupiable space is between 45 meters to 90 meters from the lowest level of the building including any basements’ height.

iii. Select More than 90 m if your building has top most usable floor or occupiable space is at more than 90 meters from the lowest level of the building including any basements’ height.

XVII. TOTAL OCCUPANT LOAD

i. Select Less than 500 if your building has total occupant load of less than 500 people.

ii. Select 501-1000 if your building has total occupant load between 501 to 1000 people.

iii. Select 1001-2000 if your building has total occupant load between 1001 to 2000 people.
iv. Select **More than 2000** if your building has total occupant load of more than 2000 people.

**XVIII. LPG TANK**

i. Select **None** if you are a **Consultant** and if your building has no need of LPG system.

ii. Select **On Roof/Intermediate level** if your building has central LPG tank located on the open to sky roof or open to sky podium or intermediate open to sky levels.

iii. Select **On Ground** if your building has central LPG Tank located above ground.

iv. Select **Under Ground** if your building has central LPG Tank located underground.

v. Select **Cylinders** if your building has LPG system with LPG bottles or cylinders.

vi. Select **None but other cooking method** if your building has no LPG system and you are proposing other cooking methods such as electric, solar etc.

vii. Select **Scope from PRDP/Tapping** if you are a **LPG Contractor** and if your scope of work is only tapping from existing LPG Tank/Supply (from PRDP).

*If your selection is ‘None but other cooking method’, the submission should be accompanied with owner’s letter declaring the same and details of electrical or solar provisions instead of LPG requirement in the facility. Title of the PDF document should be ‘OTHER COOKING METHOD’.*

**XIX. TYPE OF LPG USAGE**

i. Select **Cooking** if the LPG usage is for cooking.

ii. Select **Heating** if the LPG usage is for Heating.

iii. Select **Boiler** if the LPG usage is for Boiler.

iv. Select **Industrial** if the LPG usage is for Industrial.

*All submissions in this category should be accompanied with owner’s letter declaring the usage and purpose of LPG system in*
the facility such as cooking or heating or industrial ovens etc. Title of the PDF document should be ‘LPG USAGE’.

XX. LPG CAPACITY

LPG Capacity will be deactivated if you have selected None in the LPG Tank drop down menu. Fields of LPG Capacity will be activated if you select categories other than None.

i. Select Less than 2000 Gal. If the central LPG Tank has capacity of less than 2000 gallons.

ii. Select More than 2000 Gal. If the central LPG Tank has capacity of more than 2000 gallons.

XXI. DIESEL TANK

Diesel Tank will be deactivated if you have selected categories other than Industrial in the Type of Occupancy drop down menu. Fields of Diesel Tank will be activated only if you select Industrial in the Type of Occupancy.

i. Select None if your building has no Diesel Tank.

ii. Select On Roof/Intermediate level if your building has Diesel tank located on the open to sky roof or open to sky podium or intermediate open to sky levels.

iii. Select On Ground if your building has Diesel Tank located above ground.

iv. Select Under Ground if your building has Diesel Tank located under ground.

XXII. HELIPAD

i. Select None if your project has no Helipad.

ii. Select On Roof/Intermediate level if your project has Helipad located on the roof or podium or intermediate levels.

iii. Select On Ground if your project has Helipad located at ground level.
XXIII. MATERIAL STORED AND HANDLED

Material stored and handled will be deactivated and not applicable if you have selected categories other than Storage and Industrial in the Type of Occupancy drop down menu. Fields of Material stored and handled will be activated only if you select Storage and Industrial in the Type of Occupancy.

i. Select Undecided if your Storage or Industrial building owner has not decided or unaware of the materials stored or handled.

ii. Select Class I if the material stored and handled in the facility are Class I as per NFPA 13, 5.6.

iii. Select Class II if the material stored and handled in the facility are Class II as per NFPA 13, 5.6.

iv. Select Class III if the material stored and handled in the facility are Class III as per NFPA 13, 5.6.

v. Select Class IV if the material stored and handled in the facility are Class IV as per NFPA 13, 5.6.

vi. Select Group A Plastic if the material stored and handled in the facility are Group A Plastic as per NFPA 13, 5.6.

vii. Select Rolled Paper if the material stored and handled in the facility are Rolled Paper as per NFPA 13, 5.6.

viii. Select Cotton Bales if the material stored and handled in the facility are Cotton Bales as per NFPA 13, 5.6.

ix. Select Tires if the material stored and handled in the facility are Tires.

x. Select Retail Store if the material stored and handled in the facility are retail store materials.

xi. Select Motor Vehicle Components if the material stored and handled in the facility are Motor Vehicle Components.

xii. Select Flammable Liquids, Solids and Gases if the material stored and handled in the facility are Flammable Liquids, Solids and Gases as per NFPA 30, 4.3., NFPA 1.

xiii. Select Explosives if the material stored and handled in the facility are Explosives as per NFPA 495.

xiv. Select Vehicles if the material stored and handled in the facility are brand new vehicles without fuel in the tanks.
xv. Select Mixed Materials if the material stored and handled in the facility are of Mixed nature or combination of the above mentioned categories of materials.

xvi. Select Others if the material stored and handled in the facility do not fit into any of the categories mentioned above.

All submissions in this category should be accompanied with owner’s letter, MSDS etc declaring the MATERIAL STORED in the facility as a PDF attachment. Title of the PDF document should be ‘MATERIAL STORED_HEIGHT OF STORAGE_STORAGE ARRANGEMENT’.

