

BCA BC 63.3.5

11th Dec 2002

Building Plan and Management Division
Building Plan Department
Tel : 63257363
Fax : 63254437

(See Distribution List A)

Dear Sir

ELECTRONIC SUBMISSION OF BUILDING PLANS & DOCUMENTS FOR REGULATORY APPROVAL

In our circular dated 30 Aug 02, we stated that with effect from **1 Jan 03**, the following projects/applications will be required to be submitted via eSS (electronic submission system) for regulatory approval:

- (a) Any project that has been submitted and approved through URA's EDA system after 1 Jan 03;
- (b) All statutory boards' projects;
- (c) All applications for permit to carry out building works; and
- (d) All applications for Temporary Occupation Permit (TOP)/ Certificate of Statutory Completion (CSC) and bookings for site inspection under the Advance Booking System (ABS).

2. Following feedback from the industry, the application procedures to obtain permit to commence work and permit to erect temporary building works have been revised. With effect from 1 Jan 03, Qualified Persons shall follow the revised procedures as in Annex A to submit applications for permit to carry out building works.

3. 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,

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

c

All e-Submission Agencies (Distribution List B)

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
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

Professional Engineers Board, Singapore
5 Maxwell Road
1st Storey Tower Block MND Complex
Singapore 069110

Registrar
Board of Architects, Singapore
5 Maxwell Road
1st Storey Tower Block MND Complex
Singapore 069110

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 (HDB)
HDB Hub
480 Lorong 6 Toa Payoh
Singapore 310480

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

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

Land Transport Authority (LTA)
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 069112

Annex A

A.1 Type of Application

JOINT APPLICATION FOR PERMIT TO CARRY OUT BUILDING WORKS

A.2 Preparation for electronic submission

A.2.1 Downloading of forms

1. Log in at www.corenet-ess.gov.sg
2. Select <Submission> at the top menu (third item from the left).
3. Select <Forms> at the left-hand column.
4. Select <Download Application Forms> at the left-hand column.
5. Select <Building and Construction Authority> as the Regulatory Authority.
6. Click <Search>
7. Double click on each of the following forms to download :

a. BCA-BE-PERMIT.doc - "JOINT APPLICATION TO CARRY OUT BUILDING WORKS"

b. BCA-BE-PERMIT_A1.doc - "DECLARATION ON THE PLANNING APPROVAL STATUS OF THE BUILDING PROJECT AT THE TIME OF SUBMISSION OF THE JOINT APPLICATION FOR PERMIT TO COMMENCE *DEMOLITION/SITE FORMATION/PILING/STRUCTURAL/BUILDING WORKS"

c. BCA-BE-PERMIT_A2.doc - " BUILDING PROJECT DATA REQUIRED FOR RESEARCH & STATISTICS BY URA"

8. Logout

A.2.2 Form filling and signing

The form BCA-BE-PERMIT.doc would be manually signed by all parties concerned. The QP making the submission would then scan the hardcopy and digitally sign the scanned copy. The digitally signed document is to be submitted as an attached file.

The form BCA-BE-PERMIT_A1.doc and BE-BE-PERMIT_A2.doc only need to be digitally signed by the QP and submitted as attachment.

A.2.3 Making the submission

1. Log in at www.corenet-ess.gov.sg
2. Select <Submission> at the top menu (third item from the left).
3. Select <Forms> at the left-hand column.
4. Select <Submit Application> at the left-hand column.
5. Select <Building and Construction Authority> under Submit To
6. Select <Joint Application For Permit To Carry Out Building Works> under the Application.
7. Click <Browse> and follow the instructions in the dialog box to attach all documents and drawings (if required).
8. Click <Submit> to send. The system would prompt a message with a system generated electronic submission number if the submission is successful.
9. Logout

*** PLEASE NOTE THE MANUALLY SIGNED HARDCOPY IS TO BE SENT TO BCA AS WELL.**

B.1 Type of Application

APPLICATION FOR PERMIT TO ERECT TEMPORARY BUILDING WORKS

B.2 Preparation for electronic submission

B.2.1 Downloading of forms

1. Log in at www.corenet-ess.gov.sg
2. Select <Submission> at the top menu (third item from the left).
3. Select <Forms> at the left-hand column.
4. Select <Download Application Forms> at the left-hand column.
5. Select <Building and Construction Authority> as the Regulatory Authority.
6. Click <Search>
7. Double click on each of the following forms to download :

a. BCA-BP-PMTTB.xfd - "APPLICATION FOR PERMIT TO ERECT TEMPORARY BUILDING WORKS"

b. BCA-LU-NAPPQP01.doc - " NOTIFICATION OF APPOINTMENT / AUTHORIZATION OF QUALIFIED PERSON(S) / ACCREDITED CHECKER / BUILDER / STRUCTURAL ENGINEER"

8. Logout

B.2.2 Form filling and signing

The document BCA-LU-NAPPQP01.doc would be manually signed by the owner. The QP making the submission would then scan the hardcopy and digitally sign the scanned copy. The digitally signed document is to be submitted as an attached file.

The form BCA-BP-PMTTB.xfd is to be digitally signed by the QP and submitted as an attachment.

B.2.3 Making the submission

1. Log in at www.corenet-ess.gov.sg
2. Select <Submission> at top menu (third item from the left).
3. Select <Forms> at the left-hand column.
4. Select <Submit Application> at the left-hand column.
5. Select <Building and Construction Authority> under Submit To
6. Select <Application For Permit To Erect Temporary Building> under the Application.
7. Click <Browse> and follow the instructions in the dialog box to attach all documents and drawings (if required).
8. Click <Submit> to send. The system would prompt a message a system generated electronic submission number if the submission is successful.
9. Logout