

Circular 400: Drawings Submission Standards

Date: September 29, 2021

Dear Valued Customer,

We would like to kindly inform you that we have recently updated the drawings submission standards.

Below are the new standards that consultants and contractors must adhere to when preparing and submitting drawings to Dubai Development Authority:

- All drawings should be in A1 size and in DWF format
- All drawings should be in black and white /monochrome format except for perspectives and Shaded Area Diagrams
- Drawings should be arranged sequentially and submitted under the appropriate discipline tab, clearly indicating the name and number of each file, as follows:
 - **Tags:** Architecture, Structural, Mechanical and Fit out (If applicable).
 - **Drawing naming (sheets):** The names of the relevant discipline drawings must be as shown in the link below (for example, architecture drawings must start with A-00-xxx (Drw. No.) and then the "Name"). Please refer to the following link for additional information on the discipline-specific naming conventions:
Link: [Drawings Submission Standards](#)
- **Design revisions, re-design, and building modification submissions:**
 - All changes must be clearly clouded on the drawings (latest approved stamped drawings (YELLOW cloud) and proposed drawings (RED cloud)).

- The approved stamped drawings must be converted to DWF and named “As Approved” drawings (for example, architecture drawings must start with A-00-xxx (Drw. No.) and then the “Name” “As Approved”), and the proposed changes must be highlighted on the “As Proposed” drawings (for example, architecture drawings must begin with A-00-xxx (Drw. No.) and then the “Name” “As Proposed”).
- **Third party survey reports:** Colored shaded area diagram and digital copy of AutoCAD and polyline diagram drawings should be submitted.

NOTE: Each drawing / sheet must be uploaded in a separate file (DWF format). Drawings that are combined into a single file will not be accepted.

After the design has been approved, the approved drawings can be viewed/downloaded in [Zoning eServices](#) under the corresponding design submission.

Should you have any queries, please contact us on 800-4-DDA (332) or via [Connect with Us](#).

Regards,

Dubai Development Authority