

Version 1.0 - 1999

**GUIDELINES FOR
SIMPLIFIED A&A SUBMISSION**

**Building and Construction Authority
Building Plan Department**

Contents

Introduction

1.

These Guidelines are issued by the Commissioner of Building Control (CBC) and shall come into effect on 1st Apr 1999.

2.

The purpose of these guidelines is to assist qualified persons in the submission of applications for approval of building plans under the Simplified A & A Submission System. The Simplified A & A Submission System is designed to give faster approval to certain alterations and additions to residential houses.

3.

If an application is not in order, the same will be rejected at the counter under regulation 13 of the Building Control Regulations. However, if a submission is found to be in order and accepted, approval of the application will be given within four (4) days from the date of acceptance. On completion of the building works, a certificate of statutory completion (CSC) will also be issued within the same time-frame.

4

For any A & A submission which does not fall within the scope of these Guidelines, the application must be submitted under the normal BP submission system. For an A & A submission to qualify under this simplified system, the submission must be in accordance with the following requirements:

Submission Requirements:

1.0 Application

1.1

This submission system is only applicable to building works pertaining to repairs, alterations or additions in respect of an **existing detached house or linked bungalow, semi-detached house or terrace house** (hereinafter referred to as “**conventional house**”).

1.2

The proposed repairs, alterations or additions should not require clearance from the Fire Safety Bureau (FSB). [*FSB's clearance is required when the building works involve timber floor or timber staircase or the house is more than 3 storeys (including the basement or attic)*].

1.3

The proposed building works shall -

- (a) be confined strictly within the lot boundary; and
- (b) not affect the existing public sewer or drainage reserve.

2.0 Application form

2.1

An application for approval of building plans in respect of repairs, alterations or additions to an existing conventional house shall be made using the following application forms:

- (a) Application for Approval of Building Plans - Form BPD_BP03. This form includes an Appendix on Plan Fee Computation for Building Plans/Structural Plans; and
- (b) Declaration for Submission of Building Plans (Additions & Alterations to Conventional Buildings) by the Qualified Person –Form BPD_BP06. This form is to be accompanied by 2 copies of Appendix 1 [addressed to Chief Engineer (CBPU)] duly completed and signed by the qualified person.

2.2

All items/blank spaces must be duly completed and where an item is not applicable, it should be indicated as “N/A” for “not applicable”.

3.0 Building Plans

3.1

The application forms shall be accompanied by –

- (a) 2 sets of building plans to be marked as follows:
 - (i) **Set (A)** - for approval and to be returned to the qualified person;
 - (ii) **Set (B)** - to be marked with “**CBPU Set**” on the top right hand corner of the set.
- (b) an additional site plan drawn to a scale of 1:200 ~ 1:1000 with the **new roofs** shown coloured;
- (c) the Drainage Interpretation Plan (DIP) from the Ministry of the Environment or its reply to the legal requisition for the subject property
- (d) Sewerage Interpretation (SIP) from the Ministry of the Environment;
- (e) the Notice of Grant of Written Permission or Lodgement Receipt, where applicable, from the Development Control Division, URA; and
- (f) the relevant waiver application forms for any non-compliance with the building regulations.

3.2

If the qualified person reasonably suspects that the proposed building works may affect the structural stability or integrity of the building, the building plans shall bear a certification from an appropriate professional engineer certifying that he has inspected the building and investigated its overall structure and that, in his opinion, the existing building is capable of resisting the forces and moments which may be increased or altered by reason of such repairs, alterations or additions.

3.3

The building plans must be prepared and signed by the qualified person in accordance with regulations 6 to 8 of the Building Control Regulations. The qualified person may be a registered architect or a professional engineer (civil/structural).