XXIV. STORAGE ARRANGEMENT

Storage Arrangement will be deactivated and not applicable if you have selected categories other than Storage in the Type of Occupancy drop down menu. Fields of Storage Arrangement will be activated only if you select Storage in the Type of Occupancy.

i. Select Undecided if your Storage building owner has not decided or unaware of the method of materials to be stored or handled.

ii. Select Solid piled if the method of materials to be stored or handled is stored in this method.

iii. Select In Racks if the method of materials to be stored or handled is stored in rack system.

iv. Select Shelves if the method of materials to be stored or handled is stored in Shelves.

v. Select Palletized if the method of materials to be stored or handled is Palletized.

vi. Select Bin Boxes if the method of materials to be stored or handled is stored in Bin Boxes.

vii. Select Mixed Method if the method of materials to be stored or handled is stored in combination of the above mentioned methods.

viii. Select Others if the method of storage in the facility do not fit into any of the categories mentioned above.

All submissions in this category should be accompanied with owner’s letter declaring the STORAGE ARRANGEMENT in the
XXV. TYPE OF STORAGE BUILDING

Type of Storage building will be deactivated and not applicable if you have selected categories other than Storage in the Type of Occupancy drop down menu. Fields of Type of Storage building will be activated only if you select Storage in the Type of Occupancy.

i. Select Single Warehouse if your Storage building has single owner and management. Single Warehouse is not owned by multiple owners or leased by multiple tenants for multiple usage.

ii. Select Group of Warehouses if your Storage building is subdivided into many warehouses / mini warehouses and has multiple owners and/or management through leasing or renting for multiple usage.

iii. Select Cold Storage/Freezers if your Storage building has single owner and management used as Cold Storage or Freezer.

iv. Select Aircraft Hanger if your Storage building is used as Aircraft Hanger for storage purpose only. (Not repair or maintenance. If Aircraft is repaired or maintained, then it is Industrial occupancy)

XXVI. STORAGE HEIGHT

Storage Height will be deactivated and not applicable if you have selected categories other than Storage in the Type of Occupancy drop down menu. Fields of Storage Height will be activated only if you select Storage in the Type of Occupancy.

i. Select Less than 3.7 m if the height of the materials stored in the Storage building is less than 3.7 m from the floor level.

ii. Select 3.7m-6.1m if the height of the materials stored in the Storage building is more than 3.7 m but less than 6.1 m from the floor level.

iii. Select 6.1m-6.7m if the height of the materials stored in the Storage building is more than 6.1 m but less than 6.7 m from the floor level.
iv. Select **6.7m-7.6m** if the height of the materials stored in the Storage building is more than 6.7 m but less than 7.6 m from the floor level.

v. Select **More than 7.6 m** if the height of the materials stored in the Storage building is more than 7.6 m from the floor level.

All submissions in this category should be accompanied with owner’s letter declaring the HEIGHT OF THE STORAGE in the facility as a PDF attachment. Title of the PDF document should be ‘MATERIAL STORED_HEIGHT OF STORAGE_STORAGE ARRANGEMENT’.

**XXVII. TYPE OF INDUSTRY BUILDING**

*Type of Industry building* will be deactivated and not applicable if you have selected categories other than **Industrial** in the *Type of Occupancy* drop down menu. Fields of *Type of Industry building* will be activated only if you select **Industrial** in the *Type of Occupancy*.

i. Select **Single Factory** if your Industrial building has single owner and management for single activity. Single Factory is not owned by multiple owners or leased by multiple tenants for multiple usage.

ii. Select **Group of Factories** if your Industrial building is subdivided into many factories and has multiple owners and management through leasing or renting for multiple usage and multiple activities.

iii. Select **Industrial Complex** if your Industrial occupancy is Plant (Manufacturing, Processing, Assembling, Generating etc) with group of main and ancillary buildings.

**XXVIII. PROCESS INVOLVED**

*Process Involved* will be deactivated and not applicable if you have selected categories other than **Industrial** in the *Type of Occupancy* drop down menu. Fields of *Process Involved* will be activated only if you select **Industrial** in the *Type of Occupancy*. 
i. Select Undecided if your Industrial building owner has not decided or not aware of the final usage or activity involved in the building.

ii. Select Workshop if your Industrial building is a workshop, repair or assembling of Mechanical, Electrical, Plumbing, Civil, Carpentry, Automobile nature.

iii. Select Manufacturing if your Industrial building is manufacturing setup of any nature.

iv. Select Processing if your Industrial building is processing of any nature such as food processing, chemical processing etc.

v. Select Others if your Industrial building has activity do not fit into above mentioned categories.

All submissions in this category should be accompanied with owner’s letter declaring the PROCESS INVOLVED, ACTIVITY, MATERIALS INVOLVED, MSDS and BRIEF FLOW OF THE WORK in the facility as a PDF attachment.

XXIX. TYPE OF THE SYSTEM

Type of the System will be deactivated and not applicable if you have selected categories other than Contractor in the Scope of the Company drop down menu. Fields of Type of the System will be activated only if you select Contractor in the Scope of the Company and are seeking ‘Shop Drawing Approval’.

Select one of the Fire OR Emergency OR Life Safety Systems from the drop down menu for the ‘Shop Drawing Approval’.

i. Automatic Sprinkler System with Dry risers

Select Automatic Sprinkler System with Dry risers if the system is Automatic sprinkler system and Dry Riser System complete with Fire Pump set, Controllers, Fire Water Tank, Piping, Class III Hose cabinets with Dry Landing Valve outlets, Breeching inlet etc.

ii. Automatic Sprinkler System with wet risers

Select Automatic Sprinkler System with Wet risers if the system is Automatic sprinkler system and Wet Riser System complete with
iii. **Clean Agent System**  
Select **Clean Agent System** if the system is any Clean Agent System such as FM-200, Novec, Nitrogen etc complete with Cylinder Banks, Piping network, Nozzles, Actuating Fire Detection System, Control Panel etc.

