



Drawing Approval Guideline for Private Residential & Industrial Developments

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Urban Planning Department

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Record of revisions

#	Revision Approval Date	Version	Revisions made	Page number	Approved by
1	-	1.0	Initial Document	-	Ahmed Zinaf

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1. Purpose

- 1.1. This guideline aims to ensure that all the construction projects carried out in Hulhumalé and Thilafushi comply with government regulations including planning & development controls set by this corporation. These development controls aim to safeguard the life, health, and property of people.

2. Scope

- 2.1. This guideline applies to development drawings submitted for approval for all private residential developments in Hulhumalé, as well as industrial developments in both Hulhumalé and Thilafushi.

3. Terms & Definitions

- 3.1. **POA:** Power of Attorney – in case of multiple owners for single plot, assigning one owner on behalf of all the owners.
- 3.2. **Developer:** The party contracted to carry out the development works.
- 3.3. **Professional Verification:** The process of verifying the Licensed Designers, Architectural/Structural Checkers of the submitted development drawings through the online portal.
- 3.4. **Licensed Designers:** a licensed architect, and a licensed engineer enlisted in ministry's registry, who prepares the development drawings and are registered under Practitioner's regulation of Maldives.
- 3.5. **Architectural/Structural Checkers:** A licensed checker registered under Practitioner's regulation of Maldives, who is responsible for checking the architectural and structural details as per the planning regulations.
- 3.6. **Building Consent Authority (BCA):** Any authority registered under the regulation to give construction related approvals. The authority referred to in this guideline as the BCA is the Housing Development Corporation (HDC).

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- 3.7. **Environmental Impact Assessment (EIA):** A process used to assess the potential environmental effects of a proposed development before work begins, ensuring informed and sustainable decision-making.

4. References

- 4.1. Hulhumalé Phase 2 Planning and Development Guidelines (Document ID: UBP-2024-GDL060)
- 4.2. Guidelines for Industrial Developments in Hulhumalé (Document ID: UBP-2022-GDL026)
- 4.3. Setback Plans Hulhumalé 1 and 2
- 4.4. Planning and development guidelines for industrial lands allocated in Thilafushi Phase 1 (Document ID: UBP-2023-GLD031)
- 4.5. Planning and development guidelines for industrial lands allocated in Thilafushi Phase 2 (Document ID: UBP-2023-PRC029)
- 4.6. Government regulations from Ministry of Construction, Housing and Infrastructure:
 - 4.6.1. Construction Industry Practitioners Regulation (Document ID: R-39/2024)
 - 4.6.2. Construction Administrative Regulation (Document ID: R-24/2023)
 - 4.6.3. Building Code (Document ID: R-21/2024)

5. Guideline Details

- 5.1. Roles and Responsibilities of Owner, Developer, Licensed Designers and Architectural/ Structural Checkers

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5.1.1. The developer/owner shall submit the necessary documents of development drawing for HDC's approval prior to commencement of construction work.

5.1.2. The developer/ owner shall adhere to laws/regulations and planning guidelines/controls set for the following specific aspects of development.

5.1.3. Planning guidelines/ controls in this guideline comprise of:

- a. Plot Location, Size and Usage
- b. Footprint
- c. GFA
- d. Setback
- e. Building height and envelope
- f. Parking requirement(s)

5.1.4. The developer/owner shall engage a Licensed Designers and Architectural/Structural Checkers to prepare the required development drawings.

- a. The developer/owner shall ensure if the assigned Licensed Designers and Architectural/Structural Checkers is registered and if the license is active. If the mentioned professional is not registered, the drawings shall be rejected.

5.1.5. Development drawing Approval is provided by HDC based on Architectural/Structural Checkers stamp and it is the responsibility of the Checkers to make sure the drawing is in accordance with

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laws/regulations and planning guideline/controls set by HDC and relevant authorities.

5.1.6. Building Usage Permit shall be given if the building is constructed in accordance with laws/regulations and planning guidelines/controls set by HDC and relevant authorities as well as the approved drawings. If the building is constructed in violation of the aforementioned guidelines, regulations and approved drawings, HDC shall withhold the Building Usage Permit and shall not be liable for any losses.

5.1.7. The Licensed Designers shall prepare architectural and structural drawings respectively, in accordance with the planning regulations and guidelines. These drawings must then be reviewed by an Architectural Checker and Structural Checker. Once confirmed to be compliant to the Professional's Checklist (Annex 8.1.: Professional's Checklist with Declaration, Document ID: MNS-2021-FRM-013) the drawings will be stamped by the Architectural Checker and Structural Checker accordingly.

