

Our Ref. : BCA BC 15.0.3 Building Plan and Management Group

13 March 2014

See Distribution

Dear Sir/Madam

- (A) OBTAINING OF BUILDING PLAN APPROVAL BEFORE COMMENCEMENT OF NON-STRUCTURAL BUILDING WORKS**
- (B) ISSUANCE OF WRITTEN DIRECTION FOR BUILDING PLAN (BP) SUBMISSION**
- (C) IMPLEMENTATION OF AMENDMENTS TO APPROVED DOCUMENT**

Objectives

This circular is to:

- (A) Remind the industry to obtain approval of building plan before commencement of non-structural building works;
- (B) Inform the industry that BCA will introduce the issuance of Written Direction on submission for building plan approval; and
- (C) Remind the industry on the effective date of 1 April 2014 for changes to the Approved Document.

(A) OBTAINING OF BUILDING PLAN APPROVAL BEFORE COMMENCEMENT OF NON-STRUCTURAL BUILDING WORKS

2 BCA had earlier through its circular issued on 28 October 2013 reminded the industry that with effect from 1 April 2014, all projects are required to comply with s5(1) of the Building Control Act to obtain building plan (BP) approval before the commencement of any non-structural building work. This includes on-going projects that have not obtained TOP/CSC before 1 April 2014. In particular, industry should pay attention to the following:

(a) Guidelines on Immaterial Changes

For any deviation from the approved plan involving material change(s), the qualified person is required to submit an amendment plan and obtain approval prior to the commencement of the particular works. However, if the deviation involves an immaterial change, the qualified person is not required to submit and obtain approval of amendment plan prior to the commencement of such works. A set of guidelines on what constitute immaterial changes to the non-structural building works is in Annex A and is also available on BCA website at http://www.bca.gov.sg/BuildingPlan/others/Immaterial_Changes.pdf.

(b) Submission of Record Plans

The QP is required to submit record plan(s) to reflect all the immaterial changes for our reference upon the completion of building works. The record plan(s) may be submitted prior to or together with the request for TOP inspection. We would like to highlight that no TOP inspection will be conducted unless record plan is submitted or a declaration from the qualified person that there is no deviation from the approved plan.

QPs are required to submit the affected drawings (showing the immaterial changes highlighted in appropriate colours) with the form BCA-BP-BPRP01 which is available in CORENET. Please refer to Annex B for the certification to be included in the title block of record plans.

3 We would like to highlight the need for prior approval of amendment plan before commencing works involving material changes after the issuance of temporary occupation permit.

(B) ISSUANCE OF WRITTEN DIRECTION IN RELATION TO SUBMISSION FOR BUILDING PLAN (BP) APPROVAL

4 We would like to inform the industry that with effect from 1 April 2014, a Written Direction under s5(3)(b) of the Building Control Act will be issued where there is a non-compliance of the Building Control Act and Regulations in the building plans submitted. This will be consistent with the approach taken for Structural Plan submissions.

5 QPs will be given a period of 20 working days, from the date of the issuance of the Written Direction, to re-submit for compliance. If the Written Direction is not complied with within the period given in the Written Direction, or such further period as may be extended, the plans shall be deemed disapproved under s5(4) of the Building Control Act.

6 Nevertheless, to help the industry track the deadline to reply to written directions, BCA will send an email reminder to the developer and qualified person if there is no response to the written directions by the 10th working day. Should the qualified person or developer needs more time to comply with all the requirements, they may apply for an extension of time.

7 For all replies to written directions including requests for extension of time, please submit the affected drawings with the form BCA-BP-BPWD01 which is available in CORENET.

(C) IMPENDING CHANGES TO APPROVED DOCUMENT

8 BCA had earlier through its circular issued on 28 October 2013 informed the industry of some changes to the Approved Document which will take effect from 1 April 2014. We wish to remind the industry of these changes to Approved Document which will apply to projects where the first set of plans is submitted to the Commissioner of Building Control for approval on or after 1 April 2014. The changes are provided in the table below.

Part in the Approved Document	The revision is applicable to
C – Headroom & Ceiling Height E – Staircases G – Ventilation H – Safety From Falling O – Protection from Injury by Vehicles in Buildings	Projects where the first plan was submitted on or after 1 April 2014 to the Commissioner of Building Control for approval
D – Accessibility In Built Environment	Projects where the building plan was submitted on or after 1 April 2014 to the Commissioner of Building Control for approval
M – Safety of Windows	Projects where the first plan was submitted on or after 28 October 2013 to the Commissioner of Building Control for approval

9 To help the industry better understand early BP submission requirements and the new requirements in Approved Document, BCA had been briefing the industry and conducting QP sharing sessions since last year. We will continue to brief the industry and will be conducting two sessions of seminar in May 2014 for qualified persons and their supporting staff. The details of seminar will be released in early April 2014 via e-CORENET.

