

**2 June 2000**

**GUIDELINES ON  
SUBMISSION OF BUILDING PLANS**

**Building and Construction Authority  
Building Plan Department**

## Contents

## INTRODUCTION

Section 6 of the Building Control Act states that the person for whom any proposed building works are to be carried out may apply to the Commissioner of Building Control for approval of plans of the building works. It also requires that the person for whom building works are to be carried out shall before making any such application appoint an appropriate qualified person in respect of those works.

The following Act and Regulations are relevant to this application and must be referred to when necessary:

- a. The Building Control Act (Chapter 29)
- b. The Building Control Regulations

This document should be read in conjunction with the above Act and Regulations as well as other guidelines published under this Handbook series on building control procedures.

The following code and handbook published by the Building Control are also relevant for the preparation of building plans:

- a. Code on Barrier-Free Accessibility in Buildings
- b. Handbook on Energy Conservation in Buildings & Building Services

These requirements are administered by the Building Plan & Management Division of the Building Control. Its corresponding address is:

Building Plan & Management Division  
Building Control  
5 Maxwell Road, #02-00  
Tower Block, MND Complex  
Singapore 069110

## WHAT GOVERNS THE APPROVAL OF BUILDING PLANS?

Compliance with the following legislations and codes is necessary:-

- a. The Building Control Act (Chapter 29)
- b. The Building Control Regulations
- c. Code on Barrier-Free Accessibility in Buildings, where applicable.
- d. Handbook on Energy Conservation in Buildings and Building Services, where applicable.

In addition, relevant clearances from the technical departments (for example, the Fire Safety Bureau, ENV's Central Building Plan Unit, the Land Transport Authority) as well as the Urban Redevelopment Authority's written permission, where applicable, will have to be obtained before the building plans could be approved by the Commissioner of Building Control.

## WHAT CONSTITUTES BUILDING WORKS?

Building works mean:

- a. the erection, extension or demolition of a building
- b. the alteration, addition or repair of a building
- c. the provision, extension or alteration of any air-conditioning service or ventilating system in or in connection with a building.

Building works include site formation and building operations connected with or carried out for the above purposes.

## WHAT TYPES OF BUILDING WORKS WILL REQUIRE BUILDING PLAN APPROVAL?

All building works, except those which are minor and exempted under the Building Control Act, will require building plan approval. The list of exempted building works is given in 'The Schedule' of the Building Control Act.

## WHO CAN SUBMIT BUILDING PLANS?

Building plans are to be submitted by a Qualified Person. A Qualified Person is a person who is registered as an Architect or a Professional Engineer and has in force a practising certificate issued under the Architects Act or the Professional Engineers Act respectively. The appropriate qualified persons for the different types of building works are given in the 'First Schedule' of the Building Control Regulations. For example, a single storey warehouse or factory proposal may be submitted by an Architect or a Professional Engineer, whereas a retaining wall proposal has to be submitted by a Professional Engineer.

## WHEN DO I NEED TO SUBMIT APPLICATION FOR APPROVAL OF BUILDING PLANS?

You should submit your application for approval of your building plans well in advance before you intend to commence the work. It is an offence to carry out building works if the plans have not been approved and a permit to carry out building works has not been granted by the Commissioner of Building Control.

In addition, you may need to obtain planning permission from the Urban Redevelopment Authority (URA) before plans could be approved, and obtain a provisional planning permission before a permit to carry out building works could be granted by the Commissioner of Building Control.

You can only submit your application for approval of building plans to the Commissioner of Building Control after URA's planning permission and technical department's clearances have been obtained. The Commissioner of Building Control will then accept and process your application for approval

The submission of structural plans to the Building Engineering Division of Building Control is independent of the process for the application for approval of the building plans from the Building Plan & Management Division. In other words, you can submit building plans and structural plans to the Building Plan & Management Division and Building Engineering Division respectively in parallel and the approvals of the two sets of plans are independent of one another. You can also submit structural plans (eg site formation plans, piling plans) to the Building Engineering Division before submission of building plans to the Building Plan & Management Division. This way, you can proceed with your structural works earlier as soon as the structural plans are approved and permit is granted.

## WHAT DO I NEED TO SUBMIT FOR APPROVAL OF BUILDING PLANS?

A complete set of application for approval of building plans comprises the following documents:

- a. Form BPD\_BP03 : Application for approval of building plans
  - i. Appendix 1 - Plan fee computation for building/structural plans..
- b. Form BPD\_BP04 : OTTV calculation format in respect of an air-conditioned building , where applicable.
- c. Form BPD\_BP05 : Application for modification/waiver of building regulations, where applicable.
- d. URA's approved site plan and the Notice of Grant of Written Permission, where applicable.
- e. A certified true copy of forms submitted to URA's Development Control Division on the statistical gross floor area, where applicable.
- f. One set of building plans with the project reference number printed at the top right hand corner on every sheet of the plans drawn in accordance to the Building Regulations.
- g. Additional copy of site plan drawn to any scale between 1:200 to 1:1000.
- h. Clearances from the relevant technical authorities/departments.

