

**ABBAA TAAYITAA KONSTIRAKSHINII BULCHIINSA MAGAALAA  
ADAAMAA**

**ADAMA CITY CONSTRUCTION AUTHORITY**

**UPDAED DATA FOR E-SERVICE SYSTEM**

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## Abstraction

There are 3 departments in the construction office. they are : Building Group,Construction Industry Competency Group,The Road Group. The first group contains 4 service namely: Issuance of new Construction Permits, Issuance of private building rights permits and Issuance of Miscellaneous Construction Permits.

Under Issuance of new Construction Permits there is something that needs to be improved.

1. Proof of property Will be cleared. Planning Agreement will be conducted. Design verification is performed. Construction control will be carried out by professionals. all these are done under here. So this all are considered as one service. the new building permits can be issued to both private and public(municipality). If it is a municipality, after the design is reviewed and approved, the tender document is prepared by the municipal office and submitted to the construction office for office experts, after which the construction office approves it and returns it to the municipal office. therefore, the work related to the tender documents should also be included here. in addition, the provision of this service depends on the level of construction of the building. remember: building permits are issued,for ' A" grade buildings (7m height is issued at woreda level .) Grade "B"" building(height 7m – 12m is given at sub city level.) Grade "C""buildings(heights over 12m are given at city level.). and a team of consultants from the system must be involved in the design.otherwise the client will inevitably repeat. as illustrated in the figure below.

