

ARCHITECT'S HANDBOOK

English Translation of 'Mimarın El Kitabı'

Chamber of Architects - December 2009

Preparing and submitting project files to the Architects Chamber Visa Office with knowledge of the legislation listed herein, the explanations in the General Rules section, file arrangement procedures, and drawing standards will reduce loss of labor, time, and cost for practicing members.

46th Term Board of Directors of the Chamber of Architects

President	Ekrem Z. BODAMYALIZADE
Secretary	Azmi ÖGE
Treasurer	Tunç ADANIR
Active Member	Türker AKTAÇ
Active Member	Şevket ŞENBÜLBÜL
Active Member	Cem KARA
Chamber of Architects Visa Office Staff	Resul ERGÜN
Chamber of Architects Visa Office Staff	Havva DİMİLLİLER

TABLE OF CONTENTS

1. General Rules - Section A: Legislation applied in visa procedures at the UCTCEA Chamber of Architects Visa Office

2. General Rules - Section B: General rules applicable to all files submitted to the Visa Office

- Architect-author signed project practices;
- building classes;
- minimum fee tariff;
- authorship;
- members abroad;
- transfer of supervision authority;
- visa references;
- contracts;
- signing authority;
- file submission order;
- title deed site plans;
- required number of title deed site plans;
- general drawing rules;
- family service files;
- social housing files;
- changes before permit;
- alteration procedures after visa and building permit;
- submission and collection principles;
- application project scale;
- processing title deed site plans;
- general technical specifications;
- quantity surveys;
- site plan sheets;
- plans;
- sections;
- elevations;
- stair system details;
- tender files;
- subdivision information

3. General Rules - Section C:

- Services and documents required according to project file content

4. General Rules - Section D:

- Formats showing the information and documents required for different file types submitted to the Visa Office UCTCEA Chamber of Architects Professional Oath

1. GENERAL RULES - SECTION A

1.1 Legislation Applied During Visa Approval Procedures at the UCTCEA Chamber of Architects Visa Office

2005 Union of Chambers of Turkish Cypriot Engineers and Architects (UCTCEA) Law (21/2005).

- 1980 Regulation on the Minimum Fee Tariff for Architectural and Civil Engineering Services.
- 1980 Regulation on the Preparation of Architectural Projects.
- 2008 Architects Chamber Visa Regulation.
- Architectural Project Preparation (Amendment) Regulation.
- Chapter 96, the Planning Law, and the Orders issued under it.
- The Constitution.
- Other planning-related legislation in force, including development plans, orders, conservation-area legislation and similar regulations.
- Construction-related legislation of the Ministry of Labor.
- Contractors Union Law.
- 2003 Hotels Regulation.
- Labor Department Elevator Regulation.
- Ministry of Interior circular on unfinished constructions.
- Individual problems that may arise from time to time in the documents and information within project files are brought to the attention of the relevant chamber or chambers. They are resolved, where possible, on the basis of information obtained from the relevant institutions and in line with written decisions of the relevant Chamber Board or Boards of Directors.

2. GENERAL RULES - SECTION B

2.1 General Rules Applicable to Files Submitted to the Architects Chamber Visa Office, Regardless of Content

2.1.1 Existing Buildings Within the Plot(s) Included in the Project Scope

If there are existing buildings within the land or lands included in the project scope, the following rules apply regardless of whether those buildings are directly related to the project:

A) If the building or buildings are recorded on the title deed:

- If the TRNC title deed date is before 6 November 1981, no further document is requested.
- If the TRNC title deed date is after 6 November 1981 and it is claimed that the building or buildings recorded on the title deed were licensed before that date, the permit documents or licensed files related to those buildings must be submitted. If they cannot be documented, they must be approved under visa conditions as new buildings.
- If the TRNC title deed date is after 6 November 1981 but the title deed is an 'equivalent title deed' and describes the existing buildings, no further document is requested.
- Regardless of the content of the TRNC title deed, if unlicensed buildings registered on the title deed are recorded as unfinished construction, those buildings must be treated as new construction and approved under visa conditions. If a visa was previously obtained for the construction but the building was registered on the title deed as unfinished construction because it did not reach final approval stage, the visa references of the building(s) are required.

B) If the building or buildings are not registered on the title deed:

- A survey project shall be drawn for the building(s). In such cases, however, it must be certified by an official letter, at minimum from the local mukhtar, that the building(s) were constructed and completed before 6 November 1981.
- If the building(s) are within the municipal boundaries of Nicosia or Famagusta and it is certified that they were completed before 1 July 1958, within the municipal boundaries of Lefke before 1 September 1946, or in all other regions before 1 March 1968, through at least a written statement from the local mukhtar, those buildings gain official status for visa purposes; therefore, no survey project is required.

C) If the TRNC title deed date is after 6 November 1981:

- It must be known that visa references for the building or buildings on the land will definitely be requested. These visa references must be written in the references section of the statistical form. For additions, alterations, repairs, or subdivisions involving such visa-approved buildings, a written authorization from the original author(s), approved by the Board of Directors of the Chamber of Architects as an 'Authorship Authority Transfer Certificate', must be included in the file.

2.1.2 Architect-Author Signed Project Practices

- Architectural authorship is required in all projects to be carried out throughout the TRNC in all regions under District Offices and municipalities, as well as in tourism regions. At least one architect, or more than one architect where required, must act as author.
- For fencing, subdivision, and parceling projects that do not require green area provision in all such regions, the architect may prepare the project with a single signature, without requiring the signature of a civil engineer.
- Touristic buildings, housing projects prepared under the definition of villas, and swimming pool projects are considered Class III regardless of their area or the character of the region in which they are located.
- Fencing, subdivision, and parceling projects that do not require green areas and are defined in the legislation may be prepared by a single architect-author.
- If alterations are made to a building with two authors, the alteration project must also have two authors. If the existing building has a visa, it is essential that the alteration be prepared by the former authors. Otherwise, an Authorship Authority Transfer must be obtained from the former author or authors.
- In multiple applications, the class of the individual unit is not taken as the basis. Each block formed by the combination of individual units is considered as one unit, and the size of that unit is used for class determination. If the unit is repeated, it becomes Class III and two authors are required.

