

Administrative Resolution No. (275) of 2024
Approving the Procedures for
Replacing Engineering Firms and Contracting Companies, and for
Issuing Completion Certificates¹

The Director General of the Dubai Municipality,

After perusal of:

Decree No. (34) of 2022 Establishing the Agencies Affiliated to the Dubai Municipality and Determining their Functions;

The Order of 1961 Establishing the Dubai Municipality;

Executive Council Resolution No. (28) of 2022 Concerning the Insurance Policy Required for Licensing Construction Works in the Emirate of Dubai;

Local Order No. (89) of 1994 Regulating the Engineering Consultancy Profession in the Emirate of Dubai and its amendments;

Local Order No. (3) of 1999 Regulating Construction Works in the Emirate of Dubai and its amendments;

Administrative Resolution No. (61) of 2011 Concerning Unlicensed, Condemned, and Abandoned Buildings in the Emirate of Dubai and its amendments; and

Administrative Resolution No. (10) of 2019 Approving the Procedures for Replacing Engineering Firms and Contracting Companies, and for Issuing Completion Certificates,

Does hereby issue this Resolution.

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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

Definitions

Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

Emirate:	The Emirate of Dubai.
DM:	The Dubai Municipality.
Competent Department:	The Building Activities Control Department of the Buildings Regulation and Permits Agency of the DM.
Construction Works:	This includes construction, demolition, and maintenance of buildings, as well as any additions or modifications thereto, including excavation, levelling, and backfilling works.
Owner:	A natural person or a public or private legal person in whose name a land plot or a building is registered, in his capacity as the owner or possessor of the same.
Engineering Firm:	A company or establishment which is contracted by an Owner to design and/or supervise Construction Works, and which is licensed to practise the engineering consultancy profession in the Emirate, in accordance with the legislation in force in the Emirate.
Contractor:	A company or establishment which is contracted by an Owner to perform Construction Works, and which is licensed to conduct the building construction contracting activity, in accordance with the legislation in force in the Emirate.
Profession:	The engineering consultancy profession or the building construction contracting profession, as the case may be.
Completion Certificate:	A document issued by the DM certifying that a building is fit for occupancy and use upon its construction as per the building permit and plans, and in accordance with the legislation in force in the Emirate.

Scope of Application

Article (2)

This Resolution applies to the applications submitted to the DM for replacement of an Engineering Firm or a Contractor, or for issuance of a Completion Certificate.

**Procedures and Requirements for
Consented Replacement of Engineering Firms
Article (3)**

In case of a consented replacement of an Engineering Firm after the issuance of the building permit, the following procedures and requirements apply:

1. An application for replacement of the Engineering Firm will be submitted to the Competent Department. This application must be signed by the legal representatives of the outgoing and replacement Engineering Firms, and must be supported by the following documents:
 - a. a declaration by the Owner stating that he approves the replacement of the Engineering Firm, that he has appointed the replacement Engineering Firm, and that he attests to the veracity of the information contained in the application; and
 - b. a technical report issued by the outgoing Engineering Firm indicating the current stage of the Construction Works and the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
2. The replacement Engineering Firm must endorse the technical report referred to in subparagraph (1)(b) of this Article.
3. The replacement Engineering Firm must be licensed to practise the Profession in the Emirate, and its classification must not be lower than that of the building it is assigned to supervise.
4. Where the procedures and requirements stipulated in this Article are fulfilled, the Competent Department will collect the prescribed fees and issue a new building permit in the name of the replacement Engineering Firm.
5. The replacement Engineering Firm may not commence its duties without first obtaining the new building permit referred to in paragraph (4) of this Article.

**Procedures and Requirements for
Non-consented Replacement of Engineering Firms
Article (4)**

In case of a non-consented replacement of an Engineering Firm after the issuance of the building permit, the following procedures and requirements apply:

1. An application for replacement of the Engineering Firm will be submitted to the Competent Department. This application must be signed by the legal representative of the replacement Engineering Firm, and must be supported by the following documents:

- a. a declaration by the Owner stating that he approves the replacement of the outgoing Engineering Firm, that he has appointed a replacement Engineering Firm, and that he attests to the veracity of the information contained in the application; and
 - b. a technical report issued by the replacement Engineering Firm indicating the current stage of the project's Construction Works and specifying the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
2. The replacement Engineering Firm must be licensed to practise the Profession in the Emirate, and its classification must not be lower than that of the building it is assigned to supervise.
3. The Competent Department will notify the outgoing Engineering Firm of the replacement application and require it to provide its feedback on the application; and to submit a technical report indicating the current stage of the Construction Works and the reasons for its non-consent to the replacement application, and whether the completed works, as at the date of submission of the replacement application, conform to the building permit and the approved plans. The outgoing Engineering Firm must provide its response and submit the requested technical report within the time limit prescribed by the Competent Department based on the scope, type, and current stage of the Construction Works. In any event, this time limit must not exceed five (5) working days from the date on which the outgoing Engineering Firm is notified of the replacement application.
4. Where it is established to the satisfaction of the Competent Department that the dispute between the Owner and the outgoing Engineering Firm is due to financial or contractual issues, or where the outgoing Engineering Firm fails to provide its response to the application or submit the technical report within the time limit prescribed by paragraph (3) of this Article, the Competent Department will notify the outgoing Engineering Firm of its approval of the replacement and will grant it a grace period, determined based on the scope, type, and current stage of the Construction Works, to hand over the Construction Works site to the Owner and the replacement Engineering Firm. This grace period must not exceed fifteen (15) days from the date of notification. The Competent Department will also inform the outgoing Engineering Firm that a new building permit will be issued in the name of the replacement Engineering Firm immediately upon the expiry of the said grace period.
5. Notwithstanding the provisions of paragraph (4) of this Article, where it is established to the Competent Department that the dispute between the Owner and the outgoing Engineering Firm is due to technical or engineering issues, the Competent Department will, upon verification of these issues and in light of the solutions it deems most appropriate on a case-by-case basis, approve or reject the replacement application.
6. Where the procedures and requirements stipulated in this Article are fulfilled, the Competent Department will collect the prescribed fees and issue the new building permit in the name of the replacement Engineering Firm.

7. The replacement Engineering Firm may not commence its duties without first obtaining the new building permit referred to in paragraph (6) of this Article.

**Procedures and Requirements for
Replacement of Engineering Firms before the Issuance of Building Permits
Article (5)**

The procedures and requirements stipulated in Articles (3) and (4) of this Resolution will apply to applications for replacement of Engineering Firms submitted prior to the issuance of building permits. In this case, the submission of the technical report or the granting of the grace period to hand over the Construction Works site to the Owner and the replacement Engineering Firm, as prescribed under paragraph (4) of Article (4) of this Resolution, do not apply.

**Procedures and Requirements for
Consented Replacement of Contractors
Article (6)**

In case of a consented replacement of a Contractor, the following procedures and requirements apply:

1. An application for replacement of the Contractor will be submitted to the Competent Department. This application must be signed by the legal representatives of the Engineering Firm, the outgoing Contractor, and the replacement Contractor; and must be supported by the following documents:
 - a. a declaration by the Owner stating that he approves the replacement of the Contractor, that he has appointed the replacement Contractor, and that he attests to the veracity of the information contained in the application; and
 - b. a technical report issued by the Engineering Firm indicating the current stage of the Construction Works and the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
2. The replacement Contractor must endorse the technical report referred to in sub-paragraph (1)(b) of this Article.
3. The replacement Contractor must be licensed to practise the Profession in the Emirate, and his classification must not be lower than that of the building in which he is to carry out the Construction Works.
4. Where the procedures and requirements stipulated in this Article are fulfilled, the Competent Department will approve the application for replacement of the Contractor and will issue the new building permit in the name of the replacement Contractor upon collecting the prescribed

fees and the submission by the replacement Contractor of the Insurance Policy required under the above-mentioned Executive Council Resolution No. (28) of 2022.

5. The replacement Contractor may not commence Construction Works without first obtaining the new building permit referred to in paragraph (4) of this Article.

Procedures and Conditions for Non-consented Replacement of Contractors Article (7)

In case of a non-consented replacement of a Contractor, the following procedures and requirements apply:

1. An application for replacement of the Contractor will be submitted to the Competent Department. This application must be signed by the legal representatives of the Engineering Firm and the replacement Contractor, and must be supported by the following documents:
 - a. a declaration by the Owner stating that he approves the replacement of the Contractor, that he has appointed the replacement Contractor, and that he attests to the veracity of the information contained in the application;
 - b. a clear and specific statement of the reasons for replacement of the Contractor; and
 - c. a technical report issued by the Engineering Firm indicating the current stage of the Construction Works and the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
2. The replacement Contractor must endorse the technical report referred to in sub-paragraph (1)(c) of this Article.
3. The replacement Contractor must be licensed to practise the Profession in the Emirate, and his classification must not be lower than that of the building in which he is to carry out the Construction Works.
4. The Competent Department will notify the outgoing Contractor of the replacement application and require it to provide his feedback on the replacement application and to state his reasons for non-consent to being replaced, within the time limit prescribed by the Competent Department based on the scope, type, and current stage of the Construction Works. In any event, the time limit must not exceed five (5) working days from the date on which the Contractor is notified of the replacement application.
5. Where it is established to the satisfaction of the Competent Department that the dispute between the Owner and the outgoing Contractor is due to financial or contractual issues, or where the outgoing Contractor fails to respond to the application within the time limit prescribed by paragraph (4) of this Article, the Competent Department will notify the outgoing Contractor of its approval of the replacement application and will grant him a grace period,

determined based on the scope, type, and current stage of the Construction Works, to vacate and hand over the Construction Works site to the replacement Contractor. The grace period must not exceed thirty (30) days from the date of notification. The Competent Department will also notify the outgoing Contractor that a new building permit will be issued in the name of the replacement Contractor immediately upon the expiry of the grace period.

