User Guide

Green Buildings

January, 2014
Introduction:

Green buildings:

Green Buildings are integrated system of procedures and solutions applied on building facilities or real estate project aiming to reduce expenses and energy waste, converting it into useful elements that serves the building and its occupants, as well as protecting the environment.

Green Buildings are considered as one of the most effective solution in saving the resources, reducing the greenhouse gases, and improve life quality in cities.

After applying the Green Buildings Specifications mandatory on Governmental Buildings and optional on the private buildings since 2011, applying Green Buildings Specifications has become mandatory for all building types starting from 01/March/2014, as the consultants Offices and Contractors Companies are responsible for applying green building specifications on all types of building that they are designing or constructing in Dubai.

And to simplify this application Procedure, Building Department has put these standards and specification in BPCS, so that the consultant will assure applying these standards in the plans and drawings attached along with the permit application....

As Building Department also have uploaded Green Building Regulations & Specifications on DM portal on this link:
Seminars and training will be conducted to explain these standers and specifications for all Consultants Offices and Contractors companies.

In the next few pages, we'll be going through the process of Green buildings permits submission on building department online system (BPCS). The manual will be explaining in details combined with screen shots.
As mentioned previously, the Green Buildings "rules & specifications" implementation is becoming mandatory since Jan, 2014, and for all building types (Floor Area Ratio / multi Storey / public buildings / industrial buildings / investment villas & private villas).

Hence, all permit applications of new buildings (Final/Preliminary - New buildings) will have a provision of new Green Buildings specifications LIST thru the online application which must be selected by applicant admitting that they were considered during design and will be taken care during later construction of the building permitted.

The same List of Green buildings specifications can be applied on Existing or previously permitted buildings - Optional - thru a (Final adjustment addition).

After approving applications, (new buildings/modifications) permits of Green buildings will be issued with a Green Building Stamp in addition to the previous approval stamp.

**1. Green Buildings Standards - Field of Implementation**

As mentioned previously, the Green Buildings "rules & specifications" implementation is becoming mandatory since Jan, 2014, and for all building types (Floor Area Ratio / multi Storey / public buildings / industrial buildings / investment villas & private villas).

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In the coming few pages, this booklet will handle the following cases:

1. **permitting a new green building**: (Mandatory Service) thru a (Final new building) application, the process of submission remains the same, except a new screen of GB specifications checklist added to building card, and applicant has to specify the "implementation status" of each check-list item.

2. **permitting modifications on a GB**: thru (Final adjustment addition) or (simple modification) applications. In both cases the process is the same except a new operation added to building card operations list, which is (modify green building details), it leads to GB checklist and applicant can modify the "implementation status" of checklist items.

3. **changing a "Non-Green" building to "Green" one**: (Optional Service) thru (Final adjustment addition) applications. This option is provided for Existing or previously permitted buildings, The process of applications remains the same, except a modification which must be done on building card details, then (modifying GB details).

4. **Handling a modification on GB checklist during CFR**.

5. **Copy Identical buildings**.
3. How to submit for Green buildings (new & modifications)

3.1 How to submit for (Final new Green building)

3.1.1 Login

Go to DM website (www.dm.gov.ae), enter user and password of your company and login. From the Services List (Available Services) select (building Permits Services).

3.1.2 Now you are in the default view page of (BPCS) which is (Applications Follow up)
3.1.3 For New Project creation, or new application submission GO to (Working Area)

3.1.4 From (Working Area), click (New Project) button
3.1.6 after entering all required info., click (Save)

3.1.7 after saving system will update the project info. Screen and displays the button of (new application) at the bottom of screen. Click it.

3.1.8 system will display (new application) screen which appears in (draft) status
from (permit application) screen, fill all required info. As usual, and select application type to be (final new building).

Once done with all req. information, click (save application) button.

System will update the (permit application) screen and displays new set of links and fields to be filled "as usual". go to (building card) button.
3.1.12 The system will display the **Building on Parcel** screen. In the (final new building) application, there will be no buildings on the parcel. To create the building card of the building to be permitted, select the **create new building** operation then click **Go**.

**Working Instructions:**
- If you want to delete, modify, demolish, or change the building(s) on the parcel, select the **edit button** besides the building, then select the operation you want to perform from the drop-down list below and finally click **Go** button.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Type</th>
<th>Height</th>
<th>Status</th>
<th>Info</th>
<th>Reference</th>
<th>Total Area</th>
<th>Building Style No.</th>
<th>Building No.</th>
<th>Material</th>
<th>Floor</th>
<th>Roof</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

3.1.13 The system will display the **Building Main Component** screen. The new addition here is the question of **Is It a Green building?** - select **Yes**.

