

Home improvements for Apartments and Townhouses

Modifications are any proposed alterations or changes that you would like to make to your property such as changing internal layout, refurbishments, landscaping etc.

It is mandatory to obtain a No Objection Certificate (NOC) on the design from Sobha before approaching the regulatory authorities for approvals.

All modifications need to be approved by Dubai Municipality (DM), and Dubai Civil Defense (DCD) and relevant regulatory authorities prior to execution.

The owner is required to obtain an entry permit for all the contractors irrespective of design NOC. The work permit will be issued within one business day of submitting the application.

Permissible modifications that do not require NOC:

- Internal painting
- Furnishing
- Changing of existing electrical fixtures and accessories (within permissible load)
- Regular maintenance

Permissible modifications that require NOC:

Floors

- Internal: Enhancement of flooring overlays which involves no wet works for execution.
- External: Extension of pavers into non finished areas/ yards which involves no wet works for execution.

Walls

- Installation of wall cladding/ paneling / wallpapers
- Installation of new kitchen cabinets subject to no changes in LPG pipelines (if applicable) and plumbing points
- Addition of kitchen sliding door

Electrical

- Additional power points in the unit or relocation of electrical sockets provided the load is within the permissible and approved load limit.

Non-permissible modifications:

- Any modifications inside the apartment that affect the structural integrity of the building.
- Any modification works that impact/ damage any shared wall with the common area or neighbouring unit.
- Any modification works that affect the existing waterproofing.
- Any modifications that affect the aesthetic appearance (exterior walls and facade) of the building.
- Any modification, removal, relocation of plumbing fixtures, LPG pipelines (if applicable), and fire-fighting systems
- Removal of existing tiles on the floors
- Removal of internal walls

DLP will be null and void for the apartments / townhouses wherein non-permissible modifications are carried out without prior approval from Sobha.

Unauthorized works and penalty:

- In case of modifications being carried out without following the set guidelines, work will be stopped immediately. Developer/Owners Association would have the right to penalize the owner as deemed fit. The security deposit will be kept on hold until the issue has been resolved and the required approvals are obtained. The below mentioned may also apply:
 - i) Loss of Defect Liability warranty (if applicable)
 - ii) Violation notices from Sobha and relevant authorities
- Damages to the common area and/ or non-compliance to Sobha's NOC will be deductible from the Security Deposit.

Mobilization and Execution Process

1. Apply for Sobha No Objection Certificate (NOC):

Send across all the documents to customercare@sobharealty.com. The owner will receive an email notification once the NOC has been approved.

- Refer to checklist #1 for the documentation required for the issuance of the NOC.
- NOC will be processed within 5 working days from the day of submitting all required documents.
- AED 2,000 non-refundable administration fees shall be charged to issue an NOC.
- This NOC is valid for three (3) months from the date of issuance.

2. Collect the NOC:

Pay applicable administration fees and security deposit to the building manager and collect the NOC.

3. Obtain work permit to carry out modifications:

Work permit is to be applied and obtained by the contractor by writing to the Owners Association. This work permit shall be valid for a duration of one (1) month from the date of issuance.

- Refer to checklist #2 for the documentation required for issuance of the work permit.
- A sum of AED 10,000 refundable security deposit is applicable and needs to be paid to the Owners Association Committee prior to issuance of work permit.
- Adherence to all applicable HSSE regulations during the course of execution is mandatory.

4. Apply for Security Deposit refund:

Once all modification works are completed by the contractor and all areas are cleared of construction debris, book an inspection by emailing to Owners Association.

- Following the inspection, if works are found to be in line with the NOC issued, the owner will be informed to collect the refund from Owners Association Office.
- Refer to checklist #3 for documentation required to obtain the security deposit refund.
- Refund for security deposit must be applied within two months from the date of completion.

All charges mentioned in this document are subject to payment of VAT at 5% as applicable.

CHECKLIST FOR MODIFICATIONS

Checklist #1 NOC:

- ☐ Existing and proposed floor plans, elevations and sections indicating the area of modifications.
- ☐ Detailed scope of work, completion time frame, method statement with list of safety precautions to be undertaken by the contractor.
- ☐ Title Deed and SPA stating the unit number and owner's details along with passport copy, visa copy & Emirates ID of the unit owner.
- ☐ NOC from the owner to tenant (if applicable) along with passport copy, visa copy, Emirates ID, and tenancy contract copy
- ☐ Copy of contractor's / consultant's trade license & Third-Party Liability Insurance copy

Checklist #2 Work Permit:

- ☐ Original letter from contractor in approved format with sign and stamp
- ☐ Copy of valid trade license of the contractor.
- ☐ Copy of valid passport and visa or work permit including Emirates ID of all employees requiring entry.
- ☐ Copy of registration card of vehicle requiring entry.
- ☐ Copy of Service agreement / NOC from the Owner to the tenant (if applicable)
- ☐ NOC from Sobha (if applicable)
- ☐ Statutory Approved Drawings and Documents – DCD, DM, and DEWA Approval (if applicable)

Checklist #3 Security Deposit refund:

- ☐ Original receipt of the security deposit
- ☐ Original Emirates ID