



QATAR CIVIL DEFENSE BUILDING DRAWINGS APPROVAL PROCESS AND DETAILS

TABLE OF CONTENTS

1.0 Abbreviation and Synonymous	1
2.0 History	2
2.1 Hard-Copy (No longer used)	2
2.2 QCD Online Permit System (No longer operational)	3
2.3 The Building Permit System (Baladiya System)	3
3.0 Application Types In QCD	4
3.1 New.....	4
3.2 Modification	4
3.2.1 Modification on previously approved buildings	4
3.2.2 Fit-out applications	4
3.3 Old Building without approvals.....	4
3.4 Application Process	5
3.4.1 QCD online system	6
3.4.1.2 Flow Chart.....	6
3.4.2 Building Permit system	7
3.4.2.1 Effect DC1 Feature	7
3.4.2.2 Flow Chart.....	8
3.4.2.3 Instruction into filling out application form with relative information to the Planning Section	9
3.4.2.4 How to fill out project Data	9
3.4.2.5 Important aspects to be considered when filling out project data related to the Planning Section:.....	14



1.0 ABBREVIATION AND SYNONYMOUS

QCD	Qatar Civil Defense
BP	Building Plans (Life Safety drawings)
FF	Fire Fighting Layout drawings
FA	Fire Alarm Layout drawings
MV	Smoke Control And Mechanical Ventilation Layout drawings
DC1	Design Control 1
DC2	Design Control 2
MME	Ministry of Municipality and Environment
NFPA	National Fire Protection Association



2.0 HISTORY

The development of QCD buildings drawing approval process can be separated into three major timelines as follows:

1. Hard-Copy (**No longer used**)
2. QCD online permit system (**No longer used**)
3. The Building Permit system (**Currently used**)

2.1 HARD-COPY (NO LONGER USED)

This process consisted of the consultants providing the DC1 approval [which was the municipality approval at that time] to QCD and then proceeding in submitting hardcopy drawings of BP, FA, FF, and MV to QCD. When the drawings are approved, a copy of the drawings is signed and stamped. Then a signed and stamped certificate is issued to the applicant as well. The issued certificate would be handed to the consultant with the approved drawings. A sample of that certificate is shown in *Figure 1*.

State of Qatar
Ministry of Interior
General Admin. of Civil Defence

الإدارة العامة لإدارة الوقاية من الحرائق
إدارة الوقاية

Ref. :
Date :
الإشارة :
التاريخ :

NOTICE OF APPROVAL

P.O. Box :
Doha, Qatar

Project :
Location :
Owner :
Occupancy :

P.I.N. :
Class :

FIRE SAFETY APPROVAL –

1. The above project's **Life Safety Plans** have been approved effective. This was based on the Consultant's endorsement that the above plans are in full compliance with applicable fire safety standards / requirements.
2. Please note that this approval does not relieve the Owner and Consultant of their responsibility of continued compliance to fire safety standards, procedures and practices.
3. This approval may be revoked if the plans are subsequently found to contain any non-compliance.

Yours Faithfully,

1st Lt. Ahmad Khalid Abdulaziz Al-Ghanim
Senior Fire Safety Engineer
Head of Engineering Plans Section
Fire Prevention Department

Note:
i) The Owner is required to obtain a Fire Safety Certificate prior to occupation, as required under the Civil Defence Act.
ii) The CDD has the right to enter the premises at anytime prior to the issuance of Building Permit.

Tel: (+974) 44995151 - Fax: (+974) 44327734 - P.O. Box 40959 - Doha - Qatar
E-mail: cdd@qcd.gov.qa
مكتب الوقاية من الحرائق : ٤٤٩٩٥١٥١ (هاتف) : ٤٤٣٢٧٧٣٤ (فاكس) : ٤٠٩٥٩ - دoha - قطر
البريد الإلكتروني: cdd@qcd.gov.qa
Website: www.qcd.gov.qa

FIGURE 1: SAMPLE OF HARDCOPY DRAWING APPROVAL CERTIFICATE



3.0 APPLICATION TYPES IN QCD

3.1 NEW

These are proposed buildings and must abide by all the latest regulations set by QCD and latest copies of the NFPA codes and standards.

3.2 MODIFICATION

3.2.1 MODIFICATION ON PREVIOUSLY APPROVED BUILDINGS

Those modifications can be broken down into the following list:

1. Changes in the approved design of the project.
2. The addition of extra spaces.
3. Altering the occupancy type of a certain space or the entire building.

