

Modification and Renovation Guidelines

Processing time: Up to 12 Working Days

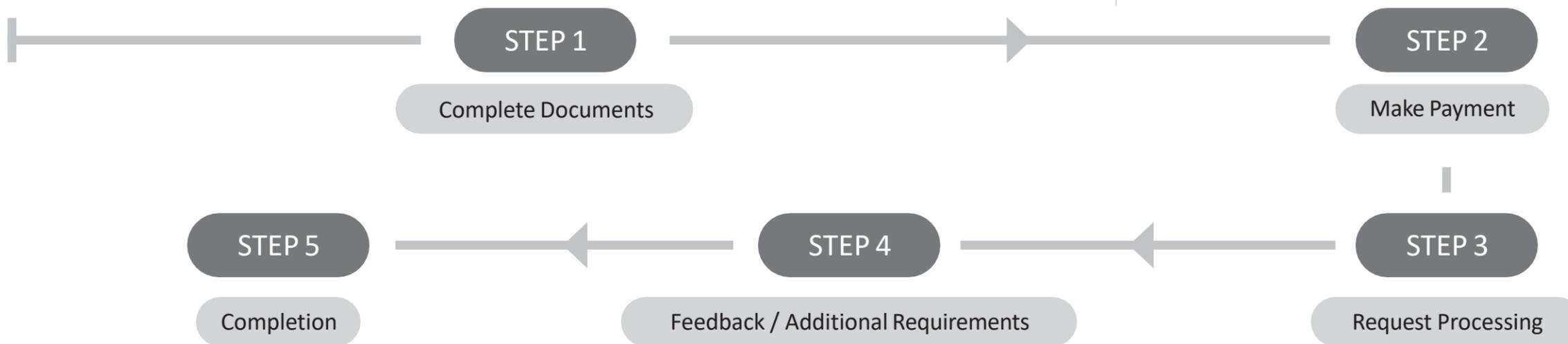
The Following Documents are a Prerequisite to Submit a Modification, Renovation and General Improvement Application

- 1) Registration Form (U-IMS-PSC-8008B) completed by the Property owner or his/ her authorized representative and signed off by the contractor.
- 2) Work permit form completed and signed off (U-IMS-PSH-10009A).
- 3) Three (3) sets of soft and hard copies of engineering drawing, plans and layouts which shall be adequately referenced, labeled in A3 size and relevant to the request/application (2 hard and one soft copies) - when required.
- 4) Structural calculation is dependent on the modification, renovation request/ application which determines whether structure change/alteration is planned.
- 5) Hazard identification and risk assessment (report) specific to the planned modification, renovation and improvement work (where applicable).

Submit the completed application at Customer Services Office - Medina Centrale.

The following are the application fees:

- 1) QAR 500 application and processing fees.
- 2) An undated deposit cheque of QAR 25,000 or more as determined by UDC technical team.
- 3) Renewal fee of QAR 1,000 for the first renewal and the second renewal QAR 1,500 and for every renewal add QAR 500.



In case the request is approved, the Property Owner will be notified via phone and email to collect the application.

In case the application is rejected, the UDC team would provide feedback to Property Owner.

In case of additional or missing information, or documents, the UDC team will contact the Property Owner.

UDC team will process, review and process the application to ensure safety, quality and that the requested modification or renovation does not violate community rules and regulations.

The application is subject to clearance of MCSC outstanding dues.

To avoid delays in your planned work schedule, it is advisable to submit your request ahead of time giving us adequate notice to review and process the application.

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SN	WORK / ACTIVITY	METHOD STATEMENT	RISK ASSESSMENT	PERMIT FEE (QAR 500.00)	DEPOSIT CHEQUE (QAR 25,000)	PROCESSING TIME WORKING DAYS
1	General Work and Minor activity such as paints, door paints, carpentry work, general impermanent that do not affect the layout or inflect significant changes or risk to property and people. For Example, changing few floor tiles, replacement of kitchen cupboard, etc.	No, However, list of tools and work statement are needed*	X No	✓ Yes	X No	Up to 5
2	Residential Modification and Renovation work that involve layout changes, Partial or minor demolition work, first and second fix work, etc. (Such activity considered risky and with a liability and community disturbance.	Yes - Depend on the work Complexity	Yes - Generic Risk Assessment	✓ Yes	✓ Yes	Up to 15
3	Fit out construction work and retail Modification and Renovation work	Yes - Detailed MS	Yes - Specific Risk Assessment	✓ Yes	✓ Yes	Up to 12

For inquiry or clarification you may contact us via Ittisal E-mail ittisal@udcqatar.com or phone number 8006222 and TPQ Registry via e-mail registry.reception@udcqatar.com or phone number 44095252

The application is subject to clearance of MCSC outstanding dues.

To avoid delays in your planned work schedule, it is advisable to submit your request ahead of time giving us adequate notice to review and process the application.