

Level of permission required	Potential Shelter Rehabilitation Activities <sup>1</sup>							
	Roofing	Electricity works		Sanitary works		Add new / remove existing construction		Other rehabilitation works
	Casting, sandwich panel with steel structure, covering by Plastic sheet	Internally (adding wires)	Externally (connect to the main source / Add Meter)	Internally (rehabilitate or improve)	Externally (cesspool)	Room inside land borders or on the 2 <sup>nd</sup> floor, Wall, Partitions	Latrine or bathroom built by block or sandwich panel	Fixing the external fence or door, internal doors and windows, concrete slab for floor, walls, finishing etc.)
<b>Building Licence (replacement of existing license)</b>	- <u>Application process</u> : Owner must have Civil Status ID ( <i>Nofous</i> ). He will submit a letter to the Municipality requesting replacement of his building licence. Municipality will conduct a site assessment at the property to ensure planned construction or rehabilitation is within the property's borders. No written building license is issued, instead the Municipality will ensure that their internal records indicate that the Owner possesses a building	No	- <u>Application process</u> : Same as 'Roofing'. - <u>Processing Time</u> : Same as 'Roofing'. - <u>Cost</u> : Same as 'Roofing'	No	- <u>Application process</u> : Same as 'Roofing'. - <u>Processing Time</u> : Same as 'Roofing'. - <u>Cost</u> : Same as 'Roofing'	- <u>Application process</u> : Same as 'Roofing'. - <u>Processing Time</u> : Same as 'Roofing'. - <u>Cost</u> : Same as 'Roofing'	- <u>Application process</u> : Same as 'Roofing'. - <u>Processing Time</u> : Same as 'Roofing'. - <u>Cost</u> : Same as 'Roofing'	- <u>Application process</u> : Same as 'Roofing'. - <u>Processing Time</u> : Same as 'Roofing'. - <u>Cost</u> : Same as 'Roofing'

<sup>1</sup> NRC will only work in low-income areas where the majority of host community Owners do not possess a title-deed for their property. They normally only possess lesser forms of ownership documentation (i.e. electricity bills or a support letter from the Mukhtar, Sub-District, Village Council). In such cases, the Owner has to first visit the Sub-district office for approval of all rehabilitation works, and then the Sub-district will ask the Owner to visit the relevant Municipality for further approvals.

	<p>licence. However, in Perzin, no site visit is conducted, the Municipality simply verifies that the Owner's building licence exists in their internal records.</p> <ul style="list-style-type: none"> <li>- <u>Processing Time</u>: 1 week</li> <li>- <u>Cost</u>: 2,000 IQD to an official letter writer to prepare a stamped support letter for the Municipality.</li> </ul>							
<p><b>Municipality Of Bahrka</b></p>	<ul style="list-style-type: none"> <li>- <u>Application process</u>: Owner must have Civil Status ID (<i>Nofous</i>), and must already possess a building licence. He will submit a letter to the Sub-District requesting permission for rehabilitation. Once it is approved by the Sub-District, he will take the same letter to the Municipality for approval. Municipality will conduct a Site Assessment before issuing approval.</li> <li>- <u>Processing Time</u>: 1 day.</li> <li>- <u>Cost</u>: 2,000 IQD to an official letter writer to prepare a stamped letter for the Sub-</li> </ul>	<p>No</p>	<ul style="list-style-type: none"> <li>-<u>Application process</u>: Owner must have Civil Status ID (<i>Nofous</i>), and must get support letter from Municipality confirming ownership (but this letter must also be signed by Sub-District), and confirming possession of a building license. The support letter is taken to the Electricity Office for final</li> </ul>	<p>No</p>	<ul style="list-style-type: none"> <li>- <u>Application process</u>: Same as 'Roofing'.</li> <li>- <u>Processing Time</u>: Same as 'Roofing'.</li> <li>- <u>Cost</u>: Same as 'Roofing'</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Application process</u>: Same as 'Roofing'.</li> <li>- <u>Processing Time</u>: Same as 'Roofing'.</li> <li>- <u>Cost</u>: Same as 'Roofing'</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Application process</u>: Same as 'Roofing'.</li> <li>- <u>Processing Time</u>: Same as 'Roofing'.</li> <li>- <u>Cost</u>: Same as 'Roofing'</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Application process</u>: Same as 'Roofing'.</li> <li>- <u>Processing Time</u>: Same as 'Roofing'.</li> <li>- <u>Cost</u>: Same as 'Roofing'</li> </ul>

	District / Municipality for approval.		<p>approval.  - <u>Processing Time</u>: 1 day.  - <u>Costs</u>: 2,000 IQD to an official letter writer to prepare a stamped support letter for the Municipality for approval; 60,000 IQD for purchasing a meter from the private market; 40,000 IQD for Electricity Office to test the meter &amp; connect it to main source. Owner must also clear any previous electricity bill arrears.</p>					
<b>Municipality of Perzin</b>	- same as Bahrka.	No	- <u>Application Process</u> : Same as Bahrka. However, support letter from Municipality confirming ownership does not need	No	-No, as long as the cesspool is installed inside the boundaries of the Owner's property.	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week - <u>Costs</u> : Same as Bahrka	No	No

			<p>to be signed by Sub-District. Also, Owner must bring 3 photos (from different angles) of his property to be submitted to the Municipality.</p> <p>- <u>Processing time</u>: 1 week</p> <p>- <u>Costs</u>: Same as Bahrka</p>						
<b>Municipality of Shamamk</b>	<p>- <u>Application process</u>: Same as Bahrka, however, Owner must also include a support letter from the Mukhtar confirming ownership, and an electricity bill (if available) as another means to prove ownership.</p> <p>- <u>Processing Time</u>: 10 calendar days.</p> <p>- <u>Cost</u>: Same as Bahrka. Support letter from Mukhtar will cost around 3,000 IQD.</p>	No	<p>- <u>Application Process</u>: Same as Bahrka. However, when Owner seeks a support letter from Municipality confirming ownership, he must also include a support letter from the Mukhtar. Also, Owner's Civil Status ID (<i>Nofous</i>) must indicate that he is married.</p> <p>- <u>Processing time</u>: 10 calendar days.</p>	No	-No, as long as the cesspool is installed inside the boundaries of the Owner's property.	- <u>Application process</u> : Same as Bahrka, however, Owner must also include a support letter from the Mukhtar confirming ownership, and an electricity bill (if available) as another means to prove ownership.	No	- <u>Processing Time</u> : 10 calendar days.	- <u>Cost</u> : Same as Bahrka. Support letter from Mukhtar will cost around 3,000 IQD.

			- <u>Costs</u> : Same as Bahrka, however, support letter from Mukhtar will cost around 3,000 IQD.				
<b>Municipality of Kasnazan</b>	- <u>Application process</u> : Same as Bahrka. - <u>Processing Time</u> : 1 week. - <u>Cost</u> : Same as Bahrka.	-NO	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week. - <u>Costs</u> : Same as Bahrka.	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week - <u>Costs</u> : Same as Bahrka	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week - <u>Costs</u> : Same as Bahrka	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week - <u>Costs</u> : Same as Bahrka	- <u>Application Process</u> : Same as Bahrka. - <u>Processing time</u> : 1 week - <u>Costs</u> : Same as Bahrka