Municipalities and Affiliated Villages in the TRNC as of December 2008

District	Municipality	Affiliated Villages
Nicosia District	Nicosia Municipality	Dumlupınar, Göçmenköy, Hamitköy, Ortaköy, Haspolat, Küçük Kaymaklı
	Gönyeli Municipality	Kanlıköy
	Alayköy Municipality	Türkeli, Yılmazköy, Gürpınar, İkidere
	Değirmenlik Municipality	Beyköy, Yiğitler, Kalavaç, Yeniceköy, Çukurova, Cihangir, Düzova, Gökhan, Demirhan, Meriç, Gaziköy, Kırklar, Dilekkaya, Kırkkale, Erdemli
	Akıncılar Municipality	
Famagusta District	Famagusta Municipality	Tuzla, Mutluyaka
	Yeni Boğaziçi Municipality	Yıldırım, Atlılar, Sandallar, Akova, Muratağa, Alaniçi
	İnönü Municipality	Pirhan
	Geçitkale Municipality	Sütlüce, Çamlıca, Yamaçköy, Mallıdağ, Çınarlı, Nergisli
	Serdarlı Municipality	Görneç, Ergenekon, Tirmen, Gönendere, Pınarlı
	Beyarmudu Municipality	Düzce, Güvercinlik
	Paşaköy Municipality	Aslanköy, Ulukışla
	Tatlısu Municipality	
	Akdoğan Municipality	
Vadili Municipality		
Kyrenia District	Kyrenia Municipality	Karakum, Karaoğlanoğlu, Karmi, Karaman, Zeytinlik, Ozanköy, Doğanköy, Edremit, Beylerbeyi
	Alsancak Municipality	İlgaz, Malatya-İncesu, Yeşiltepe
	Lapta Municipality	Karşıyaka, Çamlıbel, Akdeniz, Alemdağ, Geçitköy, Hisarköy, Kayalar, Kılıçarslan, Kozan, Özhan, Sadrazamköy, Tepebaş
	Esentepe Municipality	Bahçeli, Karaağaç, Beşparmak
	Dikmen Municipality	Güngör, Yukarı Taşkent, Aşağı Taşkent, Boğazköy, Ağırdağ, Kömürcü, Pınarbaşı, Dağyolu, Göçeri, Akçiçek, Şirinevler
	Çatalköy Municipality	Arapköy
Güzelyurt District	Güzelyurt Municipality	Bostancı, Yayla, Güneşköy, Mevlevi, Yuvacık, Zümrütköy, Serhatköy, Şahinler, Gayretköy, Aydıncık, Akçay, Kalkanlı
	Lefke Municipality	Gemikonağı, Yedidalga, Yeşilyurt, Cengizköy, Taşpınar, Çamlıköy, Yeşilirmak, Doğanca, Gaziveren
Iskele District	Iskele Municipality	Kalecik, Boğaz, Bahçeler, Yeşiltepe, Boğaz Tepe, Kuzucuk, Aygün, Sınırüstü, Boğaziçi, Altınova, Ağillar, Topçuköy, Ardahan, Turnalar, Ergazi, Kurtuluş, Yarköy, Ötügen
	Mehmetçik Municipality	Balalan, Kumyalı, Çayırova, Bafra
	Büyükkonuk Municipality	Kaplıca, Kilitkaya, Yedikonuk, Zeybekköy, Sazlıköy, Mersinlik
	Dipkarpaz Municipality	Kaleburnu
	Yeni Erenköy Municipality	Sipahi, Adaçay, Avtepe, Taşlıca, Derince, Yeşilköy, Esenköy, Ziyamet, Gelincik, Boltaşlı, Kuruova

2.1.3 Building Classes

Architectural services are considered under the following four classes:

Class	Description
Class I	Services related to simple structures that assist other engineering disciplines or do not require extensive research. Examples include stone retaining walls, very simple agricultural buildings such as pens and haylofts, simple sheds and auxiliary buildings, transformer structures, simple garages, warehouses, open markets, tea gardens, and similar structures.
Class II	Architectural services for buildings requiring research in terms of art, technique, and economy. Examples include reinforced concrete retaining walls up to 3 m, housing, office or shop-housing buildings up to three floors, detached houses up to 300 m ² , residential/workshop/factory/warehouse facilities with steel trusses up to 15 m spans, petrol stations, and similar buildings.
Class III	Architectural services for buildings requiring significant and broad research in terms of art, technique, and economy. Examples include retaining walls over 3 m, housing, office and commercial buildings over three floors, detached houses over 300 m ² , pools, steel truss workshops/factories/warehouses over 15 m spans, reinforced concrete structures over 7 m spans, hotels and motels, spa and health houses, stadiums and sports halls, hospitals, large libraries and cultural buildings, special large school buildings, universities, radio and television buildings, large patisseries, large industrial buildings, tourist facilities, space-frame structures, and similar buildings.
Class IV	Services related to social housing projects: (a) dwelling units within municipal boundaries with a gross unit area of at most 120 m ² and to be built in one stage; (b) buildings in rural areas outside municipal boundaries with unit areas up to 150 m ² and total area up to 300 m ² , with a maximum of two floors.

2.1.4 Minimum Fee Tariff for Architectural Services

The fee-rate table for project and tender file preparation services, and for professional supervision services, is given below.

For professional supervision services, the ratios are taken as 1.00. Values are percentages.

Building Area	Class I	Class II	Class III	Class IV
0-300	1.20	2.00	2.40	1.20
301-600	-	1.80	2.00	-
601-900	-	1.60	1.80	-
901-1,000	-	1.55	1.34	-
1,001-5,000	-	1.34	1.17	-
5,001-10,000	-	-	1.00	-
10,001-20,000	-	-	0.84	-
20,001-50,000	-	-	0.67	-
50,001-100,000	-	-	0.50	-
100,001-200,000	-	-	0.42	-
200,001-500,000	-	-	0.33	-

For parceling projects, the fee is calculated on the basis of an approximate construction cost equivalent to the estimated cost of roads, sidewalks and drainage works related to the parceling, calculated by multiplying the proposed road area by the parceling unit cost. The fee is calculated using 50% of the coefficient in the Class I building column of the fee-rate table.

For alteration projects, the approximate cost is found by multiplying the estimated alteration cost by two, and the relevant coefficient of the main building class in the fee-rate table is applied.

2.1.5 Authorship

- In a visa-approved project, the right to prepare alteration, subdivision, addition, and repair projects belongs to the former author or authors.
- In mass housing, tourist facilities, and all projects open to future development, including amalgamated lands, authorship is not sought for different buildings on the same land that do not touch each other and are at least 10 feet apart, regardless of the development date.
- An Authorship Authority Transfer is valid only in writing after it is signed by the author architect(s), the architect(s) receiving the authority transfer, and the property owner, and approved by the Board of Directors of the Chamber of Architects.
- In the event of the author's death, authorship rights automatically cease.
- From the date of the appointment document, a member who receives a first appointment from the Public Service Commission loses the authority to prepare free professional projects and loses former authorship rights.
- If more than one architect is a joint author on a single project, each architect has authorship rights over the same project. Any future authorship transfer requires the approval of all author architects.
- For buildings on the same plot that touch each other or are closer than 1.5 m in village-map areas and 3.00 m within municipal boundaries, the authorship right remains with the former author.

- A member's transfer of project authorship authority does not remove responsibility for the building of which the member is author.

2.1.6 Practice for Members Living Abroad or Temporarily Going Abroad

- Members who permanently live abroad are not charged dues. Their membership continues by being frozen; however, due to the disadvantages of permanent residence abroad, they cannot submit projects for visa approval in the TRNC during this period.
- Members temporarily going abroad must submit in writing to the Chamber Board the duration of stay abroad, a power of attorney if they will leave a representative during that period, provided that the representative is from the same profession and a member of the Chamber, and any waiver related to authorship they wish to transfer.
- It should be known that the rights of authors who leave the country without notice and are found to be abroad cannot be protected by the relevant professional chambers. Project submission procedures of members found to be abroad for more than three months are temporarily suspended by the Chamber Board.

2.1.7 Transfer of Supervision Authority

The project author is also the supervision author. However, with the written approval of the employer, the author may transfer the supervision right by an official letter to another member or office registered with the Chamber of Architects. Authorship and responsibility for the visa-approved project continue. Implementation responsibility belongs to the person or office receiving the supervision authority.

2.1.8 Visa References

Regardless of the content of the project, the file submitted to the Chamber Visa Office must include the visa number and date of any visa-approved building or buildings on the land where work will be carried out.