iv. **Deluge System**  
Select **Deluge System** if the system is Water Deluge System complete with Fire Pump, Controllers, Fire Water Tank, Piping network, Nozzles, Actuating Fire Detection System, Control Panel etc.

v. **Dry Chemical System**  
Select **Dry Chemical System** if the system is Dry Chemical System complete with Cylinder Banks, Piping network, Nozzles, Actuating Fire Detection System, Control Panel etc.

vi. **Dry riser system with Hose Stations**  
Select **Dry riser system with Hose Stations** if the system is Dry Riser System complete with Fire Pump set, Controllers, Fire Water Tank, Piping, Class III Hose cabinets with Dry Landing Valve outlets, Breeching inlet etc.

vii. **Elevators**  
Select **Elevators** if the system is Elevator Assembly.

viii. **Emergency Lighting System**  
Select **Emergency Lighting System** if the system is Emergency Lighting System complete with Luminaries, Central Battery (In case of Central Battery System), monitoring Control Panel and wiring.

ix. **Fire Apparatus**  
Select **Fire Apparatus** if the system is Fire Trucks, Rescue Vehicles and Ladder Trucks etc.
x. Fire Detection & Alarm System
Select Fire Detection & Alarm System if the system is Fire Detection and Alarm System complete with Detectors, Control Modules, Interface Modules, Control Panels, Wiring, Audio Visual Indicating Devices, Printers, and Dialers etc.

xi. Fire Doors
Select Fire Doors if the system is Fire Door Assembly.

xii. Fire Hydrant System
Select Fire Hydrant System if the system is Fire Hydrant or Fire Monitor System complete with Fire Pump set, Controllers, Fire Water Tank, Piping, Hydrant Barrels or Monitors etc.

xiii. Fire Hose Reel System
Select Fire Hose Reel System if the system is Fire Hose System complete with Fire Pump set, Controllers, Fire Water Tank, Piping, Class II Hose cabinets and Breeching inlet etc.

xiv. Fire Pump System
Select Fire Pump System if the system is Fire Pump System complete with Fire Pump Set (Main, Standby, Jockey), Controller, Accessories and Piping etc.

xv. Fire Stopping System
Select Fire Stopping System if the system or the installation is Curtain-walls, perimeter fire stopping, Fire Stopping of openings, gaps, voids with Fire rated material, putty or sealants etc.

xvi. Foam Sprinkler System
Select Foam Sprinkler System if the system is Automatic Foam sprinkler system complete with Fire Pump set, Controllers, Fire Water Tank, Piping, Class III Hose cabinets with Landing Valve outlets, Breeching inlet etc.

xvii. HVAC System
Select HVAC if the system is HVAC (Heating Ventilating and Air Conditioning System)
xviii. **Other**
Select **Other System** if the System is not mentioned in this dropdown menu.

xix. **Other Foam Systems**
Select **Other Foam System** if the system is Foam Hydrants, Foam Injection, Foam pouring etc.

xx. **Other Gas Suppression System**
Select **Other Gas Suppression System** if system is any Gas Suppression System which is not mentioned in this dropdown menu.

xxi. **Other Water Based System**
Select **Other Water Based System** if system is any Water Based Suppression System which is not mentioned in this dropdown menu.

xxii. **Oxygen Depletion System**
Select **Oxygen Depletion System** if the system is Oxygen Reduction or Depletion System complete with nozzles, Nitrogen Generator, Oxygen Monitoring, Piping, control system etc.

xxiii. **Portable Fire Extinguisher System**
Select **Portable Fire Extinguisher System** if the system is Portable, Trolley Mounted Fire Extinguishers.

xxiv. **Pre-action Sprinkler System**
Select **Pre-action Sprinkler System** if the system is Pre-action System with or without Fire Pump, Controllers, Fire Water Tank, Piping network, Sprinkler Heads, Actuating Fire Detection System, Control Panel etc.

xxv. **Public Address System**
Select **Public Address System** if the system is Public Address System complete with speakers, Control Units and wiring.
xxvi. **Signage System**
Select **Signage System** if the system is Emergency Exit Signage, Hazard identification signage, Photoluminous Signage etc.

xxvii. **Smoke Control/ Management System**
Select **Smoke Control/ Management System** if the system is Smoke Management, Stair pressurization, Smoke extraction, Jet Fan system etc.

xxviii. **Standby Power System**
Select **Standby Power System** if the system is Standby Power such as Diesel Generator or UPS etc.

xxix. **Voice Evacuation System**
Select **Voice Evacuation System** if the system is Voice evacuation System complete with speakers, Flashers, Interface Modules, Control Units and wiring.

xxx. **Water Mist System**
Select **Water Mist System** if the system is Water Mist System complete with Fire Pump, Controllers, Fire Water Tank, Piping network, Nozzles, Actuating Fire Detection System, Control Panel etc.

xxxi. **Water Spray System**
Select **Water Spray System** if the system is Water Spray System complete with Fire Pump, Controllers, Fire Water Tank, Piping network, Nozzles, Actuating Fire Detection System, Control Panel etc.

xxxii. **Wet Chemical System**
Select **Wet Chemical System** if the system is Wet Chemical System complete with Storage Cylinders, Piping network, Nozzles, Actuating Fire Detection System, Equipment shutoff interface, Control Panel etc.

xxxiii. **Wet riser system with Hose Stations**
Select **Wet riser system with Hose Stations** if the system is Wet Riser System complete with Fire Pump set, Controllers, Fire Water
Tank, Piping, Class III Hose cabinets with Wet Landing Valve outlets, Breeching inlet etc.

XXX. BRIEF DESCRIPTION OF THE FACILITY

Here, type the number of floors your project has with other information regarding the nature of the occupancy, activity or process and if there are mixed occupancies in the building. For example 2B+G+12+GYM, HAS RESTAURANTS AT GROUND FLOOR.