The old approval must be provided by uploading soft copies of the approved stamped hardcopy drawings or the application number of the digital approval.

3.2.2 FIT-OUT APPLICATIONS

Those modifications consist of the partitioning and making use of empty spaces within an approved building. The old approval must be provided by either uploading soft copies of the approved and stamped hardcopy drawings or the application number of the digital approval.

3.3 OLD BUILDING WITHOUT APPROVALS

Those are constructed buildings without any QCD approvals. In those applications, the building is submitted as a proposed buildings. The building will be reviewed and only when a specific requirement cannot be met, the consultant is advised to submit a letter to QCD with the difficult to achieve safety feature and an alternative solution to that to the requirement that cannot be met; a reply letter from civil defense will be issued detailing what the owner and consultant are supposed to proceed with based on the submitted solution.



3.4 APPLICATION PROCESS

In general QCD approval starts by approving the BP drawings and based on what systems (Fire Fighting, Fire Alarm, Ventilation) the building needs as declared in the approved BP, the consultant must submit detailed drawings of those systems¹ (FA, FF, and MV)

When submitting a drawing for the first time, the consultant shall submit it along with a filled copy of the guidelines for the respective submissions BP, FA, MV. If a drawing is rejected, it shall be re-submitted by rectifying all the comments received from QCD, and a compliance report shall be prepared in relation to those comments detailing the needed corrections as per the comments.

The major difference in the flow of applications between the QCD online system and the Building Permit System is that in the QCD online system, the BP application was not a part of the DC1 approval, while in the building permit system it became a part of DC1. A flowchart detailing the flow of the process in each system is provided in the following pages.

¹ Some application do not require all systems layout drawings to be submitted (Example: A building only has FA and FF system and no MV system is present)



3.4.1 QCD ONLINE SYSTEM

The application approval process consists of two parts: Applying for QCD approval after attaining the DC1 approval, and receiving QCD drawing certificate.

The application starts by submitting the BP drawing. After receiving the approved BP, the consultant can submit the system layout drawings. In this system, each application type whether it is BP, FF, FA, or MV receives its own application number. All the system layout drawing application numbers connect to the BP application number. Whenever an application number is approved it cannot be resubmitted nor modified. *Example: After receiving the BP approval and while submitting the FF drawings, a modification occurred in the BP, the original BP cannot be modified anymore and a new BP application must be submitted.* Only when the consultant get the approval on all the building drawings, both the owner and the consultant can apply for a drawing approval certificate, and a stamped certificate is generated with all the approved application number respective of its type (BP, FA, FF, and MV)

3.4.1.2 FLOW CHART

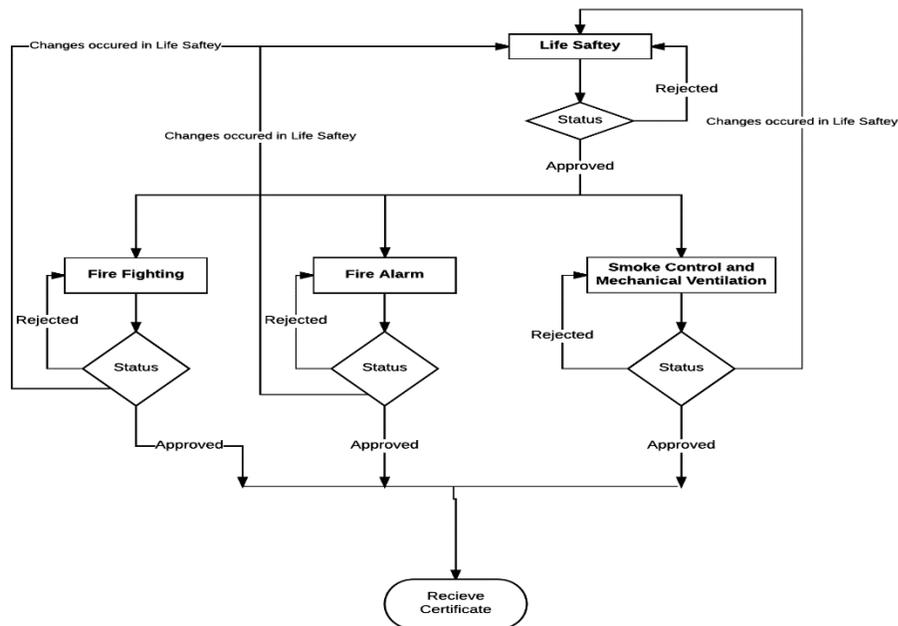


FIGURE 3:QCD PERMIT SYSTEM FLOWCHART



3.4.2 BUILDING PERMIT SYSTEM²

In the Building Permit System, the consultant first submits the BP drawing in the Building permit system and the municipality are the one responsible for forwarding those drawings to QCD. When the drawings are forwarded to QCD, a direct interface between QCD engineers and the consultant is created. The engineer can directly reject the application and send it back to the consultant, and the consultant can resubmit the application to the engineer. Once the drawings are approved, QCD coordinator forwards the approved drawings to the municipality and not to the consultant office.