Clarification

10 We would appreciate it if you could convey the contents of this circular to the members of your organisation. For clarification, you may email to bca_enquiry@bca.gov.sg or call our hotline at 63257159.

Yours faithfully



TEO ORH HAI
DIRECTOR
BUILDING PLAN AND MANAGEMENT GROUP
for COMMISSIONER OF BUILDING CONTROL

Annex A

GUIDELINES ON IMMATERIAL CHANGES FOR NON-STRUCTURAL BUILDING WORKS

1. These guidelines outline what constitute immaterial changes for non-structural building works.
2. Where a deviation involves immaterial changes, there is no need for the QP to obtain prior plan approval before proceeding with construction. The QP is however required to incorporate such change into record plans, which are to be submitted upon completion of works. All other deviations (i.e. material changes) from the approved plans for non-structural works would require submission of amendment plans for approval before construction is allowed.
3. **List of immaterial changes in non-structural building works**

Clause D Barrier Free Accessibility

- Changes or obstruction in the barrier free access route which results in an increase of less than 20% of its original distance. Distance shall be taken between two nearest accessible spaces.
- Shifting of accessible car park lots such that it is still located nearest possible to an accessible entrance and / or lift lobby.

Clause E Staircases

- Changes to staircase tread and riser size as long as it is within compliance.
- Changes to the width of staircase as long as it is at least 900mm.

Clause G Ventilation

- Changes to the number, size and/or positions of windows and doors as long as it complies with the natural ventilation requirement.

Clause I Energy efficiency

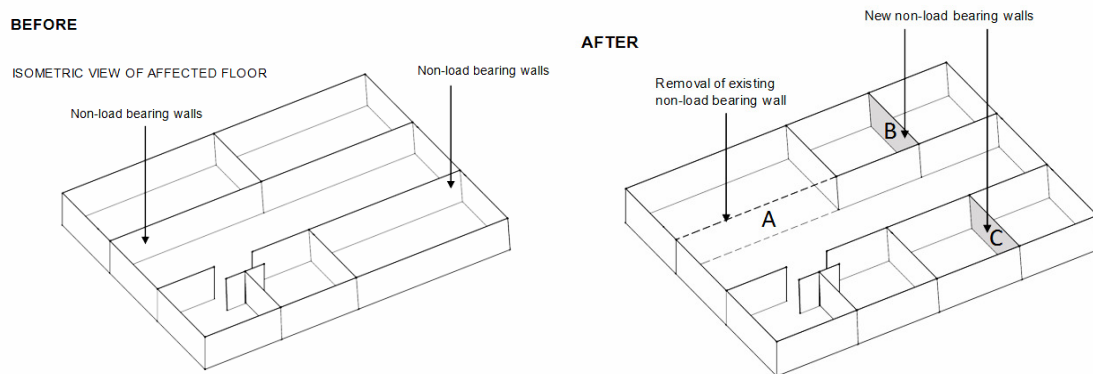
- Changes to the facade design as long as it does not exceed the RETV value of 25W/m² and ETTV value of 50W/m².

Others

- Changes to the area and/or positions of non-load bearing walls shall not make up more than 20% of the total area of non-load bearing walls on each affected floor (refer to Figure 1).
- Changes to the size and position of plant/equipment rooms, store rooms or spaces not intended for human occupation.
- Minor changes in size and position of lifts and escalators.

- To determine if the deviation is immaterial, it shall be evaluated against all other clauses. For example, increase in the size of window is considered immaterial under clause G, Ventilation. However, if it affects clause I, Energy efficiency and results in the ETTV value exceeding 50 W/m², it would be regarded as a material change and amendment plan submission is required.

Figure 1 Example of immaterial changes involving non-load bearing walls



The total area of the new walls and / or removed walls shall not be more than 20% of the total area of the original non-load bearing walls on the affected floor.

$$\frac{\text{Sum of area of walls A, B and C}}{\text{Area of the original non-load bearing walls on the affected floor}} \times 100\% < 20\%$$

GUIDELINES ON BP SUBMISSION FOR UTILITIES FACILITIES

- For integrated and independent utilities facilities (e.g. substations and shelters for pumps and compressors, which are not intended for human occupation), these structures could be built based on approved structural plans. They could subsequently be included into the main BP submission.

[Note: QPs should notify BCA early on such facilities in their projects]

Annex B

1. PROJECT REFERENCE NUMBER

The project reference number shall be issued in this format –

A/E	1	2	3	4	-	0	0	0	0	1	-	2	0	1	4	-	R	P	0	1
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2. STANDARD CERTIFICATION FOR RECORD PLANS

I, _____, hereby certify that the preparation of these record plans are in accordance with the Building Control Regulations; the departures or deviations shown on these plans are in accordance with the provisions of the Act and Building Control Regulations; and they do not affect the objectives and performance requirements set out in the Fifth schedule of the Building Control Regulations relating to the plans approved pursuant to Section 5 of the Building Control Act.

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