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**TOP INSPECTION CHECKLIST FOR
RESIDENTIAL DEVELOPMENT**

**Building and Construction Authority
Building Plan Department**

Contents

Introduction

- 1 This checklist is issued by the Commissioner of Building Control.
- 2 The purpose of this checklist is to assist qualified persons in preparing for the application for Temporary Occupation Permit (TOP).
- 3 This checklist contains a list of requirements which are routinely checked by BCA officers in connection with TOP application. It is by no means an exhaustive list of requirements prescribed in the Building Control Regulations which must be complied with when making a TOP application. Further, the items in this checklist may be amended when new written laws come into force. Qualified persons are therefore advised to update themselves with the latest provisions of the following legislation and codes:-
 - (a) The Building Control Act (Cap 29);
 - (b) The Building Control Regulations;
 - (c) The Building Control (Exempt Building Works) Order (Cap 29, 01);
 - (d) Code on Barrier-Free Accessibility in Buildings;
 - (e) Guidelines on Envelope Thermal Transfer Value For Buildings.
 - (f) Building Control (Buildable Design) Regulations
 - (g) Approved Document
- 4 Wherever necessary, QP should also refer to other codes of practice which are cited in the Building Control Regulations.

1 GENERAL REQUIREMENTS

1.1

The building must not be occupied before a TOP/CSC has been issued as provided for under Section 21 of the Act.

1.2

All site offices, stores, work sheds, hoarding and scaffoldings have been removed and the site cleared of all construction materials and debris. (Store or storage space may be allowed within the site for keeping materials during the maintenance period.)

1.3

The boundary clearance, building setbacks and general layout are in accordance with the plans approved by the Competent Authority.

1.4

The height and configuration of retaining wall and boundary wall are in accordance with the plans approved by the Competent Authority.

1.5

All external works (entrance culvert, house drain, driveway, service road, road side-table, entrance gate) have been completed.

1.6

Landscape areas have been filled with earth and properly levelled.

1.7

Floor and wall finishes, ceiling, doors and windows have been completed unless requested by the buyer/house owner to leave certain portion incomplete. (The developer/owner has to declare this arrangement/ intention at the time of TOP application)

1.8

For partial TOP applications, all areas to which the application relates have been satisfactorily separated from those areas under construction by means of robust hoardings/fencing.

1.9

For phased development or partial TOP cases, separate site access is provided for remaining parts of the development project which are still under construction.

2 CARPARKS

2.1

Car park lots have been demarcated.

2.2

Directional signs for traffic have been provided.

2.3

Mechanical ventilation system for full basement carpark, where required, is fully functional.

2.4

Fume extract system for basement car park with natural ventilation, where required, is fully functional.

2.5

Exhaust points of basement mechanical ventilation extract systems are not facing adjacent residential buildings.

3 COMMUNAL/ANCILLARY AREAS

3.1

Common facilities/lift(s) have been completed and are fully functional.

3.2

Each storey of apartment block has been numbered.

3.3

Swimming pool has been filled with water or, if not filled with water, has been temporarily barricaded.

3.4

Finishes to corridors/lobbies/passageways have been completed.

3.5

Gratings have been provided to surface drains at pedestrian approaches/vehicular crossings.

3.6

Gratings/railings have been provided to surface drains where depth exceeds 1000mm.

3.7

All full height glass wall and unframed glass doors have been provided with suitable markings or signs on the glazing.

4 STAIRCASES

4.1

Openings or voids in any parapet, balustrade or railing are not greater than 100mm in diameter.

4.2

The width of the staircase is not less than 900mm.

4.3

The height of risers is not more than 175mm.

4.4

The width of treads is not less than 225mm.

4.5

The number of risers per flight does not exceed 18.

4.6

The height of the parapet, balustrade or railing is not less than 900mm from the finished floor level of the staircase landing; and 750mm from the pitch line of the staircase.

4.7

One continuous handrail is provided to staircase with more than 5 risers.

4.8

The clear headroom of staircase is not less than 2000mm.

5 SAFETY PROVISIONS

5.1

Protective railings or parapets are provided where drops exceed 1000mm.

5.2

The height of protective railings/parapets/window sills is not less than 900mm.

5.3

Where the height of window sill is less than 900mm, protective barriers have been provided to make up the height to 900mm.

5.4

The gaps in protective railings/parapets are not more than 100mm.

5.5

Protective railings or barriers not less than 900mm in height have been provided at all full height glass wall overlooking sunken areas, voids, air-wells, courtyards or external open space with a drop of more than 1000mm.

5.6

In lieu of protective railings or barriers, the full height glass walls have been designed to take a horizontal or lateral loading in accordance with H3.3 of the Approved Document.

6 HEIGHT OF ROOMS

6.1

The ceiling height of rooms and spaces shall not be less than 2.4m and the headroom be not less than 2.0m in accordance with the Approved Document.

7 ROOF

7.1

In semi-detached, terrace or linked houses, the roof is separate and independent of the adjoining houses with the party wall extended above the roof covering.

8 NATURAL LIGHT/VENTILATION

8.1

The aggregate openable area of the windows or ventilation openings for every room is not less than 5% of the floor space. Windows or other openings providing natural lighting is not less than 10% of the floor space as set out in the Approved Document.

9 ACCESSIBILITY/PROVISIONS FOR THE DISABLED

(In compliance with the Code on Barrier-Free Accessibility in Buildings)

9.1

Parking lots for the wheel-chair bound are provided.

9.2

Approach ramps and handrails are provided.

9.3

Corridors or passageways are provided.

9.4

Lift designated for the disabled is provided.

9.5

Signages for the disabled are provided.

9.6

Sanitary facilities are provided.