5.1.8. After the drawings are stamped, the developer/owner shall submit the stamped drawings to HDC through the online portal or via email.

5.1.9. All private residential development drawings shall be submitted through the online portal by plot owner's Efaas login.

5.1.10. Industrial development drawings should be emailed to hello@hdc.mv.

5.1.11. Documents submitted must adhere to the following requirements:

- a. All the drawing files submitted shall be in English.
- b. Drawings must be submitted in both PDF and CAD format.

- c. All drawings submitted must allocate an empty space in the drawing for the approval stamp at the bottom left corner of every page of the PDF file (2 x 2 inches).
- d. All PDF files must be of a resolution not less than 200 DPI.
- e. All drawings must adhere to the conventional unit systems as stated in the regulations.
- f. All lines and texts in the drawing must be in black and white unless stated otherwise.
- g. All drawings must be stamped and signed by the assigned Architectural and Structural checker.
- h. All digital stamps must be scanned and in actual scale and size of the checker's stamp.

5.1.12. The following documents shall be submitted for any new submission or amendment:

- a. Complete drawing PDF file
- b. Complete drawing CAD file
- c. Architectural Checker Certificate
- d. Structural Checker Certificate
- e. Foundation Protection Method
- f. Visual Soil Inspection Report
- g. EIA Report, if applicable
- h. Structural Calculations (for new submissions and if applicable for amendments)
- i. Plot Registry/ Plot agreement
- j. Owner National ID
- k. POA

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- I. Signed declaration by the architectural and structural checker.
(Annex 8.1.: Professional's Checklist with Declaration, Document ID: MNS-2021-FRM-013)

5.2. Submission Types

5.2.1. **New Application:** Any initial submission or amendment will be treated and reviewed as a new application. Amendments are changes made to an existing approved drawing. New applications are categorized as follows:

- a. New submission
- b. Architectural and Structural amendment
- c. Architectural amendment
- d. Structural amendment

5.2.2. **Revision:** Revisions are updated drawings submitted in response to HDC's comments on new applications or amendments.

- a. Revisions must be submitted within 30 calendar days. If there is no submission within the timeframe, the initial drawing application will be closed and the next drawing submission shall be submitted as a new application.

5.3. **Duration:** All drawings submitted via portal will be checked within working 10 days from the date of Professional Verification.

5.4. **Review and Rejection:** HDC will review the submitted drawings for compliance with planning guidelines/controls. (Refer to clause 5.2.1.) If the drawings meet the necessary requirements, HDC will issue an approval. If not, the applicant will be requested to revise the drawings according to the comments provided

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by HDC or provide additional information. If rejected, the applicant will need to re-submit the application. Drawings will be rejected if any significant non-compliances are identified, or if the drawings are missing relevant information.

- 5.5. If any violations of the laws/regulations and planning guidelines/controls set by HDC and relevant authorities are identified, HDC shall request the Ministry of Construction, Housing and Infrastructure to impose a fine and necessary actions on the checkers, architects and engineers in accordance with Article 24 of the Construction Practitioners' Regulation. If the Licensed Designers and Architectural/Structural Checkers fail to pay the fine, to suspend/revoke the license in accordance with Article 25 of the above-mentioned regulation.

6. Roles & Responsibilities

6.1. Urban Planning Department:

6.1.1. To create policies in accordance to the relevant regulations and guidelines, and review them when necessary to ensure relevance and accuracy.

