



Administrative Decision No. (1) of 2024
On implementing and activating Buildings Occupancy Certification System
in the Emirate of Abu Dhabi

Chairman of the Department of Municipalities and Transport

Having reviewed:

- Law No.(1) of 1974 concerning reorganization of the governmental body in Abu Dhabi emirate and its amendments;
- Law No.(4) of 1983 regulating building works in the emirate of Abu Dhabi and its executive regulations and its amendments;
- Law No.(10) of 2006 the Municipality and the Municipal Council of the Western Region in the Emirate of Abu Dhabi; as amended;
- Law No. (10) of 2007 concerning the Municipality and the Municipal Council of the Abu Dhabi City in the Emirate of Abu Dhabi and its amendments;
- Law No.(11) of 2007 concerning the Municipality and the Municipal Council of the of Al Ain City in the Emirate of Abu Dhabi and its amendments;
- Law No. (30) of 2019 concerning the establishment of the Department of Municipalities and Transport;
- Executive Committee Resolution No. (52 C 53/2016) concerning establishing a unified governmental platform for building permits;
- Amiri decree No. (11) of 2023 concerning the Reformation of the Executive Council in Emirate of Abu Dhabi; and
- Based on what is dictated by the public interest;

Decided the following:

Article (1)
Definitions

1. **Initial Occupancy Certificate:** an official document to be issued by the concerned municipality in favor of the project's contractor stating that the building is valid for occupancy and utilization after completing the building works and the relevant testing and thus releasing the completion certificate and after completing all MEP and electrical works as well as firefighting systems



installation. Such certificate shall be valid for 10 years and this period may be reduced depending on the type of building and nature of occupancy thereof. The above said certificate may be renewed or extended by the landlord pursuant to the approved procedures for occupancy certificate renewal.

2. **Occupancy certificate:** a document to be issued by the concerned municipality in favor of the landlord stating that the building is valid for occupancy and utilization. The building will not be occupied unless this certificate is obtained and submitted by the building landlord. This certificate shall be validated for 5 years, and such duration may be reduced depending on the building type and nature of occupancy thereof.
3. **Conditional Occupancy Certificate:** a document to be issued by the concerned municipality in favor of the landlord of the existing building or to whom the completion certificate is issued when this Resolution becomes effective. The certificate shall be issued without requesting any conditions from the landlord except for the conditions stated under Clause (2) of Article (2) of this Resolution hereof.
4. **Temporary Occupancy Certificate:** a document that is issued by the concerned municipality permitting the temporary occupancy for a part (s) of the building before completing all licensed construction works provided that the construction works related to the part (s) of the building to be occupied, are fully complete, thus allowing safe & secure occupancy of such parts. However, the validity of the temporary occupancy certificate shall be ended upon the expiry of the duration to be defined by the municipality provided that such duration shall not exceed over 2 extendable years or upon issuance of the full completion certificate for building.

Article (2)

Scope of Application

The occupancy certificate system shall be activated and applied for all buildings and developmental projects in the Emirate of Abu Dhabi pursuant to the following phases:

First Phase: commences after three months from the issuance date of this Resolution and for a period of five years



1. All requirements related to issuance of initial occupancy certificate shall be enforced for the new buildings after releasing the completion certificate including the private residential villas.
2. Conditional Occupancy certificate shall be issued for the existing buildings or the ones to which a completion certificate was issued thereof before the validity date of this Resolution provided the following requirements are met:
 - construction safety report to be submitted.
 - Approval of Abu Dhabi Civil Defense Authority.
 - Ensuring that the gas supply fixtures and fittings are safe and secure for the buildings.
 - Elevators safety.
3. A restriction shall be placed for rejecting to authenticate the new tenancy contract for the new buildings to be defined by Abu Dhabi Civil Defense Authority unless the below requirements shall be fully fulfilled:
 - Approval of Abu Dhabi Civil Defense Authority.
 - Ensuring that the gas supply fixtures and fittings are safe and secure for the buildings.
4. The concerned Municipality shall define the validity period of the conditional occupancy certificate based on the buildings status and lifespan thereof and the nature of occupancy provided that such period shall not exceed five years duration.
5. The existing villas or the ones to which the completion certificate was released prior the validity date hereof shall be excluded.

Second Phase: commences from the completion of phase one and for a period of three years

1. All requirements related to the occupancy certificate issuance and renewal shall be applied to all new and existing buildings and premises including the commercial residential apartments except for the existing private residential villas on the date when this Resolution becomes effective.
2. Conditional Occupancy certificate shall be issued for the existing private residential villas or the ones to which a completion certificate is issued before the validity date of this resolution thereof without requesting any conditions from the landlord except for the conditions stated under Clause (2) of this Resolution hereof.



3. The concerned municipality shall determine the validity period of the conditional occupancy certificate for the private residential villas based on the building lifespan provided that such period shall not exceed 3 years duration.
4. Inspection program shall be fully activated in terms of the requirements of the building's occupancy validity through the concerned municipality.

Third Phase: commences from the completion of phase two.

1. All requirements related to occupancy certificate issuance shall be fully applied to all existing private residential villas in the emirate.
2. Conditional occupancy certificate service shall be permanently cancelled.

Article (3)

Existing Buildings Codification

A grace period of two years for codifying the conditions of the existing buildings which are lacking proven completion certificates or buildings permits or approved plans, shall be granted and effective from the date of this Resolution issuance. Immediately upon expiry of such grace period, the initial occupancy certificate shall be released as well as the services related to the existing building codification shall be automatically cancelled following the expiry of the said grace period. Additionally, violations reporting shall be filed against the landlords of the unlicensed buildings with the necessity of removing the violation reasons under the applicable regulations in this respect.

Article (4)

This Resolution shall be published in the official gazette & shall become effective from the date of issuance hereof.

**Chairman of the Department
of Municipalities and Transport**

Issued on 2nd January 2024