6. FEES

Next step in the procedure is Fees after completing all the fields of the form. Fee structure is based on the ‘Total Built-up Area’ calculation for Consultants and fixed amount for Décor, Contractor and LPG Contractors. Payment of fees is necessary to cruise ahead with e-engineering application.

As shown below, you will be directed to payment procedures. Payment can be made online in near future. But at present, payment is done at DCD cash counter.

Note down the APPLICATION NUMBER which is your reference for this project for any correspondence with Civil Defence, both online and offline.
Once you make payment, the intimation is sent you in your home page.

Follow the payment made intimation/application link to see the Checklist for your project.

7. CHECKLIST

Based on the information you have entered and the specific fields corresponding to specific project you have selected, the e-engineering application generates specific requirements which are ‘DCD requirements’ for your project. These requirements are shown in a PDF checklist format.

You will get this checklist only after making appropriate payment of fees.
8. SELF EVALUATION

You are expected to go through this checklist, save a soft copy or take a printout and **self evaluate your drawings and projects before uploading or making any submissions**. Do necessary corrections to your drawings, proposals and projects in compliance to the DCD Requirements.

Clear understanding of the clauses of the checklist is of high importance for a smooth transaction of the approval process.
By ‘checking’ the checkbox you declare that you have ‘understood’ and ‘Agree’ to the requirement and its relevance to your project. In some cases, it does not necessarily mean you will ‘comply’ to that requirement.

Some clauses may be ‘irrelevant’ to your project but you may still have to ‘check’ the checkbox to ‘complete the form’, to convey to ‘Automatic System’ that you are declaring that you have understood and agree to the requirement.

For example,

Consider the following clauses from the typical ‘Checklist’

1. Stairs shall be 2 hour fire rated.  

Suppose your facility has no stairs, this clause is irrelevant to you. But you may still have to check the box declaring you have ‘understood’ and ‘Agree’ to the requirement, if there was a stair. Your declaration does not mean you have to build a 2 hour fire rated stair! Or disagree to check the box because you don’t have a stair.

If you do not check the ‘checkbox’, your submission will have an ‘unchecked clause’ which conveys to the ‘Automatic System’ your disagreement to a
requirement, which in turn means you did not comply with ALL THE DCD REQUIREMENTS.

Example 2.

2. Every room larger than 280 Sqm shall have 2 exit access doors, remotely located. □

Suppose your facility do not have any room which is larger than 280 Sqm! This clause becomes Not Applicable to you. But you may still have to check the box declaring you have ‘understood’ and ‘Agree’ to the requirement. Your declaration does not mean you have to build a room larger than 280 Sqm!

Again, if you do not check the ‘checkbox’, because you don’t have a room larger than 280 Sqm, your submission will have an ‘unchecked clause’ which again conveys to the ‘Automatic System’ your disagreement to a requirement, which in turn means you did not comply with ALL THE DCD REQUIREMENTS.

Similar case for the following examples.

Example 3.

1. Parking structure shall be separated from the main building with 2 hour fire rated wall. □

Your building may not have any parking structure attached to it! What the clause means is if there are any parking structures attached to your building, such structures shall have 2 hour fire rated separation.

Example 4.

2. Foam system shall be provided for the Generator room, if any. □

Your building may not have any Generator room!

Remember, there should not be any ‘unchecked’ box in the form to claim ‘Initial Approval’ as you will see in section 13.
9. REQUIREMENTS ON DRAWINGS AS E-ENGINEERING ATTACHMENT

Project submissions through eEngineering application to acquire Civil Defence approval should confirm to the procedures as mentioned in UAE FIRE AND LIFE SAFETY CODE OF PRACTICE, Chapter 19 and the following standard plan format requirements. See sample drawings in PDF format (In folder SAMPLE FLOOR PLANS) for your perusal.

Do not include any information or details on the drawings which are not relevant to Civil Defence for their Fire and Life safety evaluation. (Such as structural details, floor/ceiling design details, aesthetic design features etc)

Submissions not confirming to these requirements shall not be reviewed.

9.1. REQUIREMENTS FOR CONSULTANTS

9.1.1. Consultant Office personnel/Engineer must be Specialized and qualified to use the e-Engineering program with valid ‘DELEGATE ID’.

9.1.2. Plans should be only in PDF Format with all the floors combined (MERGED) as single PDF File where each floor can be scrolled down for review. Similarly combine all floor PDF files as single file, individually for (Fire Alarm+Emergency Lighting+Voice evacuation), Fire Fighting, Smoke Control etc.

9.1.3. The total size of the submission should not exceed 50 Mb.

9.1.4. Drawings should be strictly of A1 size.

9.1.5. Plans should be strictly to 1:100 or 1:150 scale.

9.1.6. All dimensions in the plan should be in Metric (SI) Units. (Meters, Kilograms, Liters…)

9.1.7. Submission shall consist of colour coded plans and designs as follows

9.1.7.1. Built-up area calculations.

9.1.7.2. Setting out plans (Can have suitable scale as applicable)
9.1.7.3. **Floor Plans** shall show

9.1.7.3.1. Color coded Fire rating of Walls, Partitions, Doors & Windows.
9.1.7.3.2. Travel distances from most remote corners.
9.1.7.3.3. Maximum diagonal distances of the built-up area.
9.1.7.3.4. Staircase details, Curtain-wall details.
9.1.7.3.5. One floor plan can have combined Fire Alarm System layout, Emergency lighting System layout, Exit sign layout & Voice evacuation system layouts.
9.1.7.3.6. Fire Fighting System layouts, Fire extinguishers distribution layout, Fire pump and Fire water tank location.
9.1.7.3.7. Areas protected by Gas suppression systems shall be shown as per Standard Legends.
9.1.7.3.8. Smoke control system & Pressurization system layout and single line schematic depicting smoke and fire damper locations.
9.1.7.3.9. LPG System tank location, dedicated shafts and layout.