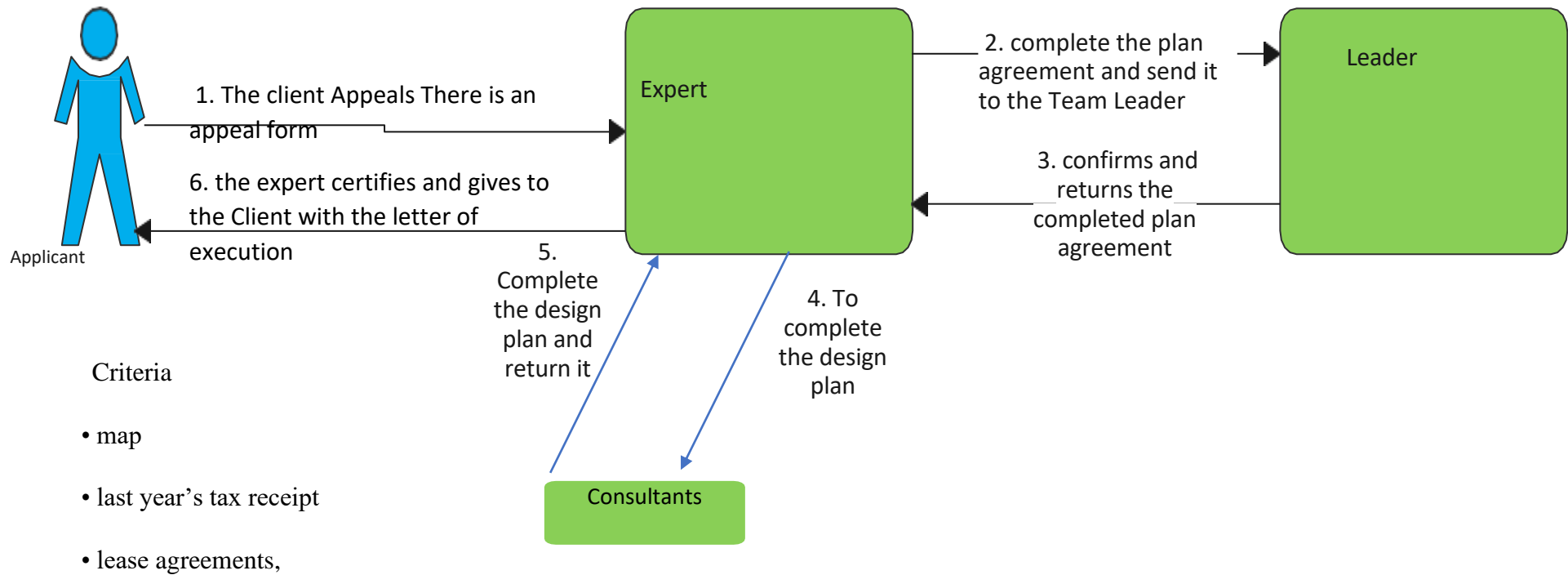
## Departements Name

1. Building Group(4 services)
2. IK Competency Group(2 services )
3. Road Group(1 service )

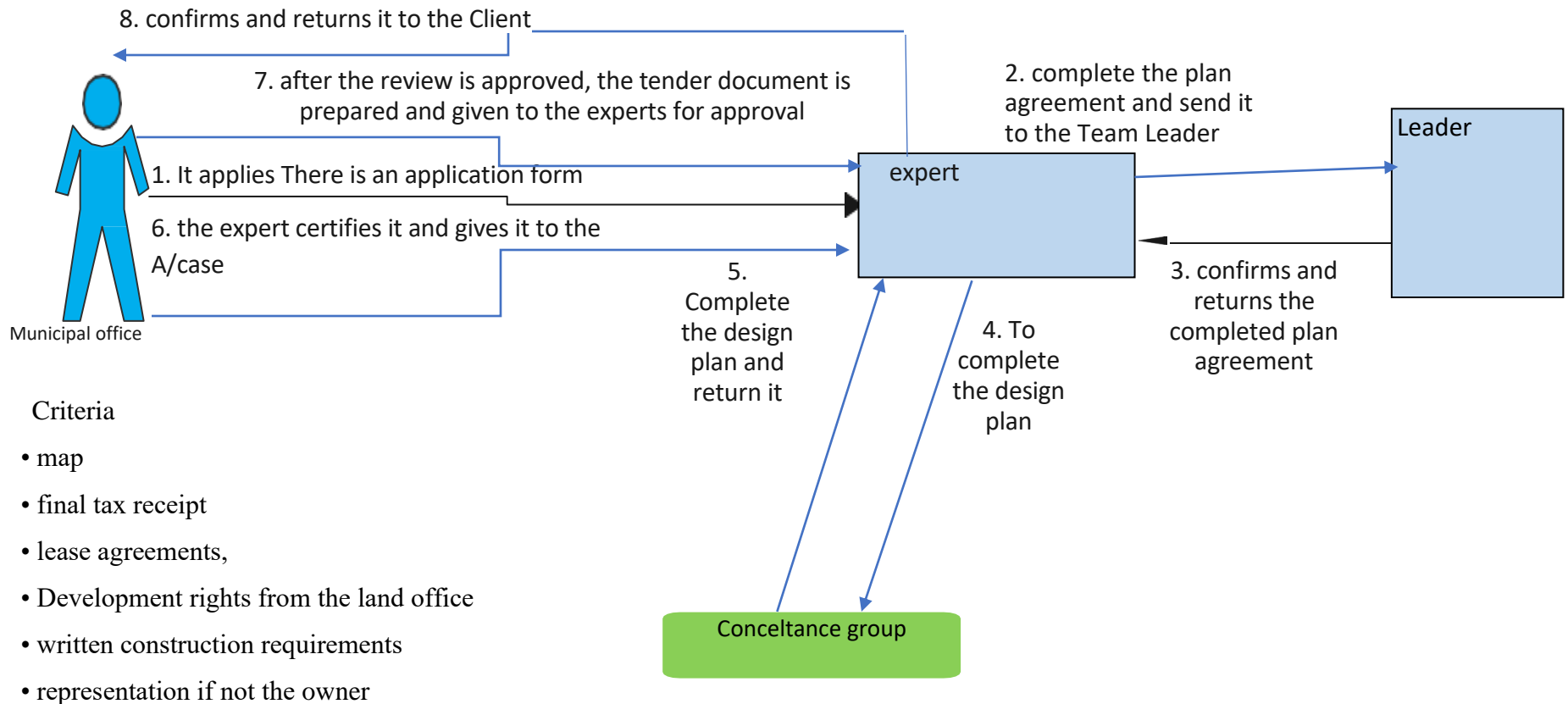
## Services in each department

### Building Group(4 services)

1. Issuance of new Construction Permits
  - 1.1. Design Certification and Construction Control of Government and Non-Government Buildings
  - 1.2. Issuance of Content Clearance Certificate and Planning Agreement
  - 1.3. Design Approval and issuance of new construction permits
    - "A" level building(7m height at woreda level)
    - "B" level building(height 7m – 12m at sub city level)
    - "C" level buildings(height above 12m at city level)

