

BCA BC 63.3.5

13 May 02

Building Plan and Management Division
Building Plan Department
Tel: 63257363
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(See Distribution List A)

Dear Sir

ELECTRONIC SUBMISSION OF BUILDING PLANS & DOCUMENTS FOR REGULATORY APPROVAL

The CORENET e-Submission System was launched on 20 Nov 01 at BauCon Asia. It enables Qualified Persons (QPs) to submit applications for planning, building and other related approvals, permits and certificates via the internet.

2 In our earlier circular dated 18 Dec 01, we have announced that applications via e-Submission System will be made mandatory for new government projects with effect from **1 Jul 2002** and for all other non-government projects with effect from **1 Jan 2004**.

3 Since the launch, we have received feedback and queries on the e-Submission System. The clarifications to these concerns and misconceptions about the system are summarized in the Annex attached.

4 Even though e-Submission is not mandatory before the abovementioned dates, we strongly encourage your members to start using the e-Submission System early. This is to ensure a smooth transition when the system becomes mandatory. The system can handle both new construction as well as addition and alteration projects.

5 As mentioned in our earlier circular, we would like to re-iterate that there are various training and promotion programmes, including financial incentive packages, to encourage and facilitate the industry in the changeover to e-Submission. In addition we also provide site support to firms. Further details on these programmes and support are available at www.corenet.gov.sg.

6 I would appreciate it if you could convey the contents of this circular to members of your organization. If you or your members have any queries concerning this circular, please contact Mr. Cheng Tai Fatt at Tel 63258661 (E-mail: CHENG_Tai_Fatt@bca.gov.sg) who would be pleased to assist you.

Yours faithfully

(Signed)
DING HOCK HUI
SENIOR MANAGER
BUILDING PLAN DEPARTMENT
for COMMISSIONER OF BUILDING CONTROL

cc

All e-Submission Agencies (Distribution List B)

All BCUs (HDB, JTC, LTA)

Distribution List A

Singapore Institute of Architects
79 Neil Road
Singapore 088904
Fax: 62262663

Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758
Fax: 64671108

Association of Consulting Engineers, Singapore
70 Palmer Road
#04-06, Palmer House
Singapore 079427
Fax: 63242581

Real Estate Developers Association of S'pore
190 Clemenceau Avenue #07-01
Singapore Shopping Centre
Singapore 239924
Fax: 63372217

Singapore Contractors Association Ltd
Construction House
1 Bukit Merah Lane 2
Singapore 159760
Fax: 62733977

Distribution List B

Central Building Plan Unit,(CBPU)
Pollution Control Dept,
40, Scotts Road, #12-00,
Environment Building,
Singapore – 228231

Fire Safety And Shelter Bureau (FSSB)
91,Ubi Ave 4,
Singapore – 408827

Housing Development Board
3451, Jalan Bukit Merah
HDB Centre
Singapore – 159459

Infocomm Development Authority of Singapore (IDA)
8, Temasek Boulevard, # 14-00
Suntec Tower 3,
Singapore – 038988

Jurong Town Corporation
The JTC Summit
8, Jurong Town Hall Road,
Singapore – 609434

Land Transport Authority
Alexandra Road, #28-00
PSA Building,
Singapore – 119963

Maritime and Port Authority of Singapore (MPA)
460, Alexandra Road, #18-00
PSA Building
Singapore – 119963

National Parks Board (NPARKS)
Singapore Botanic Gardens
1 Cluny Road
Singapore – 259569

City Gas Pte Ltd
111 Somerset Road, #05-05
Singapore Power Building
Singapore 238164

Public Utilities Board (PUB)
111, Somerset Road,
Singapore – 238164

Urban Redevelopment Authority (URA)
45, Maxwell Road,
The URA Centre,
Singapore

CLARIFICATIONS TO MISCONCEPTIONS AND CONCERNS RAISED BY INDUSTRY ON THE CORENET E-SUBMISSION SYSTEM

1 Compliance to Code of Practice (CP) 83

1.1 In the electronic submission guidelines, we advocate the use of CP 83 to prepare drawings for electronic submission. Some QPs have reported difficulty meeting this requirement as they need more time to adopt CP 83 as the drafting standard. To facilitate early adoption of e-Submission, we will therefore defer the need to comply with CP 83 until further notice.

2 Project Team Structure

2.1 Some QPs have the misconception that in order to submit via e-Submission, the project coordinator (a Qualified Person) has to first register **all** the members in the project team. This is **NOT** necessary. The project coordinator can first register himself and make electronic submission immediately. The other project team members can be added to the register later when they are appointed or more information about them are available.

2.2 There may be instances where a project team member, who is not the project coordinator, is ready to submit electronically but not the others in the team. For such cases, the project team member should request the project coordinator to first register the project under CORENET e-Submission and register him as a member of the project team. Thereafter he can proceed to submit electronically even though the project coordinator or the other team members may not be ready.

3 Digital Signatures

3.1 QPs who do not have digital certificates from Netrust must first register with and obtain digital certificates from Netrust in order to perform digital signing on drawings and documents. Where a document requires the signature of the applicant (owner /developer) who does not have a digital certificate, the applicant may issue a letter of authorization to the QP to submit on his behalf without his digital signature. A scanned copy of the letter of authorization will be accepted as sufficient authority to the QP to act on the applicant's behalf.

3.2 In cases where more than one party, apart from the QP, is required to digitally sign the document and the other parties do not have digital signing certificates, it is permitted that the parties sign the appropriate form manually and the QP submits the scanned copy electronically. Thereafter, the original copy of the signed form should be sent by post to the agency for record.

4 Submitting Large Files

4.1 We recommend the use of broadband for electronic submissions. For users not on broadband, submitting large files e.g. those exceeding 100 MB via telephone dial up access is still possible but would be slow. If the submission is interrupted at any point during transmission, e-Submission allows the transmission to resume from where it was interrupted and not from the beginning.

4.2 Users may also want to consider using the e-Kiosk terminals situated at selected agencies or engage the services of service bureaus for e-Submission. There is no charge for use of e-Kiosk terminals. The locations of e-Kiosk terminals and a list of service bureaus can be found at www.corenet.gov.sg

4.3 Alternatively, users may choose to submit the application via e-Submission and deliver the rest of the documents e.g. drawings, calculations, etc in CD-ROM to the agency.