9.1.8. PDF file name shall be **only English and numeric characters without space**, clearly mentioning the **application number**, floor number, Type of System etc. for example, **10049ARCHITECTURE** (Depicting clearly application number, all floor Architecture. Similarly **10049FIREALARM**, **10049Fire Fighting** and **10049Smoke Control Layout**, **10049 LPG Layout** etc.)

9.1.9. **Do not forget to include the last numeric digits of your APPLICATION NUMBER in each drawing or documents names you submit.** (In this example, your application number is PS-AAD-EEN-05-06-2011-10049, use the last numeric digits, 10049 in your file name as shown)

9.1.9.1. **Additional drawings should show**

9.1.9.1.1. Specification of Curtain-wall system, Exterior façade details with approved system numbers and references.
9.1.9.1.2. Fire alarm riser drawings
9.1.9.1.3. Fire fighting riser drawings
9.1.9.1.4. Smoke control riser drawings
9.1.9.1.5. LPG riser drawings
9.1.9.1.6. Emergency Lighting riser drawings
9.1.9.1.7. Voice evacuation riser drawings

9.1.10. Warehouse & Storage project submissions shall have owner’s undertaking PDF letter of responsibility, listing the materials used and stored. Type of storage method shall also be described.

9.1.11. Industrial, production, processing, manufacturing and factory submissions shall have PDF description of the functional aspect of the facility, rooms and the process flow.

9.1.12. Each plan shall follow the symbols shown in UAE FIRE AND LIFE SAFETY CODE OF PRACTICE, Chapter 19, Civil Defence Standard Legends as per APPENDIX A. The Civil Defence Standard Legends as applicable, shall be shown at the right corner of each page.

9.1.13. For approval of modification, revision and alteration of buildings, submission shall have floor-wise “Approved Existing building plans” for reference and “Revised building Plans” with revised areas and revised systems highlighted.

9.2. REQUIREMENTS FOR DÉCOR COMPANIES

9.2.1. Décor office personnel/ Engineer must be Specialized and qualified to use the e-Engineering program with valid ‘DELEGATE ID’.

6.1.1. Plans should be only in PDF Format with all the architecture, Partition layouts, Furniture layouts, sections, elevation and system (Fire Alarm, Fire Fighting, Emergency Lighting, Voice evacuation, Smoke Control etc) drawings combined as single PDF File where it can be scrolled down for review.

9.2.2. The total size of the submission should not exceed 5 Mb

9.2.3. Drawings should be strictly of A3 size.
9.2.4. Plans should be strictly to **1:50** or **1:100** scale.

9.2.5. All dimensions in the plan should be in Metric (SI) Units. (Meters, Kilograms, Liters...)

9.2.6. Submission shall consist of colour coded plans and designs as follows

9.2.6.1. Built-up area calculations in m\(^2\)
9.2.6.2. Setting out plans (Can have suitable scale as applicable)
9.2.6.3. Entire floor plan (Key Plan) as Approved.

9.2.6.4. Each Floor Plans/ Décor scope of Area shall show

9.2.6.4.1. Color coded Fire rating of Walls, Partitions, Doors & Windows.
9.2.6.4.2. Travel distances from most remote corners.
9.2.6.4.3. Furniture layout with Occupant load calculation.
9.2.6.4.4. Maximum diagonal distances of the built-up area.
9.2.6.4.5. Staircase details.
9.2.6.4.6. Fire Alarm System layout, Emergency lighting System layout, Exit sign layout & Voice evacuation system layouts with riser diagrams showing looping connections to Main Control Panels of the building.
9.2.6.4.7. Fire Sprinkler System layouts, Fire extinguishers distribution layout. Sprinkler pipes should be at all times in thick bold lines and pipe sizes should be labeled.
9.2.6.4.8. Areas protected by Gas suppression systems shall be shown as per Standard Legends.
9.2.6.4.9. Smoke control system & Pressurization system layout depicting smoke and fire damper locations.
9.2.6.4.10. LPG System tank location, PRDP location, dedicated shafts and layout.
9.2.6.4.11. System layouts should be dedicated floor plans without ceiling, lighting details to avoid confusion.

9.2.7. PDF file name shall clearly mention the floor number, Type of System etc. for example, 10049xFirst floorxAxFAXFxFxFVAxEMxSM (Depicting
clearly the last digits of APPLICATION NUMBER and it is First Floor, Architecture, Fire Alarm, Fire Fighting, Voice Alarm, Emergency Lighting and Smoke Control Layout)

9.2.8. **Do not forget to include the last numeric digits of your APPLICATION NUMBER in each drawing or documents you submit. (In this example, your application number is PS-AAD-EEN-05-06-2011-10049, use the last numeric digits, 10049 in your file name as shown)**

9.2.8.1. **Same floor plans should also show**

9.2.8.1.1. Furniture, Equipment, Racks etc. Layout.
9.2.8.1.2. LPG riser drawings

9.2.9. **Warehouse & Storage project submissions shall have owner’s undertaking PDF letter of responsibility, listing the materials used and stored. Type of storage method shall also be described.**

9.2.10. **Industrial, production, processing, manufacturing and factory submissions shall have PDF description of the functional aspect of the facility, rooms and the process flow.**

9.2.11. **Each plan shall follow the symbols shown in UAE FIRE AND LIFE SAFETY CODE OF PRACTICE, Chapter 19, Civil Defence Standard Legends as per APPENDIX A. The Civil Defence Standard Legends as applicable, shall be shown at the right corner of each page.**

9.2.12. **For approval of modification, revision and alteration of buildings, submission shall have floor-wise “Approved Existing building plans” for reference and “Revised building Plans” with revised areas and revised systems highlighted.**

9.3. **REQUIREMENTS FOR CONTRACTING/LPG CONTRACTING COMPANIES**

9.3.1. Contractor office personnel/ Engineer must be Specialized and qualified to use the eEngineering program with valid ‘DELEGATE ID’.
9.3.2. Plans should be only in PDF Format with all the floors’ combined as single PDF file, showing all the features of system under the scope such as Fire Alarm, Fire fighting, Emergency Lighting, Voice evacuation, Smoke Control, LPG etc.

