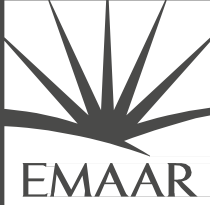
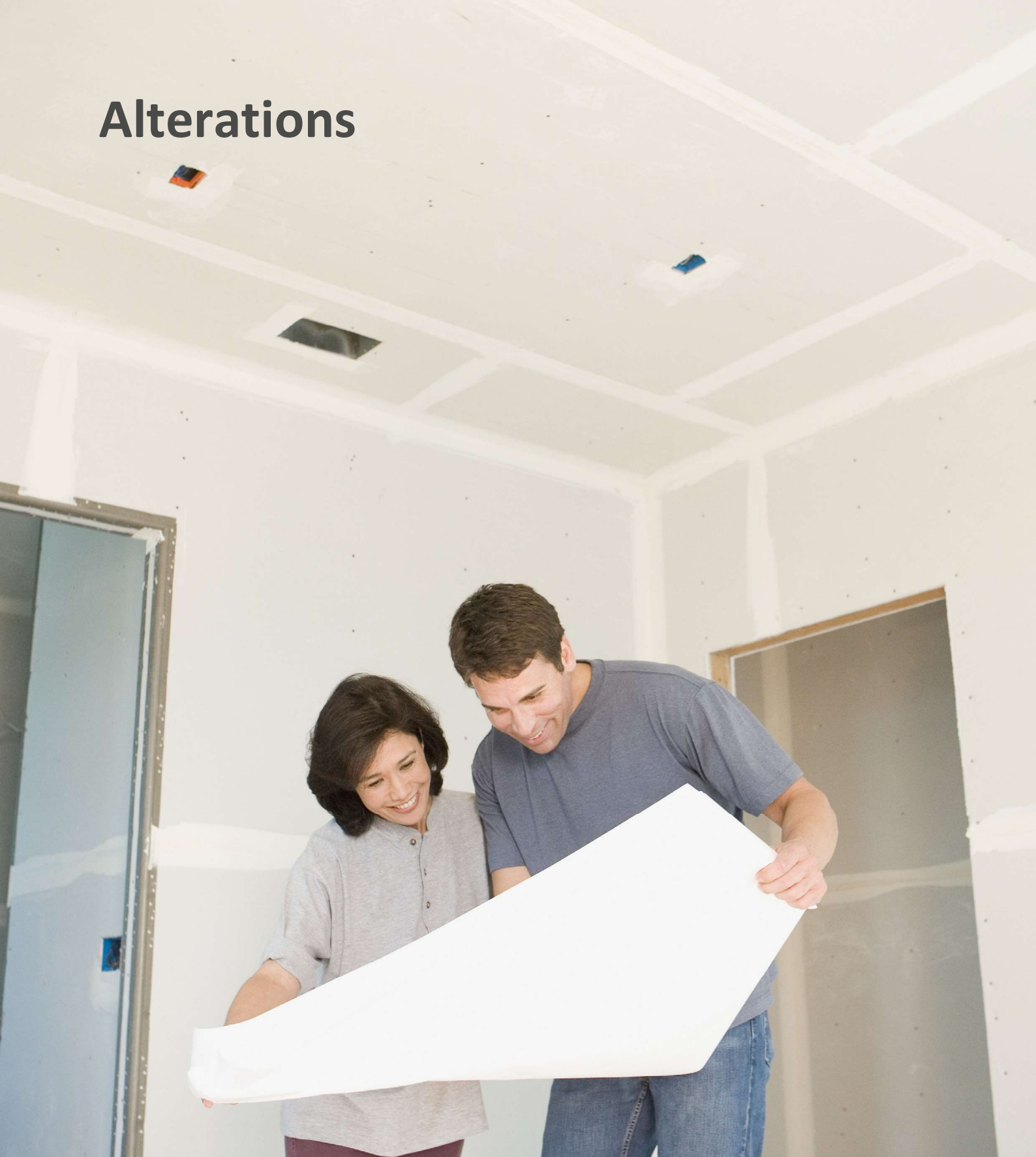


Alterations



Alterations

Alterations are any proposed changes/ modifications that you would like to make to your property such as building swimming pools, changing internal villa layout, refurbishments, landscaping etc.

It is necessary to obtain a No Objection Certificate (NOC) from Emaar in order to ensure that the modifications comply with the guidelines set by Emaar as well as Dubai Municipality (DM) and Dubai Civil Defense (DCD), as applicable.

Note: This service is applicable for all Emaar communities except for Burj Khalifa, Emirates Hills and Dubai Hills Plots.

Let's do Alterations to your property



Apply for Emaar No Objection Certificate (NOC)



Discuss with your consultant/ contractor to provide all required documents for the NOC.



Log onto eservice.emaar.com> Select Property> Alteration Service> Apply for Home Alterations> Upload Required Documents¹> Submit.

Monitor the status of your request



Respond to any clarifications or information on your application, which will be posted on eservice.emaar.com followed by an email to your registered email address.



You will receive an email notification once your NOC has been approved.