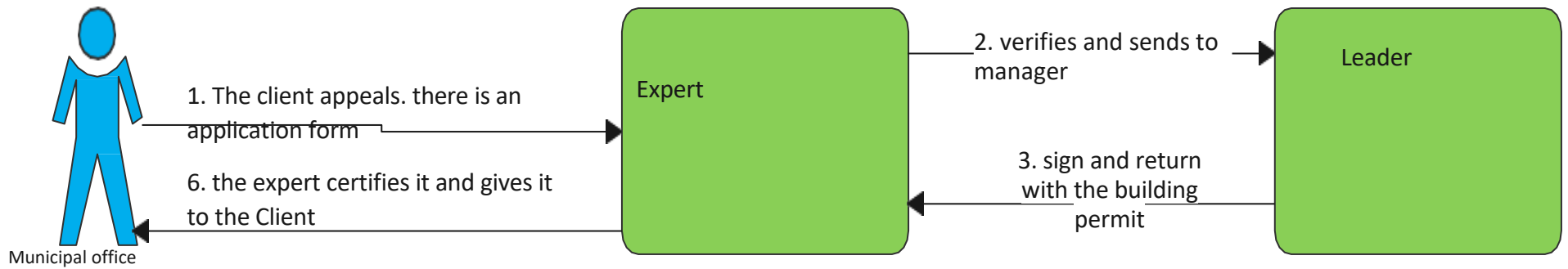


If it is a municipality, after the design is reviewed and approved, the tender document is prepared by the municipal office and submitted to the construction office for office experts, after which the construction office approves it and returns it to the municipal office.



## 2. Licensing Right to use private buildings

The client will apply => to the control and monitoring specialist and then to the manager for permission



- certificate of the contractor who performed the construction
- evidence of control and monitoring or site book by government body and conceltancin carried out
- by contractor and consultant agreement
- drawings showing the state of construction
- written construction requirements
- representation if not the owner



### 3. Issuance of Miscellaneous Construction Permits

3.1. Issuance of construction permits for the renovation of buildings A, B, and C

3.2. perm. Eyes. expansion and improvement of buildings A, B, and C provide

3.3. Service conversion construction permit. Provide buildings B, and C

3.4. Issuance of temporary building permits

3.5. Issue construction permits for the walls of Buildings A, B, and C

3.6. Issue demolition permits for buildings A, B, and C

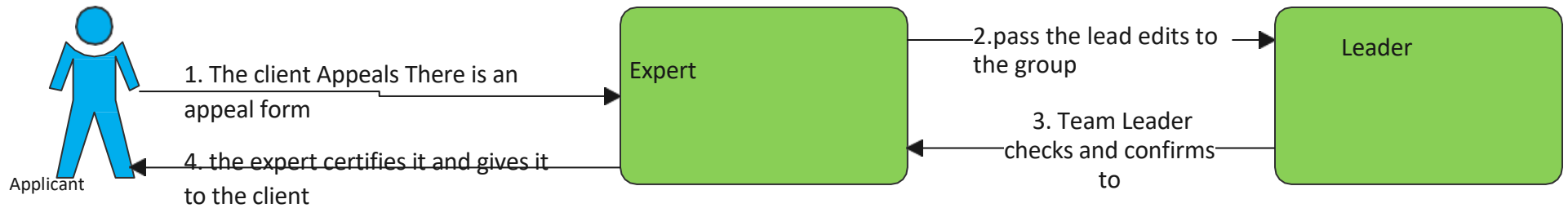


- Clearly submit the previous plan in writing
- if it is destructive, it will explain what to do with it, the reason for the destruction
- Clearance from land office
- Proof of land title
- if not owner representative