2.1.9 Contracts

- In every type of project file, at least two standard contracts prepared by the Chamber Board must be included.
- Blank spaces in these contracts must be duly completed. No undefined sections may be left.
- If the special conditions section does not state that the project will not go to tender, the file will be examined as a tender file.
- Contract annexes that do not conflict with regulations and by-laws may be attached.
- Contracts must contain the signatures of all parties. The names, titles, registration numbers, seals, addresses, and office names, if any, of the author(s), as well as the employer's full name and address, must be provided. If the employer is an incorporated company or limited company, its seal must also be included. Even if the full address is not provided, at least the city or village must be stated.
- Witnesses should be included in contracts because witness testimony is considered in judicial proceedings.
- For the employer to sign standard contracts, the employer must be the owner or direct shareholder of the relevant land. A shareholder's signature is sufficient for visa purposes, but the permit authority may request waivers from other shareholders.
- After standard contracts are duly completed and signed by the parties, the file must receive visa approval within six months from the registration date at the Chamber Visa Office.

2.1.10 Authority to Sign Standard Contracts When the Employer Is Not the Direct Owner of the Land

- If a representative will sign the standard contracts, an official authorization letter must be obtained from the landowner(s). The power of attorney must authorize the representative to commission project drawings on behalf of the owner for the subject land. The project architect cannot act as representative for this purpose.
- If the land is registered to an estate, the standard contract is signed by the executor(s) whose authority is proven by the estate execution authorization certificate, or by person(s) authorized in writing by the executor(s) together with the relevant certificate.
- For projects to be carried out on land or buildings leased from the State, if the tenant wishes to prepare a project in their own name, the standard contracts may be signed together with the signature of the State institution, provided that an official permission document is obtained from the State authorities.
- For projects that allocation holders wish to carry out on allocated land or buildings, the allocation holder may sign the standard contracts if written permission is obtained from the relevant State institution.
- For social housing projects to be carried out with a Social Housing Land Entitlement Certificate, the right of the beneficiary to sign the standard contract exists only if the project commissioned by the beneficiary is approved by the Social Housing Unit.

2.1.11 Submission Order for Files of Different Content

- New construction, addition, alteration, restoration, fencing, and garden wall projects to be carried out at the same time on the same land or lands may be submitted to the Visa Office in a single file and under a single contract.

- If a survey is required for existing building(s) on the same land or lands, the survey project is first prepared in a separate file. After the survey project receives visa approval, the surveyed buildings are shown as 'existing' in the subsequently prepared file.
- Building subdivision projects are carried out after the subject building(s) receive Final Approval and are submitted as a separate file with the signature of a single architect.

2.1.12 Title Deed Site Plans

- Title deed site plans included in project files must first and absolutely match the title deed or deeds.
- According to the content of the project, a certain number of the title deed site plans required by the permit authorities must be originals and the remainder photocopies.
- Buildings marked on original title deed site plans but not registered on the title deed are either illegal buildings, in which case the procedure is explained in previous sections, or they do not exist on site. If they truly do not exist, the author must clarify this situation in the statistical form.

2.1.13 Number of Title Deed Site Plans Required by Municipalities and District Offices According to Project Type

Abbreviations: **o.c.** = original copy; **p.c.** = photocopy; **t** = total; **pcs** = pieces.

Note: Since one copy will remain in the Joint Visa Office archive, the number of copies has been increased by one.

Authority	New Construction	Addition	Alteration	Parceling	Fencing/Garden Wall	Survey	Building Subdivision
Nicosia Municipality	2 o.c. + 5 p.c. = 7 pcs	2+5=7	2+5=7	2+7=9	2+5=7	2+5=7	2+5=7
Famagusta Municipality	6 o.c. + 1 p.c. = 7 pcs	6+1=7	6+1=7	6+1=7	6+1=7	6+1=7	6+1=7
Kyrenia Municipality	6 o.c. + 1 p.c. = 7 pcs	6+1=7	6+1=7	6+1=7	6+1=7	6+1=7	6+1=7
Nicosia District Office	8 o.c. + 1 p.c. = 9 pcs	8+1=9	8+1=9	8+1=9	4+1=5	4+1=5	8+1=9
Famagusta District Office	7 o.c. + 1 p.c. = 8 pcs	7+1=8	7+1=8	7+1=8	4+1=5	7+1=8	7+1=8
Kyrenia District Office - Village Municipalities	7 o.c. + 1 p.c. = 8 pcs	7+1=8	7+1=8	8+1=9	4+1=5	4+1=5	4+1=5
Kyrenia District Office - Villages	6 o.c. + 1 p.c. = 7 pcs	6+1=7	6+1=7	8+1=9	4+1=5	4+1=5	4+1=5
Lefke Municipality	3 o.c. + 5 p.c. = 8 pcs	3+5=8	3+5=8	3+5=8	3+5=8	3+5=8	3+5=8
Gönyeli Municipality	3 o.c. + 3 p.c. = 6 pcs	3+3=6	3+3=6	8+1=9	3+3=6	3+3=6	3+3=6

2.1.14 Some Rules to Be Followed in All Project Files

- Except for reports, estimates, quantity surveys, tables, and operations on title deed site plans, no hand-drawn lines, handwriting, or handwritten numbers are accepted on projects.
- All elevation levels in projects, which are rough-construction levels, are given in metres, for example +3.20 and -0.50. Dimensional measurements are given in centimetres. Only in land subdivision and parceling projects are measurement units feet and square feet.
- Architectural letters and numerals must be right-angled. Attention must be paid to line character, line thickness, and the proportions of letters and numerals.
- Corrections must be made on the original or in digital format and copies must be taken thereafter. Corrections by pen, correction fluid, pasting, scraping, or similar methods on copies are not accepted.
- Every sheet must have a legend; the site-plan sheet must have a standard legend. When sheets are folded, they must be in A4 format and the legends must remain readable. Office names, if any, are included in the standard legend. The standard legend is completed on the original sheet by template, and the project content is written in it. On the site-plan legend, names of engineers from other disciplines are written, but only the architectural author(s) sign.
- Legends on other sheets must include at minimum the employer's name, general file content, name, surname, title and registration number of the author architect(s), office names if any, sheet content, sheet number, scale or scales.
- Sheet numbers begin with the site-plan sheets. If the total number of architectural sheets is eight, they are numbered M 1/8, M 2/8, etc.
- All legends on all sheets are signed only by the author architect(s). Signatures are placed on the copies.
- Drawing standards must comply with internationally accepted standards.

- Project files are special files obtained from the Chamber Visa Office. The order of documents and information in files is explained in later sections.

2.1.15 Documentation of Family Relationship in Family-Service Files

- Where family service is involved, the family relationship document defined in the legislation must be included in the file.
- The family service is written in the author-fee section of the contracts and in the special conditions section of the statistical form, for example as 'architectural family service.' The definition of family includes the architect, spouse, children, the architect's and spouse's parents, and siblings of the architect and spouse. The Visa Office secretariat stamps the relevant sheets with the 'Family Service' stamp.
- Family service applies only in proportion to the share(s) of the person(s) falling within the family definition in the property document.
- The personal authority of the author to provide family service is also granted to the author's registered office.
- Family service is not applied in commercial projects.
- Projects containing family service are not exempt from visa fees.

2.1.16 Visa Practices for State Social Housing Projects and Land Entitlement Certificates

- Additions and/or alterations to social housing projects given by the State to citizens in rural areas are possible only with a permission letter from the Social Housing Unit. Otherwise, if large-scale alterations or additions are involved, the entire project including the existing part is treated as a new project under visa conditions.
- Projects prepared with a Social Housing Land Entitlement Certificate, or projects approved by the Social Housing Unit for the beneficiary, may be drawn and implemented after being visa-approved under visa conditions.

