



SAKARYA KAYNARCA DOĞU MARMARA MAKİNA İMALATÇILARI İHTİSAS ORGANİZE SANAYİ BÖLGESİ MÜDÜRLÜĞÜ

LICENSING PROCESS

LAND ALLOCATION:

- 1- In order for land allocation to be made, the participant must have paid 100% (entire) of the parcel and infrastructure fee.
- 2- The participant to whom the land will be allocated within DOMİOSB requests the LAND ALLOCATION document. (*DOMİOSB-EK01-Land Allocation Petition is requested with a wet-signature on company letterhead, with the relevant island and parcel information written on it.*)
- 3- After the petition is submitted, the relevant DOMİOSB units conduct inspections based on the participant's petition. If deemed appropriate, the relevant information letters and commitments are obtained, signed by the company officials.
 - a. DOMİOSB-EK02-Land Allocation Information Letter
 - b. DOMİOSB-EK03-Licensing and Construction Decisions
 - c. DOMİOSB-EK04-Participant Company Letter of Undertaking (Notary Approved)
 - d. DOMİOSB-EK06-Construction Damage and Cleaning Commitment
 - e. DOMİOSB-EK07-EIA Commitment
 - f. DOMİOSB-EK34-Directive on Excavation, Filling, Soil Survey and Soil Reclamation
- 4- After the relevant commitments are received, all information and file deliveries in the ongoing processes on behalf of the participant will be made through the person designated by the participant or to the company representative. (*"DOMİOSB-EK05-Company Authorized Appointment Application Petition"* (The parcel information is written on company letterhead paper with a wet signature.))

GRANTING DEVELOPMENT STATUS:

- 5- The participant who has been allocated a land within DOMİOSB requests the ZONING STATUS document. (*DOMİOSB-EK08-Zoning Status Application Petition is requested with a wet-signed version on company letterhead, with the block and parcel information written on it.*)
- 6- Along with the zoning status, all INFRASTRUCTURE information controlled by DOMİOSB is provided to the participant;
 - a. Infrastructure connection points and elevations of the parcel (Wastewater, Rainwater, Drinking Water, Electricity and Telecom, Natural Gas)
 - b. All infrastructure lines passing through/around the parcel,
 - c. Application Sketch,
 - d. Red Jeans Sketch,
 - e. Black Jeans Sketch,
 - f. Ground Survey Application Sketch, will be delivered to the participant.
- 7- Based on the data provided with the participatory zoning status "*DOMİOSB-EK10-Soil Survey Application Petition*" and obtains approval for ground survey studies,
- 8- After the approval is given, the prepared ground studies are sent by the participant to Kocaeli University Geological Engineering Department for approval. "*DOMİOSB-EK11-Soil Survey Control Application Petition*" The report will be approved by applying to DOMİOSB.

PRELIMINARY PROJECT CONTROLS

- 9- The land allocation has been made, the architectural preliminary project prepared in accordance with the zoning status, plan notes, infrastructure data and DOMİOSB-EK15-Architectural Project Control Table-Rev0-2023 will be submitted for approval. (*DOMİOSB-EK19-Precedent Calculation Table-Rev0-2023, DOMİOSB-EK20-Architectural Project Sheet Title-Rev0-2023 will be used.*)

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- 10- The participant whose architectural preliminary project is approved will prepare the static, electrical, mechanical, fire and infrastructure projects in accordance with the checklists below and send them to DOMİOSB for approval via e-mail. *(Static calculation models will also be delivered digitally.)*
- DOMİOSB-EK21-Static Project Sheet Title-Rev0-2023
 - DOMİOSB-EK16-Static Project Control Table-Rev0-2023
 - DOMİOSB-EK22-Electrical Project Sheet Title-Rev0-2023
 - DOMİOSB-EK17-Electrical Project Control Table-Rev0-2023
 - DOMİOSB-EK23-Mechanical Project Sheet Title-Rev0-2023
 - DOMİOSB-EK18-Mechanical Project Control Table-Rev0-2023
- 11- To control the architectural and fire installation projects prepared in accordance with the approved architectural preliminary project, "DOMİOSB-EK34-Fire Department License Project Control Application Petition" One set of projects, each signed by the author, will be submitted to the DOMİOSB zoning unit for inspection. After the inspection of the relevant DOMİOSB units, "DOMİOSB-EK35-Fire Department License Project Control Cover Letter" The documents will be delivered to the participant and/or the person authorized by him/her. These documents will be approved by the Sakarya Metropolitan Municipality Fire Department and returned to DOMİOSB.
- 12- After all projects are approved by DOMİOSB, the participant, "DOMİOSB-EK13-Construction Permit Application Petition" and the application for the license can be made with the following documents.
- DOMİOSB-EK14-DOMİOSB Building Permit Application Document List *(All documents in the list must be submitted completely)*
 - DOMİOSB-EK38-Building Permit Information Form
- 13- Participant "Organized Industrial Zones Implementation Regulation, Article 60, subparagraph a *(Those who do not obtain a building permit by having the projects of the building they will build certified by the OIZ within 1 year from the date of allocation.)* Based on this, it is obliged to have its projects prepared and approved by DOMİOSB within 1 year from the Land Allocation date.
- 14- All printed documents such as petitions, undertakings, application forms, information letters, etc. related to this process www.domiosb.org.tr can be accessed from the E-Service page on the website.