## Construction Industry Competency Group

### 4. Issuance of new licenses to Contractors, SMEs consultants and SMEs construction

Individually



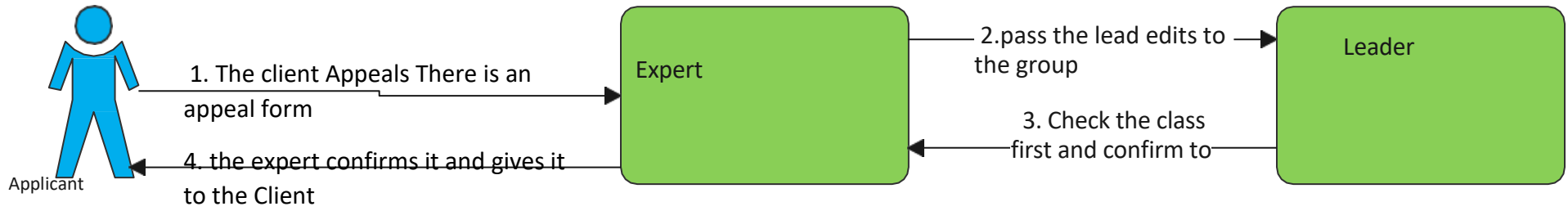
Application requirements

if it is private

- TIN ,name designation(optional)
- regulations and establishment(optional)
- ID card(optional)

## 5. Consultant SMEs and construction SMEs

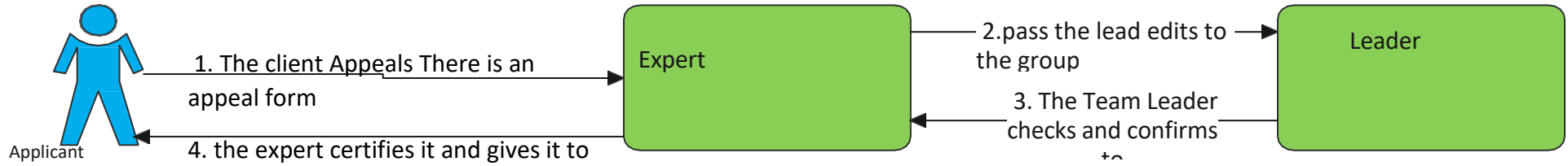
To gain efficiency by the organization



Application requirements

- Letter from the village organization
- naming of names
- business registration and business license from the business office
- TIN from revenue office
- legal body papers from the village
- regulation and establishment from the prosecutor's office
- ID card from the organizer from me
- Unemployment letter from the village(SMEs with rental agreement ),
- professional License(optional).

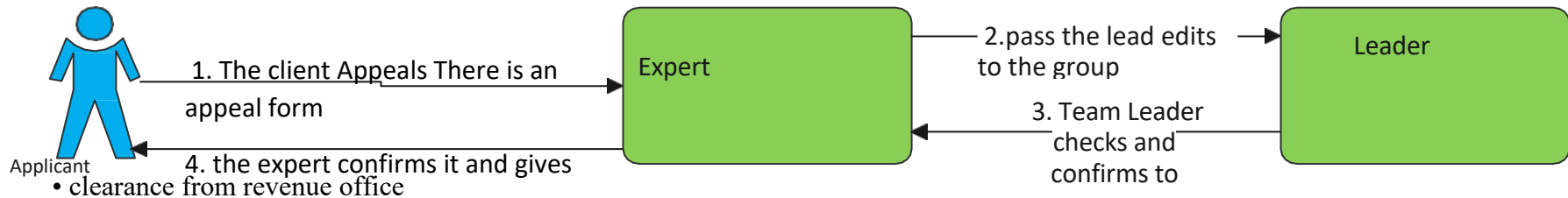
6. Professional License for private.