6. Notwithstanding the provisions of paragraph (5) of this Article, where it is established to the Competent Department that the dispute between the Owner and the outgoing Contractor is due to technical or engineering issues, the Competent Department may, upon verification of these issues and in light of the solutions it deems most appropriate on a case-by-case basis, approve or reject the replacement application.
7. Where the procedures and requirements stipulated in this Article are fulfilled, the Competent Department will issue the building permit in the name of the replacement Contractor upon collecting the prescribed fees and upon submission by the replacement Contractor of the Insurance Policy required under the above-mentioned Executive Council Resolution No. (28) of 2022.
8. The replacement Contractor may not commence Construction Works without first obtaining the new building permit referred to in paragraph (7) of this Article.

Procedures and Requirements for Non-consented Replacement of Engineering Firms and Contractors Article (8)

In case of a non-consented replacement of both the Engineering Firm and Contractor after the issuance of the building permit, the procedures and requirements stipulated in Articles (4) and (7) of this Resolution apply, subject to the following:

1. An application for replacement of the Engineering Firm and Contractor will be submitted to the Competent Department. This application must be signed by the legal representatives of the replacement Engineering Firm and the replacement Contractor.
2. A technical report must be submitted by the replacement Engineering Firm indicating the current stage of the Construction Works and the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
3. The new building permit will be issued in the name of the replacement Contractor only upon finalising the procedures for the replacement of the Engineering Firm.

Procedures for Issuing Consented Completion Certificates

Article (9)

Where the Engineering Firm and the Contractor consent to the issuance of the Completion Certificate, the following procedures apply:

1. The Contractor will submit an application for issuance of the Completion Certificate to the Competent Department. This application must be signed by the Contractor and must state the Engineering Firm's consent to the issuance of the certificate.
2. The Competent Department will inspect the building to verify that Construction Works have been performed in conformity with the building permit and the approved plans, and that the conditions and requirements of the concerned Government Entities have been satisfied.
3. Where the procedures stipulated in this Article are complied with, and upon verifying that all conditions and requirements of the concerned Government Entities are satisfied, the Competent Department will issue the Owner with a Completion Certificate after collecting the prescribed fees.

Procedures for Issuing Non-consented Completion Certificates

Article (10)

Where the Engineering Firm and the Contractor do not consent to the issuance of the Completion Certificate, the following procedures apply:

1. An application for the issuance of the Completion Certificate will be submitted to the Competent Department. This application must be signed by the Owner, and must state that the Engineering Firm and the Contractor do not consent to the issuance of the Completion Certificate and the reasons for non-consent.
2. The Competent Department will notify the Contractor and Engineering Firm of the application submitted by the Owner, requesting them to provide the reasons for their non-consent to the issuance of the Completion Certificate. In addition, the Competent Department will require the Engineering Firm to submit a technical report indicating the current stage of the Construction Works, whether the building is fit for occupancy, and the extent to which the Construction Works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM. The Engineering Firm must submit the required technical report and must, together with the Contractor, provide a response to the application, within seven (7) working days from the date of notification. The Competent Department must inform the Engineering Firm and the Contractor that if they fail to respond to the application or where it is established that their non-consent is due to financial or contractual issues with the Owner, the DM will proceed with issuing the Completion Certificate immediately upon the expiry of the said time limit.

3. Where the Engineering Firm and the Contractor fail to respond to the application or where the Engineering Firm fails to provide the technical report within the time limit prescribed by paragraph (2) of this Article, the Competent Department may, where required, request the Owner to submit a technical report issued by an approved engineering consultancy certifying that the building is fit for use and occupancy.
4. Where it is established to the Competent Department that the non-consent of the Engineering Firm or Contractor to the issuance of the Completion Certificate is due to technical or engineering issues, the Competent Department will, upon verification of these issues and in light of the solutions it deems most appropriate on a case-by-case basis, approve or reject the application for issuing the Completion Certificate.
5. Where the procedures stipulated in this Article are complied with, and upon verifying that all conditions and requirements of the concerned Government Entities are satisfied, the Competent Department will issue the Owner with a Completion Certificate after collecting the prescribed fees.