9.3.3. The total size of the submission should not exceed 5 Mb

9.3.4. Drawings should be strictly of A1 size.

9.3.5. Plans should be strictly to 1:100 or 1:150 scale.

9.3.6. All dimensions in the plan should be in Metric (SI) Units. (Meters, Kilograms, Liters...)

9.3.7. Submission shall consist of colour coded plans and designs as follows

9.3.7.1. Setting out plans (Can have suitable scale as applicable)

9.3.7.2. Each Floor Plans/ scope of work shall show

9.3.7.2.1. Colour coded Fire Alarm System and/or Voice evacuation system layout with wiring diagrams, riser diagrams, interfacing details & a dedicated page with specific product specifications and schematics (From product manual).

9.3.7.2.2. Emergency lighting System and Exit sign layout with wiring diagrams, riser diagrams, interfacing details & a dedicated page with specific product specifications and schematics (From product manual).

9.3.7.2.3. Fire Fighting System layouts shall include PDF Hydraulic calculations, Hazard identification, Design criteria, Commodity classification, Piping layouts with proposed sizes, Fire pump and Fire water tank details, Suppressing agent tank locations with riser diagrams. A dedicated page shall show product specifications, ratings and schematics. (From product manual).
9.3.7.2.4. Fire extinguishers distribution layout with capacity and specifications from product manual.

9.3.7.2.5. If the proposal is for cylinder type LPG, the submission shall furnish PDF copy of building Owner’s undertaking letter stating his responsibility not to allow more than 450 kg of cylinders and not in multiple locations in his building.

9.3.7.2.6. If the proposal is for LPG usage in Industrial applications, the submission shall furnish PDF copy of facility Owner’s undertaking letter, stating brief description of the industry and facility with specific application and usage of LPG in the process.

9.3.7.2.7. LPG System layouts shall include LPG Piping layouts in each floor with proposed sizes, LPG tank capacity & location, Filling pipeline layout, Supply point layout, PRDP location and LPG leak detection & alarm system details with riser diagrams. A dedicated page shall show product specifications, ratings and schematics. (From product manual).

9.3.7.2.8. Gas based Fire suppression System layouts shall include scanned Hydraulic and quantity calculations, Hazard identification, Design criteria, Piping layouts with proposed sizes, gas storage tank capacity & location details, respective Fire detection, alarm & actuation system details with riser diagrams. A dedicated page shall show product specifications, ratings and schematics. (From product manual).

9.3.8. PDF file name shall clearly mention the application number, floor number, Type of System etc. for example, 10049xFirstfloorxFireAlarm (Depicting clearly the application number, it is First Floor, Fire Alarm System Layout) AND 10049xFFireWarningxRiser (Depicting the application number, the Fire Fighting Riser diagram)
9.3.9. Warehouse & Storage project submissions shall have owner’s undertaking PDF letter of responsibility, listing the materials used and stored. Type of storage method shall also be described.

9.3.10. Industrial, production, processing, manufacturing and factory submissions shall have PDF description of the functional aspect of the facility, rooms and the process flow.

9.3.11. Each plan shall follow the symbols shown in UAE FIRE AND LIFE SAFETY CODE OF PRACTICE, Chapter 19, Civil Defence Standard Legends as per APPENDIX A. The Civil Defence Standard Legends as applicable, shall be shown at the right corner of each page.

9.3.12. For approval of modification, revision and alteration of buildings, submission shall have floor-wise “Approved Existing System plans” for reference and “Revised System Plans” with revised areas and revised systems highlighted.

10. TERMS AND CONDITIONS

10.1. TERMS AND CONDITIONS FOR INITIAL/FINAL APPROVAL

10.1.1. Directorate General of Dubai Civil Defence, henceforth addressed as 'DCD' is the authority having the jurisdiction.

10.1.2. Companies seeking approval for their projects from DCD regarding compliance with Life and Property Fire Safety shall be addressed as the ‘Applicant’.

10.1.3. Code compliance requirements henceforth addressed as ‘DCD Requirements’ and ‘DCD Comments’ are the specific Code requirements based on Dubai Civil Defence policies & regulations, UAE Fire and Life Safety Code of Practice and other International Fire Codes, generated by the DCD’s E-engineering program as a result of the evaluation of the Applicant’s specific Application.
10.1.4. ‘Initial Approval’ is a legal document and a No Objection Certificate from ‘DCD’ to the ‘Applicant’ without reviewing Applicant’s submissions and plans by DCD. However, Applicant’s undertaking declaration of his responsibility for the consequences of any deviations from the DCD Requirements demanded in the Application, is mandatory.

10.1.5. ‘Final Approval’ is a legal document with final comments, recommendations and approval issued after reviewing Applicant’s submission and plans by the DCD for the project proposals made by the Applicant in accordance with DCD Requirements. However, Applicant’s undertaking declaration of his responsibility for the consequences of any deviations on the site from DCD Requirements, is mandatory.

10.1.6. Initial Approval is NOT a Final Approval. Initial Approval has been devised to assist the Applicant in gaining DCD’s No Objection Certificate to proceed with other Government or other departments’ clearances, approvals, tender proceedings, mobilization, installation or erection of equipment.