2.1.17 Submission of Change Projects for Files That Have Visa Approval but No Building Permit

- If an employer requests a change or addition in a project file that has obtained visa approval but not yet a building permit, except for requests of the permit authorities or changes of function/major changes, the previously visa-approved project file is brought to the Visa Office for cancellation. The cancellation is carried out by Visa Office staff, and the subject project is treated as if it were submitted for the first time with a new file.
- If the contract in the cancelled file has not expired, unit costs from the former contract period may be used in the new contracts. If the period has expired, current unit prices are used.
- The references of the previously obtained visa are given in the references section of the statistical form. In the requirements program, with reference to those visa references, it must be stated what was changed before obtaining a permit according to the former project. New contracts and statistical forms are included in the file.
- If the new project area has not increased, 25% of the visa fee calculated under current conditions is charged. If there is an increase, the normal visa fee is calculated for the additional area and added to the other fee.

2.1.18 Alteration Procedures for Files That Have Visa Approval and Building Permit

- If changes are requested in a project that has received visa approval and building permit, the file is considered within the scope of an alteration project.
- In project files involving changes that do not affect the essence of the project, the former term 'as-built' is not used alone. Such files, if submitted by the author(s), are submitted under the title of alteration project and by using alteration project technique. After explaining the content of the alteration in the requirements program section of the contracts and the statistical form, the term 'as-built' may be written. In regions subject to orders, such projects must receive Planning Approval.
- An alteration project file must include the site plan with standard legend and sections. Other sheets are included only if they are affected by the alteration.
- Changes to projects that are licensed but do not have visa approval, after seeing the permit certificate, are also alterations. In such files former authors are not necessarily required, but permit documents for existing buildings are requested.

2.2 Principles for Submitting and Collecting Project Files at the Visa Office

Project files may be delivered to or collected from the Visa Office by the architectural author(s) of the project or by persons authorized in writing by them on a project basis. When a file is submitted to the secretariat, a record is kept. The record includes the employer's name and surname, the name of the author(s) or office, the name of the authorized person carrying the file, and entry and exit dates. A receipt is given to the member. This procedure is repeated at every entry and exit of the file. Authors should avoid creating situations in which the employer directly addresses Visa Office personnel. Files submitted to the Visa Office are given to the property owner only with written approval of the members; otherwise property owners are not addressed regarding this matter.

2.2.1 Scale in Application Projects

- The scale in application projects is 1/50.
- For projects that do not fit on sheets of 70 cm x 100 cm, use of 1/100 scale is subject to approval by the Chamber Board.
- For site plans, depending on the ability to fit the whole land on a 70 cm x 100 cm sheet, 1/100, 1/200, or 1/500 scales may be used.
- The scale of the stair system project is 1/20.
- Scales for details in tender files are explained in the relevant section.
- In building alteration projects, 1/50 or 1/100 scales may be used.

2.2.2 Processing Title Deed Site Plans in the File

- To be official, title deed site plans must bear the original stamp and date of the Land Registry Office on the back.
- In the submitted project file, all structures on which work will be carried out are shown in red; structures on which no work will be carried out, if any, are shown in blue. For example, additions, alterations, fencing, pools, etc. are shown in red. If another structure exists on the land and no work is carried out on it, it is shown in blue. Buildings subject to subdivision or survey drawings are shown in red even if no physical work is carried out.
- Distances of new or added structures to boundaries and distances between structures are given in harmony with the site-plan dimensions.
- Plots within the project scope that touch one another must be amalgamated. A red 'clef' mark is placed on the shared boundary of lands to be amalgamated on title deed site plans. Amalgamation must be completed by final approval stage.
- Private properties may be amalgamated upon joint request of the parties.
- Private property cannot be amalgamated with vakif or state property; therefore private owners cannot benefit from land-use percentages, roads, or rights of way by including vakif or state property.
- For a road to be officially accepted as existing, it must be shown on the title deed site plan, have frontage to the subject land, and be written on the title deed.
- If roads appear on title deed site plans and title deeds but do not touch a public road, the Chamber Board decides the visa procedure.
- The title-deed definition 'road beyond the water channel' is considered to give the subject plot frontage to the road.
- If a right of way in favor of other lands is written on the title deed, it must be shown to remain completely free, for example when fencing or garden wall work is proposed.
- Rights of way are not processed on original title deed site plans because they are usage rights, not separate property or roads.
- Only one dwelling may be built using a right of way. No public building, even a single one, may be built.
- In land subdivisions, all proposed division lines, numbers, letters, and dimension lines are expressed in red on title deed site plans.

2.2.3 General Technical Specification for Building Works

- Blank sections of the specifications obtained from the Visa Office clerical staff are duly completed.
- On the back page, the number of persons served by the septic tank and the number of tanks are stated.
- Completion of the quantity-summary section on page 18 is not mandatory.
- The General Technical Specification for Building Works is not required in survey projects or building/land subdivision project files.

2.2.4 Quantity Survey and Estimate

- In alteration project files, a quantity survey and estimate describing works to be carried out and demolished is included as the basis for project fees.
- The figure used as the basis for fees is twice the amount found by the quantity survey and estimate.

2.2.5 Site Plan Sheets

1. Site plan sheets must have a standard legend completed on the original. A separate legend is not required on this sheet; if the file is prepared by one or more offices, office information is given.
2. The plan must show north direction, prevailing wind direction, road-axis levels at both ends and midpoint of road frontages, lower and upper sidewalk levels, natural land levels, and project setting-out levels including ramps, platforms, courtyards/lightwells, terraces, retaining walls, roof eaves, ridge levels, terrace levels, and other relevant levels.
3. Road setback lines and existing buildings, if any, are drawn. Existing buildings are labelled, and if visa-approved, their visa numbers, footprint areas, and total areas are given.
4. Existing buildings are related dimensionally to proposed buildings.

5. Existing and proposed fencing or garden walls, movements, gates, dimensions, materials, and levels are shown; garden gate dimensions are given.
6. Visible plinths, manholes, septic tanks, soakaway pits, and connections are shown properly.
7. If connection to the regional sewerage system is proposed, the wastewater line up to the road is drawn and the phrase 'goes to sewerage' is written.
8. Different floor-surface materials shown on the site plan are clarified.
9. Drawn forms are dimensioned.
10. Distances of proposed structures to boundaries, to one another, and to existing structures are given.
11. For site setting-out of new buildings, distances to boundaries from at least two different sides are given, considering cantilever ends and foundation positions included in area calculations.
12. When dimensioning from boundaries, clear corner stones are used as reference; dimensions along the boundary locate a point from which a perpendicular dimension to the building is given.
13. Diagonal dimensions are used only for triangulation. For circular forms, the center is defined by intersection of dimensions from two fixed site points; center points must be coded on the site plan and used as references in application plans.
14. Structural parts below ground and not directly visible are shown with dashed lines.
15. At least two schematic sections are included on site plan sheets, showing building-land relationship, relationship between buildings, heights, floor levels, land level, and section names.
16. In multiple applications of identical types, identical buildings are coded A1, A2, A3; buildings different from Type A but repeated among themselves are coded B1, B2, B3.
17. Application sheets for Type A show only TYPE A beside the legend; Type B sheets show only TYPE B.
18. Single buildings outside the typology are identified by function name or another code system.
19. Each different block in typology is treated as one unit; a symmetrical block is coded as a separate unit.
20. The clef marking for lands to be amalgamated on title deed site plans is also shown here.
21. Parcel numbers are written on parcels in the site plan and in the table in the standard legend.
22. Buildings proposed for future construction within a master plan are shown with dashed lines and labelled 'proposed future buildings'.
23. Road setback lines, sea setback lines, and similar lines are shown, dimensioned, and labelled.
24. In addition and alteration projects, existing, altered existing, and new parts are distinguished in site plans and sections by drawing technique and written explanation.
25. The benchmark level serving as basis for building heights is always determined by the competent permit authority.
26. Roof slopes and rainwater pipe positions are indicated on site plans.
27. If a 1/500 site plan is insufficient due to scale, buildings may additionally be shown at 1/100 or 1/200 in site-plan form, related to the main site plan.
28. When preparing a site plan, arrangements that will avoid problems if subdivision arises later must be considered.