Criteria

- identity cards
- educational certificate

7. Renewal of licenses of Contractors, consultants, professionals, ,SMEs and Suppliers

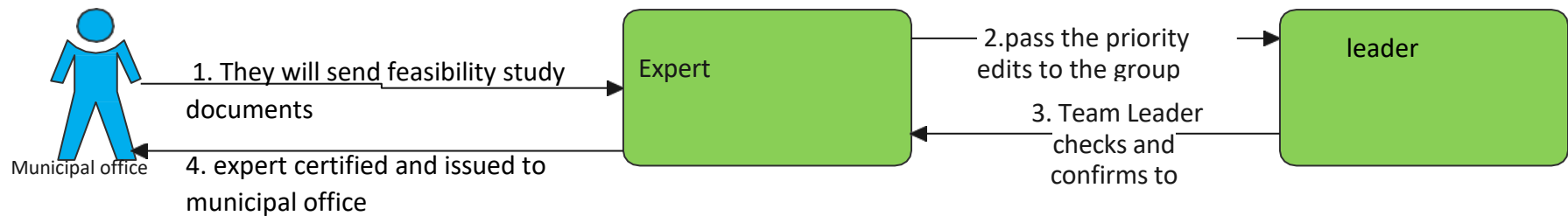


- renewed business license
- an expired ID card
- a legal entity certificate from the Employment Creation Office

## Roads and water teams

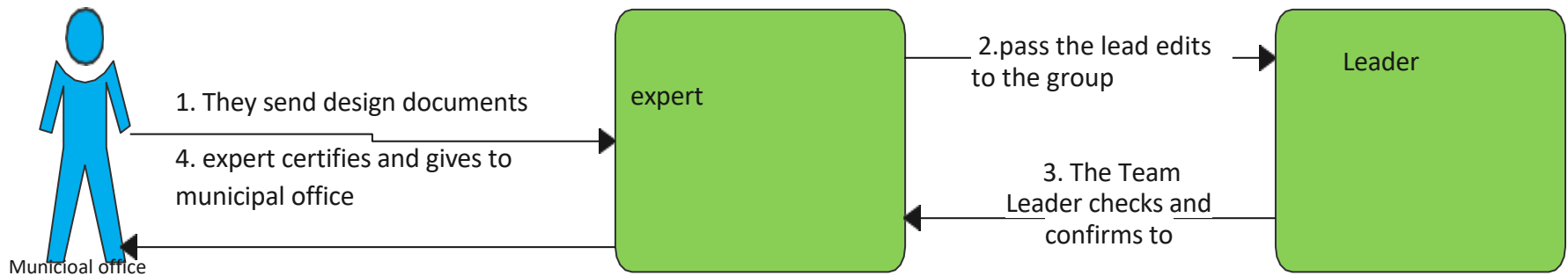
### 8. Construction Control and Approval of Research and Design of Road projects

#### 8.1. Quality review and approval of the feasibility study document



### 9. Quality review and approval of research and design documents

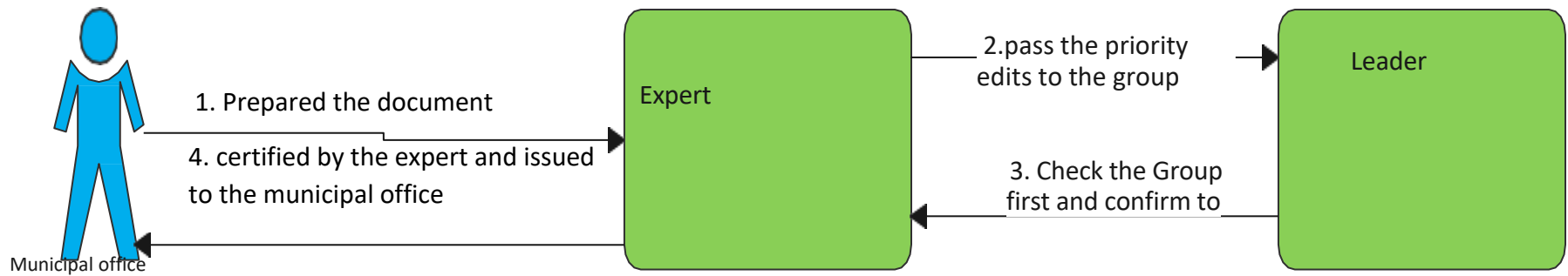
Planning house(roads, sewers and irrigation. All three of these houses have to be sent by the municipal office if they meet their requirements and if they do not meet the requirements it will go back to the planning house but if the requirements are met, verify to returns to the preparer's house



roads, drains and irrigation.  
 All three of these must be sent  
 by the organizer in accordance  
 with their requirements