10.1.7. The DCD requirements demanded in the Application are mandatory and it is Applicant’s responsibility to thoroughly understand each requirement and implications before proceeding for the Initial Approval or the Final Approval by agreeing to comply with each of the requirements.

10.1.8. The applicant gaining Initial Approval, by default agrees and undertakes to comply with ALL the DCD requirements that were demanded in the Application.

10.1.9. The Applicant not complying with any of the DCD requirements that were demanded in the Application, violates the intention of Initial Approval as stated in clause 10.1.4 and clause 10.1.6 and DCD holds the Applicant responsible for the consequences.

10.1.10. The Applicant gaining the Initial Approval by agreeing to the DCD requirements demanded by DCD in the Application but not implementing the same requirements and recommendations in the attached drawings, plans and documents violates the intention of the Initial Approval as stated in clause 10.1.4 and clause 10.1.6.
10.1.11. It is Applicant’s responsibility to attain Final Approval after gaining Initial Approval. Without Final Approval, Applicant’s Initial Approval is essentially disqualified.

10.1.12. Violations by the Applicant as briefed in clause 10.1.9, clause 10.1.10 and clause 10.1.11 are punishable. DCD holds the rights to enforce fines and punishments varying from Dhs 100,000 to building rectification or demolition proposals to the Judiciary Courts of Dubai.

10.1.13. Violations by the Applicant as briefed in clause 10.1.9, clause 10.1.10 and clause 10.1.11 devoid the Applicant from gaining Final Approval and Building Completion Certificate.

10.2. **DCD REQUIREMENTS**

10.2.1. DCD Requirements are the code compliance requirements generated in the E-Engineering program after the Applicant applies using the dropdown menus of the Application form. These requirements are displayed under DCD Requirements for your Project in the Application.

10.2.2. DCD Requirements are different for each project.

10.2.3. DCD Requirements are specific to each project based on the type of occupancy, number of floors, number of basements, building height etc.

10.2.4. DCD Requirements are derived from **UAE Fire and Life Safety Code of Practice, Directorate of Dubai Civil Defence’ Policies & Regulations, NFPA and other such International Codes and Standards**.

10.2.5. The Applicant should self review the project with DCD Requirements’ assistance. Necessary corrections should be made accordingly to the project before submitting the Application.

10.2.6. The plans submitted along with the Application for approval should incorporate all the DCD Requirements.
10.3. **DCD COMMENTS**

10.3.1. DCD Comments are the *additional suggestions, solutions and corrections commented by the DCD engineer* after the review of Application and Plans.

10.3.2. Severity and extent of DCD Comments is directly proportional, as well as the highlight of the deviation and non compliance of the plans submitted, from the DCD Requirements.

10.4. **USING E-ENGINEERING PROGRAM**

10.4.1. The Applicant shall read and understand the *E-ENGINEERING USER MANUAL* thoroughly before attempting the project submissions.

10.4.2. The Applicant is responsible for the *correct usage of E-ENGINEERING PROGRAM*. The Applicant should understand the fields of the form properly before making project submissions. Improper selection of items in the dropdown menus result in the improper DCD Requirements’ generation. The Applicant is responsible for such deviations and it will result in the cancellations of both Initial and Final Approvals.

10.4.3. The supporting document attachments as required by the E-ENGINEERING shall be authentic information. False information on the supporting document attachments is punishable.

10.4.4. It is Consultant’s responsibility to share, *manage and guard ‘username’ and ‘passwords’* with Contractors for shop drawing approvals.

11. **UNDERTAKING**

To receive Dubai Civil Defence’ Initial Approval or Final Approval for any project, the consultant (The Applicant) has to click the undertaking box.
For Initial Approval, Consultant’s ‘Undertaking’ means

11.1. Undertake that I have read, understood and agree for all the Terms and Conditions.

11.2. Understand that Final Approval may be revoked and Applicant is punishable if the project details, plans, system proposals and supporting documents attached with the Application deviate from the DCD Requirements and DCD Comments.

11.3. Agree to comply with and implement all the DCD Requirements.

11.4. Understand that Initial Approval is not the Final Approval and it is only a No Objection Certificate.

11.5. Understand that I have to take Final Approval before starting the construction.

For Final Approval, Consultant’s ‘Undertaking’ means

11.6. Undertake that I have read, understood and agree for all the Terms and Conditions.

11.7. Understand that Final Approval may be revoked and Applicant is punishable if the actual construction and Fire & Life Safety provisions deviate from the Initial Approval, DCD Requirements and DCD Comments.

12. UPLOADING

12.1. After you have thoroughly evaluated your project in comparison with the checklist, checkmark the conditions of the checklist for final submission. Attach necessary documents and the drawings in PDF format.
Now, there are two scenarios to obtain initial approval as explained below.

13. INITIAL APPROVAL

13.1. WHEN YOU AGREE TO COMPLY WITH ALL REQUIREMENTS BY CHECKING ALL CHECKBOXES.

Suppose you have checked all the requirements and you agree to comply with all the requirements, you qualify for the initial approval automatically.

You can also add comments for Civil Defence engineer, save your work anytime and take time to work on it.

While inserting comments, do not forget to click ‘Add Comments’. Without clicking ‘Add Comments’ button, comments will not be inserted.
Once you are satisfied with your application, checklist, comments, undertaking and drawings attached, you can click next for the **confirmation** of application submission Civil Defence.
Because you complied with all the requirements, you can now have **initial approval printout** without any delay.

You can printout the initial approval from your office!
13.2. **WHEN YOU DO NOT AGREE TO COMPLY WITH ALL REQUIREMENTS BY LEAVING SOME CHECKBOXES UNCHECKED.**

Now lets see the work flow for second scenario for obtaining initial approval.

