

**SINGAPORE CIVIL DEFENCE FORCE  
FIRE SAFETY & SHELTER DEPARTMENT  
HQ SCDF, 91 Ubi Ave 4 Singapore 408827 Fax: 68481493  
Website: http://: www.scdf.gov.sg**



*Please quote our ref. no. in all future correspondences*

Our File Ref: CD/FSSD/12/01/03/04

DID: 68481470  
FAX: 68481493

11 Feb 2010

President, Singapore Institute of Architects (SIA)  
President, Institution of Engineers, Singapore (IES)  
President, Association of Consulting Engineers, Singapore (ACES)  
President, Real Estate Developers' Association of Singapore (REDAS)  
Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)

Dear Sir/Mdm,

**CHECKLIST FOR SUBMISSION OF SHELTER WAIVER APPLICATIONS FOR  
HOUSEHOLD OR STOREY SHELTERS**

SCDF and BCA have noticed that some Qualified Persons (QPs) do not show adequate details when making shelter waiver applications to SCDF.

2 In view of the above, SCDF and BCA have devised a checklist for the necessary and useful details to be provided in the shelter waiver submissions to SCDF, for ease of reference and checking by QPs. QPs may seek consultation with BCA or SCDF prior to the submission of shelter waiver applications. The checklist is given in **Annex A**.

3 We would appreciate it if you could disseminate the contents of this circular to members of your Institution or Association.

4 Please contact undersigned at 68481470 or LTC Cheok Poh Chin at 68481406, should you require further clarifications.

A PROUD MEMBER OF THE HOME TEAM

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Yours faithfully,

CPT LEE GEOK SENG RAYMOND  
SSO SHELTER DEVELOPMENT  
FOR COMMISSIONER, SINGAPORE CIVIL DEFENCE FORCE

CC

Members of FSSD Standing Committee

President, SISV

CEO, HDB

CEO, URA

CEO, BCA

Attn: Deputy CEO (Building Control)  
Director (Special Functions)  
Deputy Director (CDSD)  
Senior Executive Engineer (CDSD)



A PROUD MEMBER OF THE HOME TEAM

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**CHECKLIST FOR SUBMISSION OF SHELTER WAIVER APPLICATIONS**

S/N	ITEMS		PROVIDED		
			Yes	No	NA
<b>SHELTER BUILDING PLANS</b>					
1	<b>Household Shelter Data:-</b>				
	a.	Dwelling Unit Type			
	b.	GFA of Unit (m <sup>2</sup> )			
	c.	No. of Household Shelter (HS)			
	d.	Area of HS (m <sup>2</sup> )			
	e.	No. of Square Units #			
	f.	Volume of HS (m <sup>3</sup> )			
	g.	Shelter Type*			
2	<b>Storey Shelter Data:-</b>				
	<b>- Data of Dwelling Units</b>				
	a.	Dwelling Unit Type			
	b.	GFA of Units (m <sup>2</sup> )			
	c.	No. of Dwelling Units			
	<b>- Data of Storey Shelter</b>				
	a.	No. of Storey Shelters			
	b.	Total Nominal Occupancy (TNO)**			
	c.	Area of Storey Shelter (SS) [m <sup>2</sup> ]			
		(1) Required Area (TNO x 0.6 m <sup>2</sup> )			
		(2) Provided Area (m <sup>2</sup> )			
	d.	Volume of SS (m <sup>3</sup> )			
		(1) Required Volume (TNO x 1.8 m <sup>3</sup> )			
		(2) Provided Volume (m <sup>3</sup> )			
3	Site and Location Plans				
4	Building layout plans with sectional & elevation views				
5	Shelter detailed plans showing <ul style="list-style-type: none"> <li>• The routing and penetration of services as well as the location of ventilation sleeves, HS/SS door openings and blast hatch openings (applicable for SS)</li> <li>• The shortfall areas, setback distance envelopes for setback distances for HS/SS walls and the provisions made to compensate for the shortfall areas</li> </ul>				
<b>SHELTER STRUCTURAL PLANS</b>					
6	Floor plans indicating the shelter location				
7	Vertical and horizontal sections through the shelter tower (including non-shelter) showing the reinforcement details				
8	Cross sectional details of openings such as the blast door opening, ventilation sleeve opening and blast hatch opening (applicable for SS)				

## Annex A

S/N	ITEMS	PROVIDED		
		Yes	No	NA
9	Footing plans (if footing is integrated with HS/SS slab)			
10	Detail of transfer beam or slab (if applicable)			
11	Detailed calculations on unshielded non-shelter wall or transfer structure supporting HS/SS tower (if applicable)			

### **LEGEND**

# Applicable for HS which is trapezoidal or L-shaped HS.

No. of square units (0.6 m x 0.6 m) is used for the assessment of trapezoidal or L-shaped HS. For more details, please refer to Technical Requirements for HS.

\* HA: HS Aboveground

HB: HS Basement

\*\* TNO = Total Nominal Occupancy of units served by Storey Shelter

$$\text{Area of Storey Shelter} = \text{TNO} \times 0.6 \text{ m}^2$$

$$\text{Volume of Storey Shelter} = \text{TNO} \times 1.8 \text{ m}^3$$