Please note

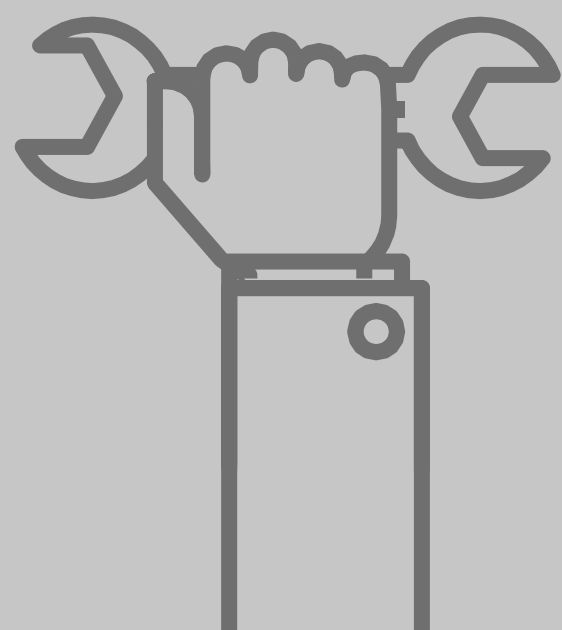
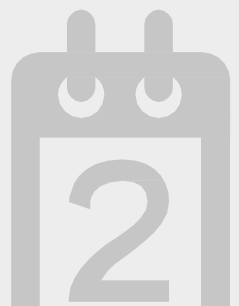
- Permissible alterations that do not require NOC
 - Internal painting works
 - Furnishing
 - Electrical fixtures & accessories
 - Regular maintenance
- Non-permissible alterations for villas/ townhouses
 - Changes to external elevations and structural walls
 - Balcony enclosures in townhouses
 - Extensions in townhouses
- Non-permissible alterations for apartments
 - Structural works/ removal of walls
 - Removal of existing tiles (however new tiles can be laid over existing ones)
 - Removal, relocation a coverage of MEP and fighting systems

Documents required

¹ Refer to **Checklist#1** overleaf for NOC application.

Timelines

- Soft landscaping NOCs will be processed within 2 business days and for Minor and Major alterations will be processed within 5 business days from the day of submitting all required documents.





Collect the NOC



Pay applicable administration fees and security deposit online via eservice.emaar.com.



Once the payment is made successfully, download the NOC from eservice.emaar.com.

Obtain government authorities' approvals if applicable



Obtain approvals from Dubai Municipality (DM) or Dubai Civil Defence (DCD), if required, to carry out the works.

Note: We are happy to guide you on the requirement for obtaining these additional approvals.

Obtain Entry Permit to carry out alterations²



Apply and obtain the Entry Permit for the contractor from your Community Security office.



Carry out alterations as per NOC obtained.

Note: Entry Permit will be issued within one business day of submitting the complete application.

Apply for Security Deposit refund³



Once all modification works are completed by the contractor and all areas are cleared of construction debris and rubbish, book an inspection by emailing alterations@emaar.ae or calling **800-EMAAR**.



Following the inspection, if works are found to be in line with the NOC issued, you will be informed to collect your refund from Emaar's cashier at Emaar's Customer Happiness Centre.

Please note

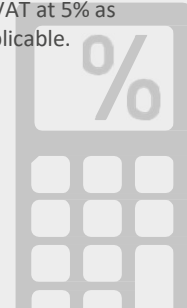
- Any de-watering process carried out during the course of actual works must be extracted to the storm water drainage system and not to the common area sewerage system.
- You are required to obtain an Entry Permit for all contractors even if an NOC is not required.
- In case, the alterations have been carried out without following the set guidelines, the following may apply
 - Loss of Defect Liability warranty (if applicable)
 - Inability to transfer/resell the property
 - Inability to apply for Title Deed
 - Violation notices from Emaar and/or relevant government authorities
- Refund for Security Deposit must be applied within two years from the date of payment, otherwise this amount will be deemed forfeited.
- Damages to the common area and/or non-compliance to Emaar's NOC will be deductible from the Security Deposit.
- If unauthorised alterations are noticed, the Security Deposit will be kept on hold until the issue is addressed.

Documents required

- ²Refer to **Checklist #2** overleaf for Entry Permit.
- ³Refer to **Checklist #3** overleaf for Security Deposit refund.

Fees payable

- AED 5,000 refundable Security Deposit
- AED 1,000 non-refundable administration fee for minor alterations
- AED 2,000 non-refundable administration fee for major alterations
- Additional Built-up Area fees as applicable (outlined on eservice.emaar.com)
- Above charges are subject to payment of VAT at 5% as applicable.



Checklist for Alterations:

Checklist #1 NOC for villas/ townhouses

- Detailed architectural drawings of existing and proposed modifications
- Elevation of existing and proposed modifications
- Detailed scope of works
- External photos - for external modifications like: external painting, garage door, garden gate, fence and gate
- Copy of contractor's/ consultant's license
- 3-D colored concept drawing
- Dubai Municipality Affection Plan (independent villas)
- Building Completion Certificate (applicable for all requests except soft landscaping)

Checklist #1 NOC for apartments

- Existing and new floor plan indicating the area of modifications
- Existing pictures of the area to be changed
- Detailed scope of work
- Copy of contractor(s) Trade License
- NOC from neighbour to allow relevant works to be carried out

Checklist #2 Entry Permit

- Original letter from company in approved format with sign and stamp
- Copy of valid Trade Licence of the company
- Copy of valid passport and visa or Work Permit of all employees requiring entry
- Copy of Registration Card of vehicle requiring entry
- Copy of Service Agreement or appointment letter from villa owner/ resident
- NOC from Emaar Alterations Department (where applicable)
- Entry permit fee payment by credit card/ cheque payable to Emaar Properties PJSC

Checklist #3 Security Deposit refund

- Original Emirates ID
- Notarized Power of Attorney (applicable for representatives)