2.2.6 Plans

1. Each different floor plan is given separately.
2. For identical floors the term 'typical floor plan' is used. Terms such as 'normal floor' or 'upper floor' are not used. Floor plans may also be identified by codes.
3. When an upper floor plan is given, elements visible on the lower floor plan are also drawn.
4. The stair tower plan is given separately.
5. The axis system is shown properly on plan sheets.
6. For circular forms, center positions are determined by X and Y dimensions from the axis system.
7. Letters and numerals are proportional to project scale and size.
8. Continuity of internal dimension lines is particularly observed.
9. External dimensioning has four rows on each side: openings/solids, block movements, axis dimensions, and total building length.
10. All dimension-line intersections are emphasized with clear points or 45-degree marks. Dimensions are arranged to be readable when looking toward the drawing.
11. Line weights show cut elements as thickest; elements in elevation are thinner according to distance. Projections are dashed, axes are dot-dash.
12. Section lines and directions are drawn with letter or number codes; at least one section must cut through the stair longitudinally.
13. In stair drawings, steps above the section line are dashed for initial stairs; in typical stairs only lower steps are shown with their own numbering. Different stairs receive different numbers. Steps between floors start from number 1, and summary information is given, e.g. M1-18x17/26. The stair arrow starts at the first riser and ends at the last riser.
14. Movable furniture is not shown. Only fixed building elements, horizontal and vertical wastewater installation, first manholes on ground-floor plan, and rainwater pipes are shown.
15. Doors, windows, and similar joinery are dimensioned on axis lines.

16. Joinery is expressed with precision required by the scale and according to operation.
17. The rough upper level of each different floor is given. In typical floors all floor levels including intermediate landings are given.
18. Room finish/material tables and areas are given for each different part.
19. The gross area of the floor is written in a suitable place on the sheet.
20. If an addition to an existing building is involved, gross areas of existing and addition parts are separately given.
21. The plan name and scale are written below the plan.
22. Different elements such as reinforced concrete walls, stone, stone cladding etc. are clarified by line and text.
23. With the plan cut plane accepted at 1.70 m, upper windows, wall cabinets, eaves, cantilevers etc. above that height are shown as dashed projections. Fireplaces are shown in plan despite the 1.70 m principle; stair landings may be expressed flexibly to provide maximum information.
24. In addition and alteration projects, plan sheets include an alteration template. Additions and alterations are shown according to this template.
25. Under the alteration template there are three expressions: existing, demolished/cancelled, and added. 'Added' does not only mean area increase; every new proposed line in the existing building is treated as an addition.
26. The term 'altered' is not written on drawings; drawing technique and template express it. Altered parts are presented in known plan order.
27. Changes in room areas due to alteration must be considered. If the building grows, the entire added part is shown by the template technique.
28. Where addition causes alteration to the existing building, the same arrangement is used; for example, if the lower floor ceiling is altered to access an upper floor by stair, the lower floor plan is also given.
29. If an addition is made to a building, the plan of the building receiving the addition is provided in writing.
30. If the distance between a proposed building and an adjacent existing building is under 3 m in 1/2500 and 1/500 map areas or under 1.5 m in 1/1250 and 1/1000 map areas, the plans of existing buildings are shown to prevent negative effects under planning legislation.
31. Such requested existing plans are simplified plans showing spaces, names, door-window positions, dimensions to the proposed building, gross area, and indication that they are existing.
32. If no outward enlargement is made under columns supporting a licensed upper floor, the procedure is alteration and is expressed using alteration technique.
33. In buildings with sitting roofs, the roof plan is included among architectural sheets. Roof plans without reinforced concrete slabs are also included among architectural sheets.
34. In roof plans, axes and underlying slabs, beams, wall ties etc. are shown with lines and levels; rising parts such as chimneys and towers are given in plan and dimensioned.
35. All roof construction elements such as sleepers, posts, purlins, ridge purlins, braces, tie beams, fascia boards etc. are described with intermediate dimensions, sizes and levels.
36. Levels for rafters are their bearing points.
37. At least one roof section at the same scale is included on the same sheet.
38. Roof elements in section and section-elevation are expressed according to architectural rules with levels, dimensions and sizes.
39. Roof covering layers are shown in a part of the roof plan that does not obscure the underlying structure.
40. If the roof plan is combined with a reinforced concrete system, rainwater pipe positions are shown on the plan.

2.2.7 Sections

1. Elements cut by the section plane shown on plan and elements visible in the viewing direction are shown with scale-appropriate precision.
2. At least two sections are included in files, and at least one must cut the stair longitudinally.
3. Sections should be taken through parts that best describe the building and are identified by plan codes.
4. Different floor layers, floor and landing levels, inclined parts, parapets, handrails, intermediate slabs, retaining walls, shear walls, plinth, garden surface and soil levels, and underside-of-rafter levels are given.
5. Internal building heights are given on vertical dimension lines both in parts and total.
6. Space names are given. Expression techniques used in plan are also used in sections.
7. Elements in section-elevation are expressed properly and realistically. Tiled surfaces, fixed building elements, and materials such as reinforced concrete, lean concrete or brick are distinguished. Floor layers cut by the section are shown with line, description and dimensions.
8. If there is contact with an existing building, the existing part is indicated by text and line technique and relationships are shown.
9. Arrangements required in the existing building due to an addition are expressed by line, text, level and explanation.
10. In sitting or load-bearing roofs, eave parts cut by the section and visible in elevation must be distinguished.
11. Rainwater gutters in section and rainwater pipes visible in elevation are shown properly.

12. Building movements entering section-elevation but not appearing on elevations are dimensioned.
13. In addition and alteration projects, existing, demolished/cancelled and added parts are expressed with the same template technique used in plans.

2.2.8 Elevations

1. Elevations are named according to direction or according to their sides relative to the entrance.
2. Elevations are given with precision required by the scale.
3. Façade cladding material layers are written clearly; for example, not only 'roughcast plaster' but also underlying material layers are explained.
4. Plaster returns, railings and other distinct elements are clarified.
5. Façade movements, rough floor levels, parapet levels, soil, plinth top and rough levels are related to horizontal section lines.
6. Façade movements are clarified with dimensions.
7. Arches are shown by giving center heights and radii based on rough floor levels; for depressed arches the center may fall outside the façade.
8. Openings of façade joinery are shown: sliding directions by arrows and hinged leaves by diagonal dashed lines.
9. Horizontal and vertical rainwater elements, wastewater pipes, ventilation pipes and similar elements are shown.
10. Balcony and terrace railings are drawn according to their actual form and their materials are explained in writing.
11. Since elevations are a kind of sectional view, garden elements entering the section plane are clarified by lines and text.
12. Structural parts below soil and not directly visible on elevations are shown with section lines and rough floor levels.
13. In projects involving only additions, existing and added parts must be distinguished by text and drawing.
14. No shading is applied on elevations; trees, cars or similar elements that obscure elevation expressions are not shown.
15. In addition and alteration projects, the template technique used in plan sheets is also valid for elevations.

