

Request for NOC Major Fit-Out Works

FORM UCMF20-006

Building Name:		Submission Date:	
Unit Number:		Submission Number:	

Unit Owner / Tenant			
Company Name		Owner / Tenant Name	
Trade License		Nationality	
Email ID		Passport Number	
Fit-out Contractor			
Company Name		Contact Person	
Trade License		Phone number	
Email ID		Mobile Number	

Required Documents & Drawings

<ul style="list-style-type: none"> ✓ A clear scanned copy of drawings and documents to be submitted for review by sending email to crm@universaloam.com. ✓ Drawings to be on A3 size and presented as existing & proposed layout. ✓ Documents to be presented on company letterhead, duly signed & stamped 			
Key Plan of entire floor showing respective unit		Appointment Letter from the Owner /Tenant for the Main Fit-out contractor and UCM approved Contractor registration form.	
Furniture Layout Plan		Acceptance letter form the Fit-out contractor	
Partition layout and Demolition Plan		Appointment Letter from the Fit-out contractor for the Health & Safety Supervisor with a valid certificate.	
Reflected / coordinated Ceiling Layout Plan		Appointment Letter from Main Fit-out contractor for Sub-contractor along with their valid trade license.	
Floor finishes layout		Waiver of liability from the unit Owner /Tenant for Civil & MEP Work	
Emergency exit routes & Exit light layout		Waiver of liability from the Fit-out contractor for Civil & MEP Work	
Sectionals Drawings		Brief of the scope of work and Work program	
Elevation Drawings		NOC from the owner allowing the tenant to do the Fit-out work	
Electrical Power layout		Valid Trade License from owner, tenant and contactor	
Lighting layout		Fit-out Undertaking letter	
Fire alarm layout		Contractor All Risk Insurance (CAR Insurance)	
Existing & Proposed Electrical Load schedule		Workers' compensation Insurances	
AC heat load calculations		Fit-out review Fees -Payment Receipt	

Request for NOC Major Fit-Out Works

HVAC Layout	Fit-out dated Security cheque (AED 5,000) - Payment receipt	
Water Supply Layout	Fit-out undated Security cheque (AED 25,000) - Payment receipt	
Drainage Layout Plan	Safety induction training and ID card request form and Payment (AED 100 per worker) - Payment receipt	
Scan report for any coring works (If Applicable)	Title deed / Tenancy Contract	

For Fit-out Management Review Team Usage Only

Application Ref:	
Project:	
Received By:	
Received Date:	
Review Date:	
Submission #:	

Approved

Approved with comments

Revise & resubmit

Fit-out Management comments

Drawings

Documents

Payment Status

Reviewed By	Verified By