The process of approving the systems layout drawings is similar to BP, the only difference is that the system layout drawings can only be forwarded to QCD by the municipality after the consultant receives the DC1 approval (which in this system, the BP is a part of.) This is because system layout drawings are part of the services DC2 approval process.

3.4.2.1 EFFECT DC1 FEATURE

A common issue that occurs while reviewing the systems layout drawings is that the BP drawings need to be modified to accommodate a certain system or the BP approval was not approved according to the actual needs of the building owner and consultant. A way around this issue is referred to in the building permit system as an “Effect DC1” command. Receiving an effect DC1 on one of the system layout drawings will send the application back to the DC1 stage to modify the BP drawings under the same application number

² The Building permit system is a more flexible system. Any approved drawing can be fixed and changed before the final MME approval is issued.



Getting an Effect DC1 with one of the system layout drawings can mean one of the following:

1. The systems layout drawing is approved and the consultant can proceed by submitting a new BP drawing only. And after approving the new BP drawings the consultant receives the final approval.
2. The system layout drawing is rejected and the BP drawing needs to be updated before finalizing the system layout drawings approval.

The consultants are advised to carefully read the comments in the application tracking section to understand which case fits their application.

3.4.2.2 FLOW CHART

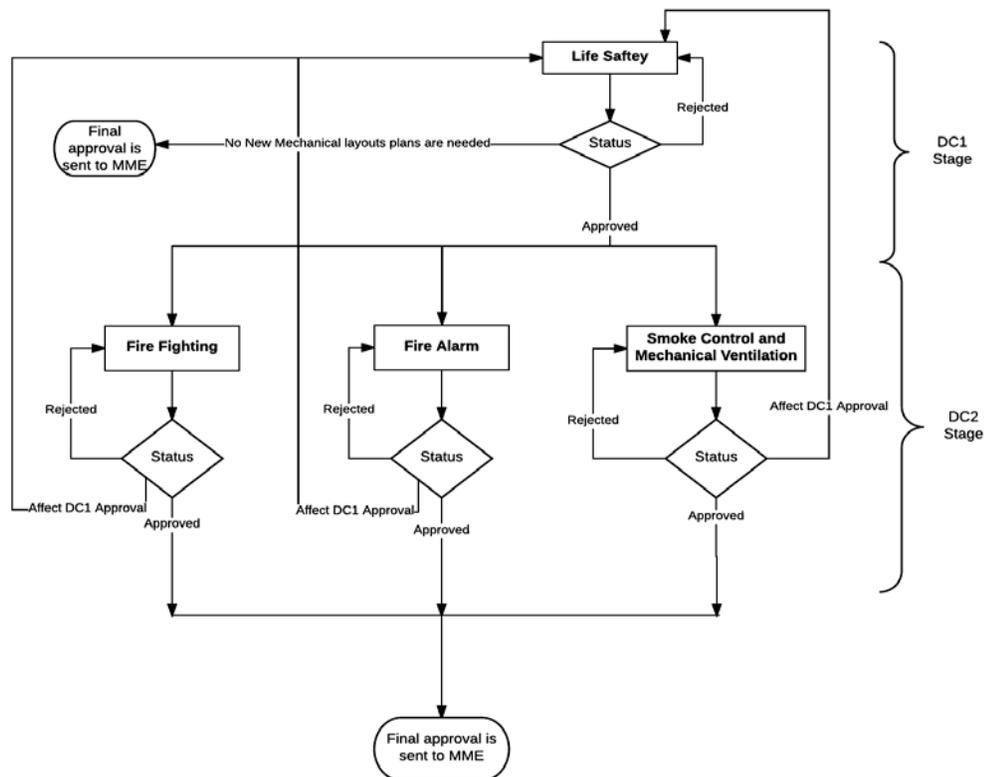


FIGURE 4: BUILDING PERMIT SYSTEM FLOWCHART



3.4.2.3 INSTRUCTION INTO FILLING OUT APPLICATION FORM WITH RELATIVE INFORMATION TO THE PLANNING SECTION

To avoid early rejection of applications, it is the responsibility of every consultancy office to fill out project data form shown in figure 5. The form is part of the overall building permit form. It could be found under Civil Defence data. It contains data required by the Planning Section to ease the process of reviewing different applications submitted to be reviewed by the planning section. Different from the Baladyia's project data, the data to be filled are related to the Planning Section. The project Data includes the following fields:

