

Circular 338: Amendments in Fit out Permit Process

Date: December 11, 2019

Dear Customer,

Dubai Development Authority – Building Department, in its continuous effort to enhance and streamline its services, hereby announce to **eliminate the requirement of Fit out Permit** for the following:

- a. Leasable premises / units less than or equal to **100 m²**
- b. Units within shopping mall area regardless of the usage and area

Fit out works that are within the aforementioned category **do not require DDA's Fit out Permit or completion** and are allowed to design and execute the fit out works upon complying with the following:

1. These works shall be executed by the fit out contractor holding a valid license from Dubai
2. Comply with DCD conditions and requirements
3. Comply with DDA building regulations and guidelines
4. The fit out works should be within the approved leasable areas (based on the approved drawings)
5. Obtain the landlord approval prior to execute the proposed fit out works

The below are the **list of exclusions**, where **DDA - Building Department's Permit must be obtained**, even if the leased area is less than 100 m² and irrespective of the location of the unit (shopping mall or building), through Building modification application:

- Structural modification or changes
- Change in the usage
- Addition of Mezzanine floor
- Addition, omission, merging or separation of any units/area

Dubai Development Authority reserves the right to check for any deviations from the above scope and to initiate further enforcement remedies which may include but not limited to imposition of penalties and or suspension of services, in event of default or failure to comply with the requirements.

If you have any questions or wish to give feedback, please call Customer Care on tel: 800-4-DDA (332) or via email at info@dda.gov.ae.