



Our Ref: BCA BC 051/2/8 Vol.3  
21 Jun 99

Building Plan & Management Division

(See Distribution list)

## ANNEX 2

Dear Sir

### ISSUE OF TEMPORARY OCCUPATION PERMIT (TOP) AND CERTIFICATE OF STATUTORY COMPLETION (CSC) WITHIN 7 WORKING DAYS

From 1 Jul 99, qualified persons (QPs) can expect the Building and Construction Authority (BCA) to issue TOP/CSC within 7 working days following application after successful inspection (where applicable) and submission of all relevant documents.

2 Currently, a time limit of 7 weeks for major projects and 5 weeks for minor projects is allowed from date of application for TOP/CSC for QPs to comply with all outstanding requirements before TOP/CSC may be granted. If the QP is unable to meet such requirements within the time limit, the application for TOP/CSC may be suspended or terminated. He may then need to submit a fresh application or re-activate his earlier application when he is ready.

3 Under the Advance Booking System (ABS) implemented for all projects from 1 Jan 99 (see our earlier circular of same series dated 19 Jun 98), site inspection will be carried out before TOP application. Any outstanding requirements will be made known in a written advice to the QP within 3 working days after site inspection. After the outstanding requirements have been met, including any waiver of building regulations, the QP may then submit his application for TOP. The TOP will then be issued within 7 working days. If an application is received for TOP with requirements still outstanding, the application would be suspended.

4 Please disseminate the contents of this letter to your members. If you need clarification, please contact any of the following officers for assistance:

Mrs. Lim-Chee Miew Ling	-	Tel: 3258642
Mr. Koh Chye Hin	-	Tel: 3258650
Mr. Thomas Goh	-	Tel: 3258652

Yours faithfully

DING HOCK HUI  
SENIOR MANAGER  
BUILDING PLAN & MANAGEMENT DIVISION  
for COMMISSIONER OF BUILDING CONTROL  
BUILDING & CONSTRUCTION AUTHORITY