1. Project Occupancy
2. Project Description
3. Project sub-classification
4. Habitable height of the project
5. Project Area
6. Number of unique buildings in the project

3.4.2.4 HOW TO FILL OUT PROJECT DATA

The following steps must be followed to complete filing projects' data as shown in figure 6-12:

1. From the occupancy drop list, the correct project occupancy shall be selected as shown in figure 6.
2. The system filters out different project descriptions based on the selected occupancy. From the project description filtered fields, the appropriate project description shall be selected as shown in figure 7.
3. From the filtered fields based on the selected project occupancy, the project sub-classification shall be selected as shown in figure 8.
4. Based on the selected sub-classification, the system filters out the list of habitable project heights. From the provided list the appropriate project height shall be selected as shown in figure 9.



5. Based on the selected sub-classification, the system filters out the list of project area types as shown in figure 10. From the provided list the appropriate project area shall be selected.
6. In case, the project is a *development of multiple buildings, the number of unique buildings in the project shall be selected as shown in figure 11.
7. Based on the provided data, the system shall display the project size as shown in figure12.
8. At any moment, the option of others shall be selected when the consultant is not able to identify the project data.

My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply

Civil Defense

Occupancy Classification:

Description:

Category/ Sub-classification:

Habitable Height:

Area Limit:

Number Of buildings:

Complexity:

FIGURE 5: CIVIL DEFENCE PROJECT DATA FIELDS

My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply

Civil Defense

Occupancy Classification:

Description:

Category/ Sub-classification:

Habitable Height:

Area Limit:

Number Of buildings:

Complexity:

Assembly Occupancies

Educational Occupancies

Day Care Occupancies For Children

Day Care Occupancies For Elderly

Healthcare Occupancies

Ambulatory Healthcare

Detention and Correctional Occupancies

Residential Occupancies

Business Occupancies

Mercantile Occupancies

Industrial Occupancies

Storage

Special Structures

FIGURE 6: LIST OF PROJECTS' OCCUPANCIES

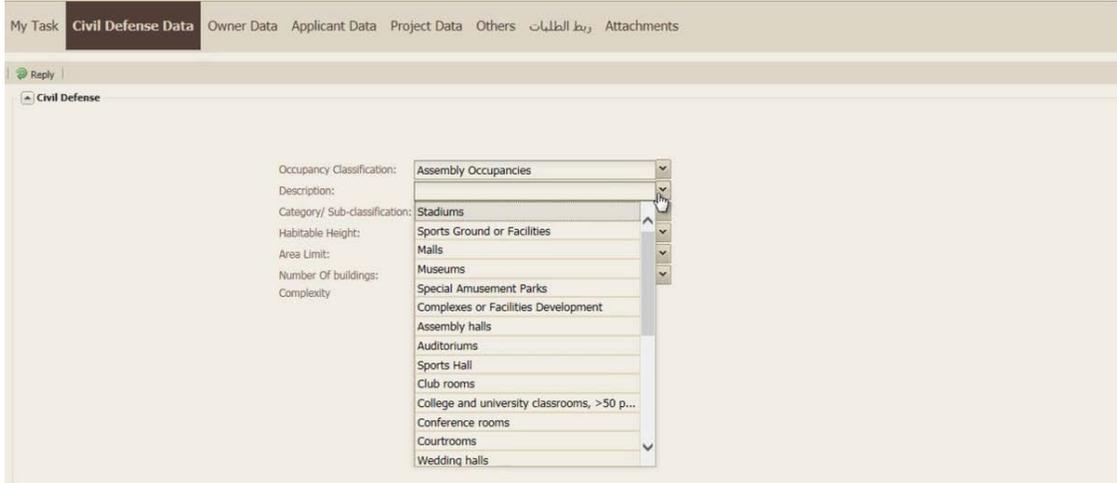


FIGURE 7: FILTERED LIST OF PROJECTS' DESCRIPTION

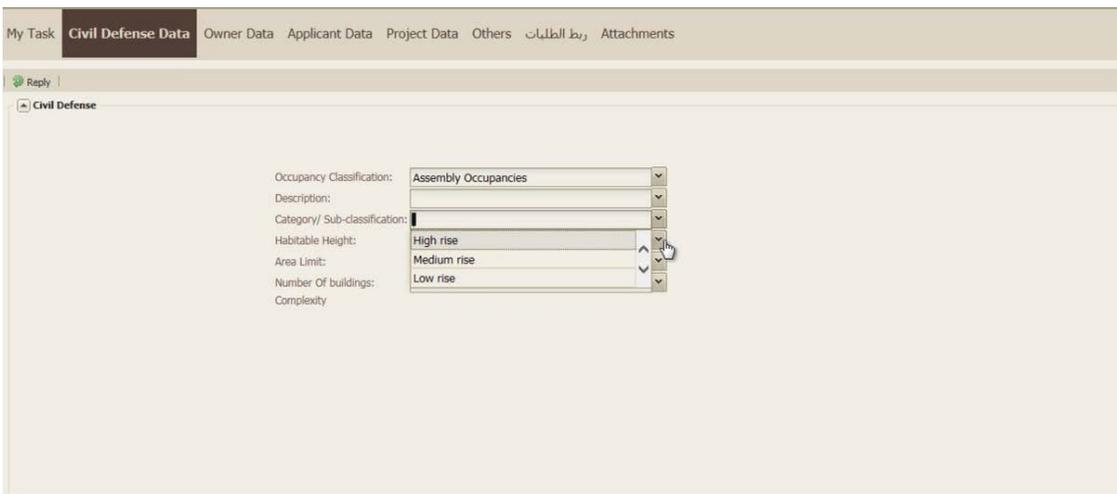


FIGURE 8: FILTERED LIST OF PROJECTS' SUB-CLASSIFICATIONS



My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply

Civil Defense

Occupancy Classification: Assembly Occupancies

Description:

Category/ Sub-classification:

Habitable Height:

Area Limit: ≥ 28 m

Number Of buildings: > 15 m & (< 28 m)

Complexity: ≤ 15 m

FIGURE 9: FILTERED LIST OF PROJECTS' HABITABLE HEIGHTS

My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply

Civil Defense

Occupancy Classification: Assembly Occupancies

Description:

Category/ Sub-classification:

Habitable Height:

Area Limit:

Number Of buildings: ≥ 2000 m²

Complexity: > 1000 m²- < 2000 m²

< 1000 m²

FIGURE 10: FILTERED LIST OF PROJECTS' AREA TYPES



My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply |

Civil Defense

Occupancy Classification: Assembly Occupancies

Description:

Category/ Sub-classification:

Habitable Height:

Area Limit:

Number Of buildings:

Complexity

- ≥10 non-typical buildings
- ≥5 non-typical buildings
- <5 non-typical buildings

FIGURE 11: LIST SHOWING THE NUMBER OF UNIQUE BUILDINGS IN THE PROJECT

My Task **Civil Defense Data** Owner Data Applicant Data Project Data Others ربط الطلبات Attachments

Reply |

Civil Defense

Occupancy Classification: Healthcare Occupancies

Description: Hospitals

Category/ Sub-classification: Medium rise

Habitable Height: ≤15m

Area Limit: >1000 m² - <2100 m²

Number Of buildings: <5 non-typical buildings

Complexity: Medium

FIGURE 12: PROJECT SIZE FILTERED OUT BY THE SYSTEM BASED ON THE SELECTED PROJECT DATA



3.4.2.5 IMPORTANT ASPECTS TO BE CONSIDERED WHEN FILLING OUT PROJECT DATA RELATED TO THE PLANNING SECTION:

The described data shall be filled out when first submitting the project for review to the Baladyia.

The described data shall not be filled if the project is not going to be reviewed by Planning Section.

In case, the project is a development of multiple buildings, the data shall be filled as follows:

1. The selected Project Occupancy shall be the dominant occupancy in the project (The occupancy of most buildings in the project)
2. The selected Project Description shall be the dominant description in the project (The Description of most buildings in the project)
3. The area of the largest building shall be selected as the area of the project.
4. The habitable height of the highest building in the project shall be selected as the habitable height of the project

*Development of multiple buildings: Project that composes of multiple buildings such that the occupants of each building exceed 10 people.