2.2.9 Stair System Detail

1. Each different stair in application projects is identified by its plan code and given separately as 1/20 scale plan and section with scale precision.
2. Each different stair floor plan is given separately. Identical ones are given as typical stair floor plans, but all rough levels of landings are written on the landings.
3. Axis system, all dimensions required for application, step numbers and summary step information are given properly.
4. Expression of steps above the stair section line is as explained in the Plans section.
5. Section lines are shown properly in plans.
6. In sections at the same scale, different parts are fully given; for example basement, ground, typical floor and roof-floor stairs are shown longitudinally and as a whole. All landing rough levels are written on the landings.
7. Vertical height dimensions are given in sections.
8. Step finishes, railings, handrails and posts are clarified with dimensions and materials.
9. All building elements entering plan, section and section-elevation, whether related to the stair or not, including plaster, joinery, tiled surfaces and fixed elements, are shown properly.
10. The structural system is distinguished in plans and sections.
11. The beginning and end of the stair arrow, and measurement of the center and radius in spiral stairs, follow the rules described in the Plans section.

2.2.10 Requirements for Tender Files

Depending on project content, the following are required in addition to other required documents:

- Special Technical Specification.
- Administrative Specification.
- Summary quantity survey forming the basis of the estimate.
- Estimate Summary; not required for Class I and Class IV buildings.
- Details:
 - roof details at 1/5 scale and partial 1/10 sections; for Class I only 1/5 details, for Class IV only 1/10 details.
 - System details: 1/20 partial plans and sections.
 - Stair details: 1/5 step section-elevation; not required for Class I and IV; for Class II and III only 1/5 detail is required. 1/1 anchorage detail.
 - Joinery details: 1/50 plan, section and elevations converted into a key sheet; not required for Class I and IV, required for Class II and III. 1/1 details are required only for Class III.

Other details are drawn at the supervision stage according to the architectural character of the building.

Attention: The author's responsibility is limited to the services provided. If more detailed details or drawings are requested, their fee is paid separately.

2.3 Information on Subdivisions

- 2.3.1 Land subdivision - measurements in feet and square feet.
- 2.3.2 Building subdivision - measurements in metres and square metres.
- 2.3.3 Subdivision of land and building together - measurements in feet and square feet.
- 2.3.4 Subdivision in attached-order and village-map areas - scale in feet and square feet.

A) 2.3.1 Land Subdivision

A1. 2.3.1.1 Field subdivision applies in rural areas outside development and tourist regions, on lands without buildings, where after subdivision the smallest parcel is not smaller than 5 dönüm in dry agricultural land or 1 dönüm in irrigated agricultural land, and in 1/2500 or 1/5000 map areas.

- Subdivision is carried out on title deed site plans.
- All proposed writing, numbers and lines are shown with red Indian ink at 0.2 mm thickness.
- On the plan, each parcel number, division lines, dimensions, road-frontage lengths if any, road width if a proposed road exists, and setback line if any are expressed by text, lines and dimensions.
- A table drawn on title deed site plans gives the area of each unit, road-frontage length if any, and area given to the road or setback. The project name is written at the head of the table.
- The author writes name, surname, title and registration number on the title deed site plan and signs it. If prepared by an office, the office seal and authorized signature are included. If a previous architectural author exists, an authorship authorization certificate is mandatory.

A2. 2.3.1.2 Parceling: In rural 1/2500 or 1/5000 map areas containing construction, these subdivisions are parceling projects regardless of whether the area is a development region. In parceling projects not requiring green area, the architect may act with a single signature.

- Parceling is carried out on title deed site plans as described in A1, but existing structures are shown in blue.
- Distances from existing structures to the nearest proposed subdivision lines are also given.
- If green area arrangement exists, the green area is shown. In this case dual authorship is required.
- The author writes on title deed site plans: 'For the attention of the Land Registry Officer! For detailed information, see the site plan at scale ...'.
- Depending on project size, the 1/100, 1/200 or 1/500 site plan contains a standard legend.
- For every existing building, footprint and total area are written in square feet. Dimensions on title deed site plans and the site plan are again in feet.
- Distances of buildings to proposed subdivision lines are given; parcel numbers and green areas, if any, are also shown. No color is used in site-plan drawings.

A3. 2.3.1.3 Land subdivision within development regions in 1/2500 and 1/5000 map areas is carried out directly under parceling conditions. Requirements are as described in A2; however, parceling projects without buildings do not require an additional site plan.

A4. 2.3.1.4 Re-subdivision of lands previously subdivided under parceling conditions is again carried out under parceling conditions, as described in A2 and A3.

Important Notes for Parceling Procedures

- The distance between an existing building and a proposed subdivision line may not be less than 10 feet.
- The total footprint and/or total areas of buildings remaining within the proposed land may not exceed the building-to-plot ratio specified in legislation applicable to that region.
- Auxiliary buildings may be tangent to proposed boundaries, but foundations and eaves may not extend into the neighboring proposed plot. Rainwater, gutters and pipes may not flow to or extend to the other side. Auxiliary building windows or doors may not open to the other side. If an auxiliary building is tangent to the proposed boundary, the author must state in the requirements program section of the statistical form that the above adverse conditions do not exist on site.
- In Order regions and areas with development plans, after areas given for setback and/or road are deducted, if the remaining land, regardless of number of parcels, exceeds 72,000 square feet in the Kyrenia colored zone or 56,000 square feet in other regions, 10% of the land is arranged as green area according to the opinion and proposal of the Town Planning Department.
- Parceling projects requiring green areas require dual authorship: architect and civil engineer.

B) 2.3.2 Rules for Building Subdivision

- In building subdivisions, even if the sections belong to the same person, each section that will receive a different title deed is shown with a different color or with the same color and different pattern.
- Numbering together with color prevents confusion.
- This color legend and the numbers are given on site plans. It is sufficient for the legend to identify common use.
- According to the color legend, site plan and sections, all floor plans, sections and elevations, and stair tower plan are colored.
- For building subdivision, the building(s) to be subdivided must have a Final Approval Certificate.
- Current unit prices are used in the standard legend on the site plan.
- Auxiliary buildings are either in common use or may belong to one or more shareholders.
- If the building(s) to be subdivided are recorded on the title deed, a Final Approval Certificate is not separately required. These are projects prepared by a single architect-author.

B1) 2.3.2.1 Apartment-Type Subdivision

- Apartment-type subdivision is used for multi-storey buildings with at least two floors that may have separate ownership.
- Roofs, lightwells, common-use storage, laundry rooms and similar spaces, stairs, elevators, corridors, halls, parking areas and courtyards are shown as common use in a different color.
- If the land is large and many apartment buildings are subdivided, the entire land is shown as common use for all apartment residents, while the roof and common parts of each apartment belong in common ownership to the owners of that apartment.
- If there is a single apartment on the top floor and the adjacent terrace is to be given for use of that apartment, the terrace is hatched both in common-use color and the apartment color, and the template states that it is allocated for that apartment's use.
- In buildings at different levels, if the upper floor is ventilated through or uses the terrace or roof of the lower one, ownership remains common use even if use is defined for the upper unit.
- Connections between common-use areas cannot be broken.
- In detached-order areas, parts within 10 feet of boundaries are treated as common use. In village areas, where there is setback from the boundary, parts within 5 feet up to three floors are common use. For village buildings of four or more floors, this distance is 10 feet.
- Multi-storey buildings may be subdivided with partial approval certificate; details are given in Ministry of Interior Circular No. 1/2008 under the Laws, Regulations and By-laws file.

C) 2.3.3 Subdivision of Land Together with Buildings

C1. 2.3.3.1 Land on which buildings that are independent in use and mass and have building permits are located may be subdivided. For visa purposes, it is sufficient to provide visa references for the buildings shown on the land. If the buildings are also to be recorded on the title deed, all buildings are leveled on the site plan and, for each different building type, colored plans, sections and elevations are provided to complete subdivision.