6.2. Municipal Department:

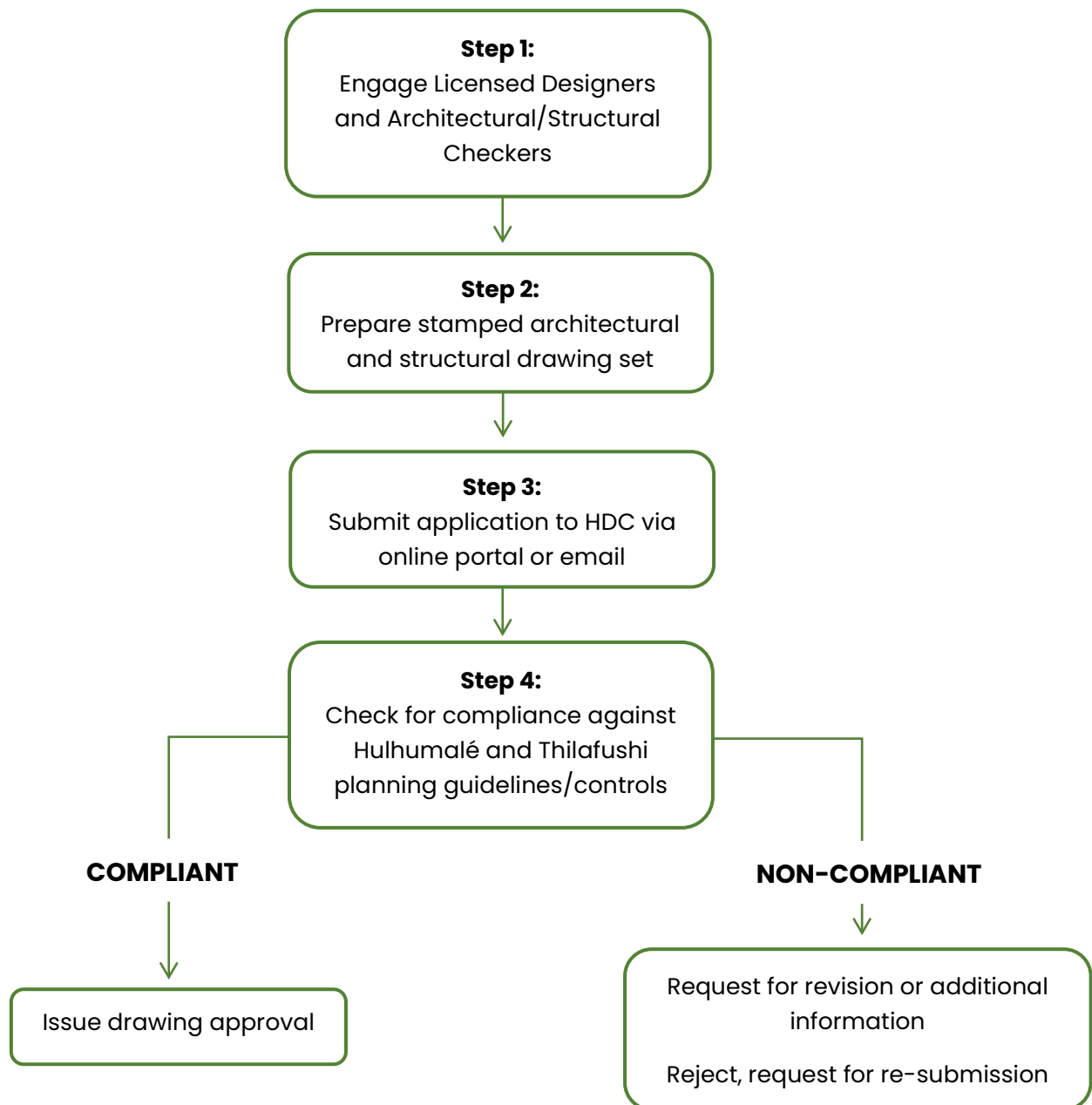
6.2.1. To check and review whether the submitted drawings adhere to the Hulhumalé and Thilafushi planning guidelines/controls (Refer to clause 5.2.1.)

7. Review

- 7.1. HDC shall review this guideline annually, if and when necessary, to ensure relevance, accuracy, and fitness for purpose. Revisions shall be brought, if and when necessary.

8. Annexures

- 8.1. Professional’s Checklist with Checker Declaration
- 8.2. Development Control Checklist
- 8.3. Stages of Drawing Approval



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8.4. Responsibility Matrix

Document / Task	Developer/ Owner/ POA	Architectural		Structural		BCA (HDC)
		Designer	Checker	Designer	Checker	
All stamped drawings and documents relevant to Architectural Design		X	X			
All stamped drawings and documents relevant to Structural Design				X	X	
Structural calculation set				X	X	
Adherence to planning regulations and building codes	X	X	X	X	X	
Adherence to Land Usage guidelines	X	X	X	X	X	
Drawing approval application	X					
Check for compliance against Hulhumalé and Thilafushi planning guidelines/ controls						X

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Reviewed by

#	Name	Designation	Department	Date	Sign
1	Shahid Ahmed Waheed	Director	Urban Planning	15 th June 2025	

Approved by

#	Name	Designation	Department	Date	Sign
1	Ahmed Zinaf	Chief Planning Officer	Planning Division	15 th June 2025	