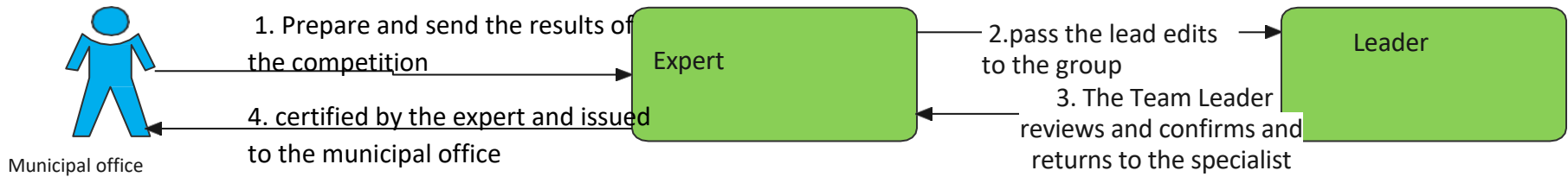
#### 10. Quality verification of tender documents

municipal office ( prepares the document )=>sends a letter to the construction office including municipal office and maammada=>then it is approved if it meets the requirements and if it does not it is dropped and returned to the municipal office .



- letters from both parties, including the preparer and the mother

## 11. Quality verification of tender results



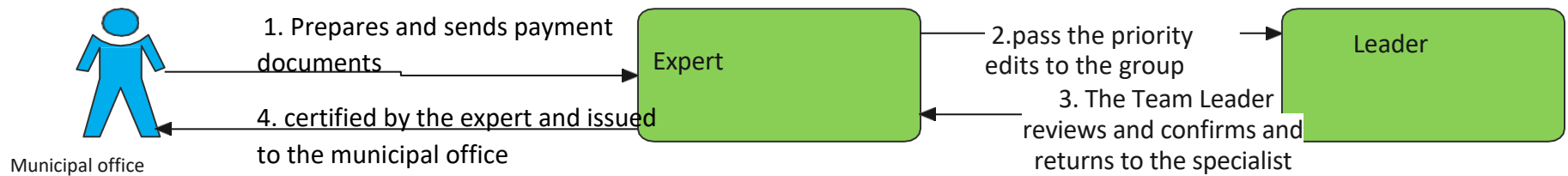
- Related bidders' documents

After the candidates are screened, they crosscheck the documents of the candidates sent from the organizer and return them to the organizer

### 12. Confirm payment of projects

The house prepares it and sends it to the construction office for approval. It returns to the manufacturer to verify the match between the amount requested and the work done

Remember the developer prepares the payment document and sends it to construction for approval and then takes it and sends it to the mother for payment. The master will pay. before doing so, control and monitoring will be done by the house planning and construction professionals.



- • Related bidders' documents



**Qaama dhugummaa daataa kanaa mirkaneesse garee 3n iraa**

| <b>Maqaa</b>                    | <b>Gahee hojii</b>                 | <b>Mallattoo</b> |
|---------------------------------|------------------------------------|------------------|
| 1. <b>Abraham Legesa</b> _____  | <b>Ogeessa daandee fi bishaani</b> | _____            |
| 2. <b>Tamasgeen Qanaasaa</b> __ | <b>Ogeessa Gahumsaa Ik</b>         | _____            |
| 3. <b>Ali Hussein</b>           | <b>Ogeessa Mahandisa Magaalaa</b>  |                  |

Maqaa fi Mallattoo hogganaa woliigala waajjirichaa

| <b>Maqaa</b> | <b>Lakk bilbililaa</b> | <b>Mallattoo</b> |
|--------------|------------------------|------------------|
| 1. _____     | _____                  | _____            |

Maqaa fi mallattoo ogeessaa waajjira saayinsii fi tecnilojii bu/m adaamaa

| <b>Maqaa</b> | <b>Lakk bilbililaa</b> | <b>Mallattoo</b> |
|--------------|------------------------|------------------|
| 1. _____     | _____                  | _____            |