**Building Main Component**

<table>
<thead>
<tr>
<th>Project Desc.</th>
<th>Application Type</th>
<th>Final-New Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>289246 - d1 - d1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Building Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Ground</td>
<td>0</td>
</tr>
<tr>
<td>Ground</td>
<td>1</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>0</td>
</tr>
<tr>
<td>Building Name</td>
<td></td>
</tr>
<tr>
<td>Building Serial No.</td>
<td>1</td>
</tr>
</tbody>
</table>
3.1.14 fill all other required fields, then click (Save) button at the bottom of screen.

3.1.15 after saving, sys. Will automatically open the (main usages) screen. Select the usages as per your building then click (Confirm selection) - Offices for example-

<Till this step no main changes are done on the process except determining whether the Building is Green Or Not in step 3.1.13 >
system will display now the (building Form Creation) screen, where applicant has to fill the information of floors and usages in the same previous sequence, then go to the new link (Green building details)

You can notice that the table is containing few columns, the first from left is the (checklist item seq. no), following it the column of green building specification (items) the next (3 columns) are (Applied/Not applied/Not applicable) where applicant has to select one of these options to determine the status of implementation. the last (2 columns) are 1- (drawing number) , which has to be specified in case the item is visible in the drawings. 2- (Remarks/reason) which are mandatory in case of selecting ( Not applied / Not applicable)

It is important to know that selecting ( Not applied / Not applicable) will not allow the application to be approved. As it is mandatory to apply all checklist items.
3.1.18 Once done with selecting the proper "implementation status" click (save) at the bottom.

3.1.19 System will display a notification indicating success of saving information.

3.1.20 From (building on parcel) screen, you can view the building created.
3.1.21 Applicant can review the GB details before submission the same way he does for floors details and building details thru (Green building details) operation.

3.1.22 To go back to (Permit application) screen, click on (Permit application) button.
3.1.23 The permit application has to be filled and completed exactly the same old way, no more changes on the application, fill the (consultant engineers, services info, and attachment) then submit your request by clicking (submit application) button.

3.1.24 After approving the application, permit will be delivered with the Green building stamp, in addition to the previous approval stamp.
This case is meant for the modifications to be performed on a building which was permitted as a green building. The first step here is to search for the project no. where this building was permitted in - from the (working area), but if the building is exciting and completion certificate was issued then New project should be created, and the same steps is applied:

3.2.1 from (working area) type in the project no. in the specified field, then click (search), once result is displayed, click the (view app.) link.
3.2.2 System will display (permit application)/Project screen where all applications submitted in the project can be seen. For new application creation click the (new application) button.

3.2.3 System will display the new application screen (permit application) in draft status.
3.2.4 After filling all required info, select (Final adjustment addition) for the application type.

3.2.5 After filling all required info, click (save) button.

3.2.6 System will update the (permit application) screen displaying more links and fields to be filled "as usual". Go to building card by clicking (building card) button.
3.2.7 The system will go to (building on parcel) screen. In modification application, one building must exist— at least— to perform modifications on it (building card status must permit delivered), in case of more than one building, select the required building to do the adjustment on it.

3.2.8 It is still the same way to make modifications of building card regarding (areas, usages, details,…). But to modify the green building details select the newly added operation from the list (Modify green buildings details).
3.2.9 once done with the modifications click (save) button at the bottom of screen

3.2.10 system will go to (Green building details) screen which was approved previously, applicant can make the changes to (implementation status) by adding ✓ next to the item he'd like to modify. It's mandatory to add remarks in case of selecting (not applied/not applicable)
3.2.11 System will display a notification indicating success of modification saving.

3.2.12 It is important to know that modified items in the checklist will appear in (Cyan) so it will be easily recognized.

From the (building on parcel) screen, building card modified status will appear as (YES).
3.2.13 The permit application has to be filled and completed exactly the same way, no more changes on the application. Fill the (consultant engineers, services info, and attachment) then submit your request by clicking (submit application) button.

3.1.14 To go back to permit application, click (permit application) button at the bottom of screen.
3.3 How to convert a (Non green) building to (Green) one

In this case, the building was not permitted as a green building, it might be completed even hence, there are 2 cases:
1- an under construction building which was not permitted as a green building
2- it is a completion certificate issued building.

Case 1. under construction building/ project is still opened on BPCS

3.3.1.1

from (working area) type in the project no. in the specified field, then click (search), once result is displayed, click the (view app.) link.
3.3.1.2 System will display (permit application)/Project screen where all applications submitted in the project can be seen. For new application creation click the (new application) button.