Suppose you have objects to the requirements or you cannot meet the requirements, you leave one or more checkboxes unchecked.

The unchecked requirement will be **highlighted in brown** and all the checked requirements will be in **green fonts**.
Requirement(s) in brown color means that you are not complying the requirements.
Requirement(s) in green color means that you have met the requirements.

40.16. Fire Pump Room shall be located such that it is easily accessible by Dubai Civil Defence Fire Fighters during emergencies.
40.17. Outdoor Fire Pump rooms, if any shall be located at least 15 m from the hazard or building.
40.19. Minimum Fire Pump Room size shall be adequate with 1 m clearance around the installation for access, ventilation and maintenance.

41. FIRE WATER TANK
41.1. Fire water shall be potable with acceptable quality.
41.2. Minimum Fire Water reserve shall be sufficient for 60 minutes operation.
41.4. The fire water tanks shall be provided with a filling connection directly from DEWA with a float operated valve for automatic refilling.
41.5. The fire water tanks shall be provided with drain arrangement, overflow connection, access manhole, ladders, level indicators, low level switch, etc.
41.6. Fire water tanks shall be constructed and located such that the fire pump sets get flooded water supply in case of fire pumps are horizontal centrifugal type.
41.8. Tank Materials are limited to Concrete, Steel or Fiberglass reinforced plastic and shall withstand the unit weight of water of 1000 kg per cubic meter.
41.9. The discharge pipe size shall not be less than 6 in. (150 mm) for tanks up to and including a 25,000 gal (94.63 m3) capacity and shall not be less than 8 in. (200 mm) for capacities of 30,000 gal to 100,000 gal (113.55 m3 to 378.50 m3), or 10 in. (250 mm) for greater capacities.

44. LPG (LIQUIFIED PETROLEUM GAS) SYSTEMS
44.1. The Design, Fabrication, Installation, Testing, Operation, Use and Maintenance of LPG Systems shall be carried out by competent personnel and in accordance with the relevant codes and standards.

You can always go back and make changes.

Material approval department.
48.4. All the Companies and their employees engaged in Designing, Procuring, Executing, Testing and Commissioning this project with respect to Life Safety, Fire Safety and Emergency Services shall be Approved and Registered by Dubai Civil Defence.
48.5. Fire Safety during the construction and execution of this project shall be in accordance with CHAPTER 12. UAE FIRE & LIFE SAFETY CODE OF PRACTICE.

U ndertaking

By checking each requirement, you undertake that you have read and agree to comply with that requirement.

Click Confirm to submit your project back for DCD discussion. By doing so, initial approval is still pending with DCD's decision.
Click 'Back' to make changes.
Or you can go ahead and confirm to submit the application with some of the requirements unchecked.

DCD engineer will review your case and can either return your application saying the requirement is mandatory and you must comply. Or DCD engineer can suggest alternative solutions for you to comply.

This discussion can happen through to and fro application submission between client engineer (Customer comments) and DCD engineer (DCD Comments) which will be registered as history chronologically.

Finally if DCD engineer decides that there cannot be any alternatives and the original requirement is must and mandatory, he will send your application back to you with the original requirement.

Here your **original checked boxes are inactive** and you cannot make any changes to the requirements you agreed to in the first submission.
Only the unchecked box will be active for your action, which is to comply with the requirement as there was no alternative solution or suggestion made by the DCD engineer.

Once you check the unchecked box or boxes you can submit again by confirming the submission which enables you to take initial approval as explained in the first case above.

Throughout the transactions, you can view, in your home page, the status of your project in DCD such as

- Payment has been made
- Assigned to DCD engineer
- Resubmitted
- Report issued for approval
As you obtained the initial approval, simultaneously your application will be under review for final approval at DCD. In this stage, DCD engineer will be reviewing your attachments, drawings etc and comparing the project with DCD requirements that you agreed to comply.

DCD engineer can comment, if any, on your drawings and send you back the attachment with comments for further corrections.
The necessary corrections shall be made by the client and resubmit the project with amended drawings.

You will find the status of your project in your home page as application resubmitted or application approved based on the DCD requirement compliance.
Once the application is approved, you can printout the final approval and save the e-stamped final drawings safely for future correspondence. The same e-stamped final drawings will be at DCD archive for reference, final inspection and building completion certificates.

Here is the sample of final approval.
FINAL APPROVAL

APPLICATION NUMBER: PS-AAD-EEN-20-04-2011-8769
DATE: 25th April 2011
TOTAL BUILT-UP AREA: 23,000 Sq m
INITIAL APPROVAL DATE: 5th April 2011

APPLICANT’S UNDERTAKING

I hereby undertaker the following:

1. Undertake that I have read, understood and agree for all the Terms and Conditions for the Final Approval.
2. Agree to comply with and implement all the DCD Requirements and Comments.
3. Understand that I have to apply and seek DCD Inspection after the final completion of the building to acquire Building Completion Certificate.
4. Understand that Final Approval may be revoked and Applicant is punishable if the Building’s Fire and Life Safety standards deviate from the DCD Requirements and DCD Comments.
5. Understand that I have to safeguard all the final approved drawings and documents for future references.

This document verifies that Directorate General of Dubai Civil Defence grants the Final Approval for this project based on the above mentioned undertaking from the Applicant.

Directorate General of Dubai Civil Defence has no objection for the Applicant to proceed with Building Construction. However, the Consultant shall obtain the Dubai Civil Defence FINAL BUILDING COMPLETION CERTIFICATE for this project before allowing occupancy, business or any commercial activity in this facility.

Major Jamal Ibrahim
Director
Preventive Safety Department
Dubai Civil Defence

PS-AAD-EEN-20-04-2011-8769