C2. 2.3.3.2 Buildings independent in use but close in mass in detached-order areas may be subdivided together with their lands under certain conditions: if they are connected, if legal doors/windows compliant with Chapter 96 exist except those facing the proposed line, if WCs or kitchens under 9 m² face the subdivision line and distance to boundary is not less than 4 feet, if each side satisfies its land-use percentages, road frontage and no common uses remain, and if Final Approval Certificates exist. If different buildings have different authors, the owner may work with the author of the building they choose without obtaining authorization from other authors. Plans, sections and elevations showing both sides are colored differently. The procedure may apply to two or more touching buildings. Even if such buildings are apartment-type, the same procedure is used to show that land and buildings may be subdivided.

D) 2.3.4 Subdivision in Attached-Order and Village-Map Areas

- In subdivision of empty land in attached order, the competent authority may determine the minimum plot area.
- In village-map areas, the minimum plot area in subdivision of empty land should not be less than 2,152 square feet.
- In subdivision of large land containing licensed buildings in attached-order map areas, the distance from windows or doors facing the proposed boundary must be 10 feet from habitable-space windows or proposed door surfaces, and at least 5 feet from WC or kitchen windows/doors where the kitchen is smaller than 9 m².
- If Chapter 96 rules are fulfilled, 100% of land containing a building may be covered by building.
- In village-map areas containing legal buildings of at most three floors, windows or doors facing the proposed boundary may not be closer than 5 feet, except where the same spaces have legal ventilation from another side.
- In subdivision, the length of the windowless wall of the existing structure abutting the proposed boundary may not exceed 60% of that façade.
- The existing structure may not exceed 60% of the land on which it is located.

- In village-map areas, buildings with four or more floors must be set back 10 feet from all boundaries.
- For subdivisions described in Section 2.3.4, seeing the building permits is sufficient, but visa references are requested if available.
- When buildings are to be recorded on the title deed or subdivision for condominium ownership arises, the Final Approval Certificate is requested together with visa references.

3. GENERAL RULES - SECTION C

3.1 Services and Documents Required According to Project File Content

The following project file types are addressed: Survey and restoration projects; new construction projects; additional construction projects; addition and alteration projects; alteration projects; land subdivision/parceling projects; subdivision of land together with building; apartment-type subdivision projects; fencing and/or garden wall projects.

Reminder: In application projects, the scale is 1/50. Only the Chamber Board may decide that the scale may be 1/100 in projects that do not fit on 70/100 cm sheets.

A. Survey and Restoration Projects

- Planning approval files and corrected original sheets are required in Order regions and regions with development plans.
- A letter from the mukhtar confirming that the building was built and completed before 6 November 1981 is required; buildings, land references and owners must be described.
- Visa references of existing visa-approved buildings on the same land, property documents, condition report, standard contracts, statistical form, title deed site plans, site plan, plans, sections and elevations are required.

B. New Construction Projects

- Planning approval file and certificate are required where applicable.
- File compliance with planning approval, other legislation, general rules, and drawing standards is checked.
- Property documents, standard contracts, statistical form, general technical specification, title deed site plans, site plan, plans, sections, elevations, system details, stair system details, and additional tender documents according to building class are required.

C. Additional Construction Projects

- Planning approval and compliance are required where applicable.
- If the existing building has a different author, written permission is required.
- Property documents, standard contracts, statistical form, general technical specification, title deed site plans, and drawings distinguishing existing and added parts under a template are required.

D. Addition and Alteration Projects

- Planning approval and compliance are required where applicable.
- If the existing visa-approved building has different authors, written permission is required.
- Existing, addition and cancellation/demolition must be distinguished under a template on the relevant drawings.
- Site plan, plans, sections, elevations, system detail and stair system detail are submitted in the required copies.

E. Alteration Projects

- Planning approval and compliance are required where applicable.
- The content of the alteration must be explained in contracts and statistical forms.
- Existing, cancelled/demolished and added elements must be distinguished by drawing technique and template.
- Only sheets affected by the alteration are included, with site plan and sections where required.

F. Land Subdivision / Parceling Projects

- Planning approval and compliance are required where applicable.
- Property documents, standard contracts, statistical form, table and required title deed site plans are included.
- For field subdivision outside Order/development-plan regions and rural lands without buildings, the relevant title deed site plan and table are submitted.
- For parceling where buildings exist, permit documents or visa references are provided, together with title deed site plans, table and site plan where construction exists.

G. Land Subdivision Together with Building

- Planning approval file and certificate are required where applicable.
- Final Approval Certificates for existing buildings, visa references if any, property documents, standard contracts, statistical form, colored site plan, plans, sections, elevations and required title deed site plans are included.

H. Apartment-Type Subdivision

- Planning approval is not required in Order and development-plan regions.
- Compliance with other legislation, general rules and drawing standards is checked.
- If buildings are not registered on the title deed, Final Approval Certificates are required.
- Visa references, author permission where applicable, property documents, contracts, statistical form, title deed site plans, site plan, plans, sections and elevations are required.

I. Fencing and/or Garden Wall Projects

- Planning approval and compliance are required where applicable.
- Visa references of existing buildings if any, property documents, standard contracts, statistical form, title deed site plans, general technical specification, site plan and 1/20 details are required.

4. GENERAL RULES - SECTION D

Formats Showing Required Information and Documents for Different File Types Submitted to the Visa Office

FORM.1

Page No:

Date:/...../.....

NEW CONSTRUCTION PROJECT

(Non-Additional Construction)

For regions covered by Planning Orders and Development Plans: A project file approved by the Planning Authority, including the Planning Approval Certificate and approved project drawings.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other relevant legislation, General Rules, and drawing standards.		
If there are existing approved buildings within the same property, the relevant visa references.		
Property Deed Document(s)		
Standard Agreements		Minimum 2 Copies
Statistical Form		1 Copy
General Technical Specifications of Construction Works		2 Copies
Title Deed Site Plans		See General Rules Section
Original Copies		... Copies
Photocopies		... Copies
Total	 Copies
The architectural sheets listed below shall be submitted in 3 copies for constructions within Organized Industrial Zones, touristic structures, and buildings located within Walled City areas.		
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500	2 Copies
Floor Plan(s)	1/50	2 Copies
Sections	1/50	2 Copies
Elevations	1/50	2 Copies
System Detail	1/20	2 Copies
Staircase System Detail	1/20	2 Copies
For additional requirements requested according to building classification in tender files, please refer to the General Rules Section.		

ADDITIONAL CONSTRUCTION PROJECT

(The file shall be organized under this definition.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
Visa references of the existing building or buildings.		
If the authors of the existing approved structure affected by the addition are different persons, written permission from them is required.		
Property Deed Document(s)		
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
General Technical Specifications of Construction Works	2 Copies	
Title Deed Site Plans	See the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
The architectural drawings listed below shall be submitted in 3 copies for constructions within Organized Industrial Zones, touristic structures, and buildings located within Walled City areas.		
THE EXISTING STRUCTURE AND THE ADDITION SHALL BE DISTINGUISHABLE IN THE DRAWINGS BELOW.		
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/50 scale	2 Copies
Sections	1/50 scale	2 Copies
Elevations	1/50 scale	2 Copies
System Detail	1/20 scale	2 Copies
Staircase System Detail	1/20 scale	2 Copies
For additional requirements requested according to the building classification in tender files, please refer to the General Rules Section.		