Procedures for Issuing Completion Certificates without Engineering Firm Consent Article (11)

Where the Engineering Firm does not consent to the issuance of the Completion Certificate, the following procedures apply:

1. An application for issuance of the Completion Certificate will be submitted to the Competent Department. This application must be signed by the legal representative of the Contractor and must be supported by the following documents:
 - a. a declaration by the Owner stating that he authorises the Contractor to submit the Completion Certificate issuance application without the consent of the Engineering Firm, and that he attests to the veracity of the information contained in the application; and
 - b. a statement of the reasons for the Engineering Firm's non-consent to the issuance of the Completion Certificate.
2. The Competent Department will notify the Engineering Firm of the application submitted by the Contractor and will require it to provide its reasons for non-consent to the issuance of the Completion Certificate, and to submit a technical report indicating the stage of completion of the Construction Works, whether the building is fit for occupancy, and the extent to which such works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM. The Engineering Firm must submit the technical report within seven (7) working days from the date of notification. The Competent Department must inform the Engineering Firm that if it fails to submit the required technical report, or if it is established that its non-consent is due to financial or contractual issues with the Owner, the DM will proceed with issuing the Completion Certificate immediately upon the expiry of the said deadline.

3. Where the Engineering Firm fails to provide its response to the notification or to submit the technical report within the deadline prescribed by paragraph (2) of this Article, the Competent Department may, where required, request the Owner to submit a technical report issued by an approved engineering consultancy certifying that the building is fit for use and occupancy.
4. Where it is established to the Competent Department that the non-consent of the Engineering Firm to the issuance of the Completion Certificate is due to technical or engineering issues, the Competent Department may, upon verification of these issues and in light of the solutions it deems most appropriate on a case-by-case basis, approve or reject the application for issuing the Completion Certificate.
5. Where the procedures stipulated in this Article are complied with, and upon verifying that all conditions and requirements of the concerned Government Entities are met, the Competent Department will issue the Owner with a Completion Certificate after collecting the prescribed fees.

Procedures for Issuing Completion Certificates without Contractor Consent

Article (12)

Where the Contractor does not consent to the issuance of the Completion Certificate, the following procedures apply:

1. An application for issuance of the Completion Certificate will be submitted to the Competent Department. This application must be signed by the Owner and the legal representative of the Engineering Firm, and must be supported by the following documents:
 - a. a declaration by the Owner stating that he authorises the Engineering Firm to submit the Completion Certificate issuance application without the consent of the Contractor, and that he attests to the veracity of the information contained in the application; and
 - b. a statement of the reasons for the Contractor's non-consent to the issuance of the Completion Certificate, supported by a technical report submitted by the Engineering Firm, indicating the stage of completion of the Construction Works, whether the building is fit for occupancy, and the extent to which the Construction Works conform to the building permit, the approved plans, and the technical and engineering standards adopted by the DM.
2. The Competent Department will notify the Contractor of the application submitted by the Engineering Firm and will require it to provide the reasons for its non-consent to the issuance of the Completion Certificate within seven (7) working days from the date of notification. The Competent Department will inform the Contractor that if he fails to provide its response or if it is established that its non-consent is due to financial or contractual issues with the Owner, the DM will proceed with issuing the Completion Certificate immediately upon the expiry of the said deadline.

3. Where it is established to the Competent Department that the Contractor's non-consent to the issuance of the Completion Certificate is due to technical or engineering issues, the Competent Department may, upon verification of these issues and in light of the solutions it deems most appropriate on a case-by-case basis, approve or reject the application for issuing the Completion Certificate.
4. Where the procedures stipulated in this Article are complied with, and upon verifying that all conditions and requirements of the concerned Government Entities are met, the Competent Department will issue the Owner with the Completion Certificate after collecting the prescribed fees.
5. An Owner will act in place of the Engineering Firm in following the procedures stipulated in this Article for building permits that do not require the appointment of an Engineering Firm.

Submission of Applications by Owners Article (13)

An Owner may submit an application for the replacement of a Contractor or consultant, and for the issuance of a Completion Certificate, subject to the procedures prescribed by this Resolution.

Issuing Implementing Instructions Article (14)

The Director of the Competent Department will issue the instructions required for the implementation of this Resolution and the procedures for the submission of applications prescribed hereunder.

Administrative Penalties Article (15)

Where a Contractor or an Engineering Firm fails to comply with any of the provisions of this Resolution, the Competent Department may impose one or more of the administrative penalties stipulated in the above-mentioned Local Order No. (3) of 1999, the resolutions issued in pursuance thereof, and other applicable legislation in force in the Emirate.

Repeals Article (16)

The above-mentioned Administrative Resolution No. (10) of 2019 is hereby repealed. Any provision in any other administrative resolution is also hereby repealed to the extent that it contradicts the provisions of this Resolution.

Publication and Commencement
Article (17)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dawood Abdul Rahman Al Hajiri
Director General
Dubai Municipality

Issued in Dubai on 6 August 2024
Corresponding to 2 Safar 1446 A.H.