

# DUBAI MUNICIPALITY APPROVAL

## Required Documents Checklist

### 1. Identity Documents

- UAE Resident Individuals**  
Valid Emirates ID (both sides, color scan, minimum 300 DPI).
- Non-Resident Individuals**  
Valid passport copy (data page + UAE entry visa page).
- Corporate Applicants**  
Emirates ID of the authorized signatory + Authorization letter/Power of Attorney (if applicable).
- Registered Consultants**  
Consultant's DM/DEQ registration credentials.
- Contractor Representatives**  
Emirates ID of the site engineer + DM contractor classification certificate.

### 2. Property Documents

- Title Deed**  
Issued by Dubai Land Department (DLD). Plot number must match all drawings.
- Tenancy Contract (Ejari)**  
Current contract (required for commercial fit-out approvals).
- Landlord NOC**  
Required if the applicant is not the registered title deed owner.
- Current Affection Plan**  
Issued by DM Survey Department via BPS portal or Dubai REST app.

### 3. Business Documents

- Trade License**  
Valid license issued by DED. Activity must match the intended use of premises.



#### **Company Registration Documents**

Registration certificate and Articles of Association (for LLCs, Free Zone entities, etc.).



#### **Authorized Signatory Documents**

Emirates ID or passport copies of all authorized shareholders or managers.



#### **Appointment Letters**

Contractor Appointment Letter (for construction) and Consultant Appointment Letter.

## **4. Technical Documents**



#### **Engineering Drawings**

Architectural, Structural, MEP, and Fire Safety Drawings.



#### **Technical Reports**

Design calculations and supporting reports (e.g., Geotechnical/Soil Investigation).

---

This document is provided by **DAEM Contracting LLC** for guidance purposes only.

© 2026 DAEM Contracting LLC. All Rights Reserved.