RENOVATION PROJECTS

(The file shall be organized under this definition.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
Visa references of the existing building or buildings.		
If the authors of the existing approved structure affected by the renovation are different persons, written permission from them is required.		
Property Deed Document(s)		
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
General Technical Specifications of Construction Works	2 Copies	
Title Deed Site Plans	See the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
The architectural drawings listed below shall be submitted in 3 copies for constructions within Organized Industrial Zones, touristic structures, and buildings located within Walled City areas.		
IN THE DRAWINGS BELOW, THE EXISTING STRUCTURE, ADDITIONS, AND DEMOLITIONS SHALL BE CLEARLY DISTINGUISHABLE.		
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/50 scale	2 Copies
Sections	1/50 scale	2 Copies
Elevations	1/50 scale	2 Copies
Staircase System Detail	1/20 scale	2 Copies
For additional requirements requested according to the building classification in tender files, please refer to the General Rules Section.		

ADDITIONAL CONSTRUCTION AND RENOVATION PROJECT

(The file shall be organized under this definition.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
Visa references of the existing building or buildings.		
If the authors of the existing approved structure affected by the additional construction and renovation are different persons, written permission from them is required.		
Property Deed Document(s)		
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
General Technical Specifications of Construction Works	2 Copies	
Title Deed Site Plans	See the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
The architectural drawings listed below shall be submitted in 3 copies for constructions within Organized Industrial Zones, touristic structures, and buildings located within Walled City areas.		
IN THE DRAWINGS BELOW, THE EXISTING STRUCTURE, ADDITIONS, AND DEMOLITIONS SHALL BE DISTINGUISHED UNDER A SINGLE TEMPLATE.		
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/50 scale	2 Copies
Sections	1/50 scale	2 Copies
Elevations	1/50 scale	2 Copies
System Detail	1/20 scale	2 Copies
Staircase System Detail	1/20 scale	2 Copies
For additional requirements requested according to the building classification in tender files, please refer to the General Rules Section.		

SURVEY DOCUMENTATION PROJECT

(The file shall be organized under this definition.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
A letter from the village headman (Mukhtar) confirming that the building or buildings for which the survey documentation project is prepared were constructed and completed before November 6, 1981. The buildings shall be identified, and land references together with property owners shall be specified.		
If there are existing approved buildings within the same property, the relevant visa references must be provided.		
Property Deed Document(s).		
Condition Assessment Report related to the building or buildings.		
Required Documents	Quantity	
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
Title Deed Site Plans	See the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/50 scale	2 Copies
Sections	1/50 scale	2 Copies
Elevations	1/50 scale	2 Copies

LAND SUBDIVISION PROJECT TOGETHER WITH BUILDING

(The file shall be organized under the definition “Building and Land Subdivision”.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
Final Approval Certificate(s) of the existing building or buildings.		
If available, visa references of the existing building or buildings.		
Property Deed Document(s).		
Required Documents	Quantity	
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
TO BE COLORED IN ACCORDANCE WITH THE PROCEDURE		
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/100 or 1/50 scale	2 Copies
Sections	1/100 or 1/50 scale	2 Copies
Elevations	1/100 or 1/50 scale	2 Copies
Title Deed Site Plans	For T.D.S. plan numbers, see the “Title Deed Site Plans” section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	

FORM.7

Page No:

Date:/...../.....

APARTMENT-TYPE SUBDIVISION PROJECT

(The file shall be organized under the definition "Apartment-Type Subdivision".)

Planning Approval is NOT REQUIRED in regions subject to Planning Orders and Development Plans.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
If the building or buildings to be subdivided are not registered in the title deed, Final Approval Certificate(s) shall be required.		
If available, visa references of the existing building or buildings and, depending on the case, a permission document from the original author.		
Property Deed Document(s).		
Required Documents		Quantity
Standard Agreements		Minimum 2 Copies
Statistical Form		1 Copy
Original Copies		... Copies
Photocopies		... Copies
Total	 Copies
Title Deed Site Plans		For T.D.S. plan numbers, see the "Title Deed Site Plans" section in the General Rules
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Floor Plan(s)	1/100 or 1/50 scale	2 Copies
Sections	1/100 or 1/50 scale	2 Copies
Elevations	1/100 or 1/50 scale	2 Copies

LAND SUBDIVISION PROJECT – PARCELING PROJECT

(The file shall be identified according to the operation to be carried out as stated above.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
Property Deed Document(s).		
Required Documents	Quantity	
Standard Agreements	Minimum 2 Copies	
Statistical Form	1 Copy	
Table	2 Copies	
Land Subdivision Project		
Outside regions subject to Planning Orders and Development Plans (for dry agricultural lands without buildings in rural areas where the smallest subdivided parcel shall not be less than 5 donums, and for irrigated land subdivisions where the smallest subdivided parcel shall not be less than 1 donum).		
Title Deed Site Plans	For T.D.S. plan numbers, see the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
Table	2 Copies	
Parceling Project		
If there are building or buildings on the land, permit documents and, if approved, visa references are required.		
Title Deed Site Plans	For T.D.S. plan numbers, see the "Title Deed Site Plans" section in the General Rules	
Original Copies	... Copies	
Photocopies	... Copies	
Total Copies	
Table	2 Copies	
Architectural Drawings	Scale	Requirement
Site Plan	1/100, 1/200 or 1/500 scale	Required if there is construction on the land

FENCING AND / OR GARDEN WALL PROJECT

(The file shall be organized under the definitions above.)

In regions subject to Planning Orders and Development Plans, a Planning-Approved project file, including the Planning Approval Certificate and approved project drawings, is required.		
Compliance of the file submitted to the Joint Visa Office with the project file that has received Planning Approval.		
Compliance of the file with other legislation, General Rules, and drawing standards.		
If available, visa references of the existing building or buildings.		
Property Deed Document(s).		
Required Documents		Quantity
Standard Agreements		Minimum 2 Copies
Statistical Form		1 Copy
Title Deed Site Plans		For T.D.S. plan numbers, see the "Title Deed Site Plans" section in the General Rules
Original Copies		... Copies
Photocopies		... Copies
Total	 Copies
General Technical Specifications of Construction Works		2 Copies
Architectural Drawings	Scale	Quantity
Site Plan	1/100, 1/200 or 1/500 scale	2 Copies
Details	1/20 scale	2 Copies

UCTCEA CHAMBER OF ARCHITECTS PROFESSIONAL OATH

I,, having completed an undergraduate education program in the FACULTY OF ARCHITECTURE - DEPARTMENT OF ARCHITECTURE OF UNIVERSITY, and from the moment I join the members of the architectural profession, think and declare as follows:

I shall act with serious responsibility and conscientious accountability in my professional work. I shall use my intellect and abilities for the city and for the good and happiness of the city, without causing harm to them, and with respect for human existence and nature. In the practice of my profession, I shall not discriminate on the basis of religion, language, race, political or social difference. I shall not allow such concerns to come between my profession and the city and its citizens. Under no circumstances shall I use my knowledge in a way that harms cities and citizens.

I shall unconditionally comply with the UCTCEA Establishment Law, Chamber regulations, and decisions of the Chamber Board of Directors. I shall document every work I carry out in relation to the discipline of architecture and disseminate it at every opportunity.

I CLEARLY AND FREELY ACCEPT THESE MATTERS, UPON MY HONOR, AS AN OATH THAT I SHALL TAKE AS FUNDAMENTAL PRINCIPLES OF MY PERSONALITY AND ETHICAL UNDERSTANDING.

Date: _____

Full name and signature: _____

Initial signature: _____

NOTE: This signature shall also be used as the member's sample responsibility signature for the projects prepared by the member.