3.3.1.3 System will display the new application screen (permit application) in draft status.

Case 2: Completed building (Completion certificate issue)- project closed on BPCS

3.3.2.1 In this case modification will be done in a new project, from working area.
3.3.2.2 Sys. Will go to Project info. Screen, fill all required data as usual

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3.3.2.3 after entering all required info., click (Save)

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3.3.2.4 after saving system will update the project info. Screen and displays the button of (new application) at the bottom of screen. Click it.

3.3.2.4 after saving system will update the project info. Screen and displays the button of (new application) at the bottom of screen. Click it.
3.3.2.5 The system will display the new application screen (permit application) in draft status.

Now cases (1,2) have the following same steps for (new application):

3.3.3 In (permit application screen) fill all required info. As usual, select (Final adjustment/addition) for the application type.

3.3.4 After filling all required info. Click (save) button.
3.3.6 System will go to (building on parcel) screen. In modification application, one building must exist -at least- to perform modifications on it (building card status must permit delivered).

3.3.5 System will update the (permit application) screen displaying more links and fields to be filled "as usual". Go to building card by clicking (building card) button.

3.3.7 In this modification application, building card has to be changed into a "Green" one, then applicant should move to the (green building details) screen to specify "status of implementation" for each item.

To convert the building into "Green", select the building, the select "modify building" operation.
3.3.8 System will display (building form) screen, from there go to (modify building details) link

3.3.9 Sys. Will display the (modify main component) screen, go to the question of (is it a green building?) and set the answer as (yes). Then Click (save modification) button.

3.3.10 After saving the upper mod. Go to (building on parcel) screen, select the converted into green building, then select (modify green buildings details) operation from the list, so as to reach the (green building details) screen and set the "implementation status"
3.3.11 System will go to (Green building details) screen, applicant must select (implementation status) by adding ✓ next to each item. It’s mandatory to add remarks in case of selecting (not applied/not applicable).

3.3.12 Once done with the selections click (save) button at the bottom of screen.

3.3.13 System will display a notification indicating success of modification saving.
3.3.14 From the (building on parcel) screen, building card modified status will appear as (YES).

To go back to (permit application), click (permit application) button at the bottom of screen.
the permit application has to be filled and completed exactly the same old way, no more changes on the application, fill the (consultant engineers, services info, and attachment) then submit your request by clicking (submit application) button.

### Permit Application Form

<table>
<thead>
<tr>
<th>Process Group</th>
<th>New Building Permit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type</td>
<td>Final New Building</td>
</tr>
<tr>
<td>Application Description</td>
<td>G+1</td>
</tr>
</tbody>
</table>

**Check if you have any modifications in the following items:**
- Building Card
- Services
- Attachments
- Parking & Garbage

**Submit Application**

**Update Application**

**Delete**
4. How to handle modifications on a green building during CFR

4.1 When DM engineer makes (CFR), a notification will appear on consultants (follow up) screen. Click application no. link to open the permit application.

4.2 From (permit application) screen, go to building card.
4.3 System will display (building on parcel) screen, select the building, then select (Green building details) operation from the list.

4.4 System will go to (Green building details) screen which was filled previously at the submission of application, applicant can make changes to (implementation status) by adding ✓ next to the item he’d like to modify. It’s mandatory to add remarks in case of selecting (not applied/not applicable).

4.5 Once done with the modifications click (save) button at the bottom of screen.
4.6 System will display a notification indicating success of modification saving.

Other modifications on permit application details, services info, attachments or building card details (areas, usages,...) can be done as usual with no changes. Then complete the CFR.

It is important to know that modified items during CFRs will appear in different color (dark blue) to be easily recognized.
5. **Copy Identical building cards**

In many projects, applicant needs to copy the same building card, as the project might contain typical buildings (especially in villas projects). So the (copy identical buildings) options was previously provided, and now it is enhanced, so the operation will copy the green building details as well.

**5.1** From the (building on parcel) screen, select the operation of (create new building), and sys. Will display the (building main component) screen. Specify no. of Identical bldgs, and see the answer of (Is It a Green Building) as (Yes)

**5.2** Fill all other required fields, then click (Save) button at the bottom of screen.
5.3 sys. Will display the (main usages) screen. Select the usages as per your building system will display the (building creation form) screen, where applicant has to fill the info. As usual with the known sequence (Floors Info ➔ USAGES ➔ Green buildings details) and after saving all... click the (copy identical buildings) link.

5.4 A notification asking for confirmation will appear, click (Ok) to continue.
5.6  A message indicating the success of identical building copy will be displayed.

Thank you, you copied 4 building(s).

5.7  From (building on parcel) screen, applicant can view the copied identical buildings.