## WHAT IS THE FEE FOR BUILDING PLAN APPROVAL?

The application for approval of plans must be accompanied by fees computed according to Regulations 108 to 111 of the Building Control Regulations.

Generally, the prescribed fee is computed as \$200 for every 100 m<sup>2</sup> of the statistical gross floor area or part thereof. The statistical gross floor area refers to the aggregate of the floor areas of all storeys in the building including basement storey or the aggregate of the statistical gross floor areas of all the buildings in a development.

For other structures like wharf, jetty, bridge, dry dock, storage tank etc, similar computation of \$200 for every 100 m<sup>2</sup> or part thereof in area is applicable. In this instance, area means the total area of the plan view of the structure.

For amendment plans and plans for repair works and alteration or addition works, the fee is \$100 for each storey of the building involved, and \$200 for every 100 m<sup>2</sup> if there is an increase in floor area of the building.

The fee for application for approval of ancillary plans like drainage reserves, culvert and retaining wall and their amendment plans is \$100 per application.

Where the plans are disapproved or withdrawn, there will be no refund of plan fee.

## WHAT ARE THE DETAILS REQUIRED IN THE BUILDING PLANS?

Building plans shall be prepared in accordance with the requirements set out under Regulations 6, 7 and 8 of the Building Control Regulations.

## WHAT DO I NEED TO SUBMIT FOR WORKS INVOLVING ALTERATIONS AND ADDITIONS TO AN EXISTING BUILDING?

In the case of alterations and additions to an existing building, the application for building plan approval has, in addition to the documents specified in application for approval of building plans, to be accompanied by the certification on plan of a professional engineer (Civil or Structural) certifying that he has inspected the building and investigated its overall structure and that the building is capable of resisting additional load of the proposed building works.

## WHAT HAPPENS WHEN I SUBMIT MY APPLICATION FOR APPROVAL OF BUILDING PLANS?

Submission of applications for the approval of building plans shall be made by hand to the main counter of the Building Control.

The counter staff will screen through the documents before accepting them for processing.

The application may not be accepted under the following circumstances:-

- a. the plans are not prepared as prescribed in the Building Control Regulations;
- b. the application is not made in an appropriate form or the application does not contain the particulars required;
- c. the building plan fees have not been paid.
- d. URA's Written Permission is applicable and not obtained yet ; or
- e. OTTV plans and calculations are applicable and not submitted.

After the plans are accepted, they will be registered in accordance to the project reference number indicated in the application form. You should use this reference for your subsequent submissions to the Building Engineering Division and other relevant technical departments.

## WHAT DO I NEED TO DO SHOULD I ENCOUNTER PROBLEMS BEFORE FORMAL SUBMISSION OF BUILDING PLANS FOR APPROVAL?

Qualified Persons (QP) for the project could pre-consult on issues related to the department's requirements or practices which may be subjected to interpretation or related to any administrative restrictions. The QP should not pre-consult if the subject is already covered by the Building Regulations or the issue could be resolved by means of waiver applications. QP would have to submit Form BPD\_BP01 for such consultations.

QP could also request to table their cases at the Building Plan Approval Meeting if there are conflicting requirements from technical agencies. Such request may be submitted using Form BPD\_BP02.

## WHAT DO I NEED TO DO AFTER OBTAINING APPROVAL OF PLANS?

The approved plans will be sent for microfilming and will be available for collection two weeks from the date of the Notice of Approval (NOA). For collection of approved plans, the original copy of the NOA has to be presented to BCA's central counter at 2nd storey, Tower Block, MND Complex.

If the approved plans are not collected within one month (commencing two weeks from the date of NOA), it may be destroyed or disposed of by the Commissioner of Building Control.

## UNDER WHAT CIRCUMSTANCES WILL THE BUILDING APPROVAL LAPSE?

Approval granted by the Commissioner of Building Control will automatically lapse:

- a. if the Written Permission granted under the Planning Act lapses;
- b. if the building works are not commenced within 12 months from the date of approval of the plans for those building works;
- c. where there is no Written Permission granted under the Planning Act, if the building works are suspended for a continuous period of more than 6 months.

## WHERE DO I SUBMIT MY BUILDING PLANS WHEN THE BUILDING WORKS ARE ON JTC LAND?

As from 1 April 2000, the Building Control Unit (BCU) of Jurong Town Corporation (JTC) has been authorized, under Section 3(2) of the Building Control Act, to exercise and carry out all the powers conferred and the duties imposed (with the exception of Sections 15 and 16) on the Commissioner of Building Control. The powers and duties to process and approve building/structural plans and issuance of TOP/CSC by BCU (JTC) are, however, restricted to buildings or building works carried out on land owned by JTC. More details can be obtained from [JTC's circular letter of 28 Mar 2000](#) to the professional bodies.