ISSUANCE OF BUILDING PERMIT

- 15- Based on the approval of the projects prepared by the project authors determined by the building owner, the architectural project author makes a preliminary registration for the building permit through the Building Inspection System. *(In order to appoint the same building inspection firm for buildings of different building classes to be constructed on the same block and parcel, the project owner must select the cluster building option during the application.)*
- 16- Following the application to the building inspection system, the information entered into the electronic environment is checked by DOMİOSB in line with the legislation and documents, provided that there are no missing documents and projects submitted, and any corrections are made and approved within 10 business days.
- 17- After the document and project checks, all matters that need to be completed for the BUILDING LICENSE document to be issued are notified to the participant/participant representative via e-mail and official letter within 10 working days, and the construction inspection company is requested to submit the approved building licence annex projects and other deficiencies.

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- 18-** After all documents and any missing information are completed, the Building Permit Certificate is issued by DOMİOSB. The participating company, contractor, site manager, project designers, building inspectors, and an official from the building inspection company must present their identification documents to the DOMİOSB Directorate and sign the completed document. The DOMİOSB Regional Manager and Board of Directors will then sign the completed document and approve it. Copies of the submitted projects and the approved building permit will be returned to the participating party/participating party, with one copy remaining at DOMİOSB.
- 19-** Participant "Organized Industrial Zones Implementation Regulation, Article 60, subparagraph b")Based on this, it is necessary to obtain a business and operation license within 2 years from the date of receiving the Building Permit.

CONSTRUCTION INSPECTIONS

- 20-** Construction inspections are conducted periodically throughout the construction period to verify the compliance of the site implementation with the permit project. The building inspection company submits to DOMİOSB the "Building Inspection Company Entitlement Petition Samples and List of Documents Required for Entitlement Entitlement Annexes," which it is required to prepare as required by law and is attached to this document.
- 21-** After the completion of the buildings, it is mandatory to obtain a Building Usage Permit (Occupancy Permit) from DOMİOSB in order for the participating company to use them.

BUILDING USE PERMIT (OCCUPATION)

- 22-** When the construction works within the parcel are completed by the participating companyDOMİOSB-EK28-Petition for Building Usage Permitand makes an application to DOMİOSB.(The parcel information must be written on company letterhead, with a wet signature.)
- 23-** In response to the request, the relevant DOMİOSB unit conducts an on-site inspection of the building to verify its compliance with the plans attached to the permit. If no non-compliance is found, the Building Occupancy Permit process begins. Participants identified as non-compliant are notified of the deficiencies and asked to re-issue the building permit.
- 24-** Two letters are prepared for the companies that will prepare the building usage certificate.
- a.** Regarding obtaining a CUT-OFF LETTER regarding construction from the tax office.
 - b.** Regarding the obtaining of a CUT-OFF LETTER regarding construction from the relevant Social Security Institution Directorate.
- These letters are delivered to the participating company representative/authorized person by hand, and a written response from the relevant institutions is requested.
- 25-** In order to be issued a building occupancy certificate, the following documents must be completed.
- a.** DOMİOSB-EK28-Petition for Building Usage Permit Certificate,
 - b.** DOMİOSB-EK29-Building Usage Permit Document List,
 - c.** DOMİOSB-EK30-Building Usage Permit Declaration Form,
 - d.** DOMİOSB-EK31-Discharge Permit Application Form,
 - e.** DOMİOSB-EK36-Fire Department Settlement Control Application Petition,

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- f. Conformity report received from Sakarya Metropolitan Municipality Fire Department based on DOMİOSB-EK37-Fire Department Settlement Control Cover Letter,
 - g. Building application project (Must be signed and submitted by the map author and the relevant building inspector for use in the type change process. It must also be shared in dwg format.)
 - h. The response to the letter requested from the tax office,
 - i. The response to the letter requested from the relevant Social Security Institution (SGK) Directorate (DOMİOSB must wait until the parcel visit is completed before the file can be closed. In order for DOMİOSB to send the letter to the SGK, the contractor/building owner must submit a request for a cover letter to close the file to us via email.)
 - j. Elevator registration certificate obtained from the relevant Municipality for the elevator,
 - k. All progress payment reports prepared by the building inspection company, including "Building inspection company progress payment petition samples and progress payment annexes, in accordance with the list of documents that need to be prepared at 100% level,
 - l. Architectural project author disclaimers (representation is not required. Companies must be informed.)
 - m. Energy identity certificate (issued using BEP-TR)
 - n. Sustainable Green Building (GB) information and certificate photocopy of the buildings on the parcel,
 - o. Relevant DOMİOSB fees and Engineering Service Fee have been paid.
- 26-** After completing the necessary requirements, a Building Occupancy Permit is issued and signed by the participating company, contractor, site manager, architectural project author, building inspectors, and a building inspection company representative at DOMİOSB. The Regional Manager and Board Members complete their signatures, thus approving the document. The submitted projects and the approved building occupancy permit are returned to the participating company/participant, with one copy retained by DOMİOSB.

TITLE TRANSFER

- 27-** The process of transferring the land title to the participant is for the TRANSFER OF THE TITLE DEED DOMİOSB-EK32-Title Deed Request Petition Applications are made with. (The parcel information must be written on company letterhead, with a wet signature.)
- 28-** The company's request is evaluated by the relevant DOMİOSB units and submitted to the Board of Directors. Following the title deed transfer decision, the transfer process is completed at the Land Registry Directorate.

TITLE DEED CHANGE

- 29-** The TYPE CHANGE process for all buildings for which a building occupancy permit is issued is carried out ex officio. The building application project for constructed structures is uploaded by DOMİOSB to the Spatial Address Registration System, where the Building Occupancy Permit is issued. In this way, the approved building occupancy permit and the building application project are electronically transmitted to the Cadastre Directorate. The registration notification issued by the Cadastre Directorate is sent to the Land Registry Directorate, and the type change is registered ex officio without the need for any other documentation.