

7 April 2000

**GUIDELINES ON
TOP & CSC**

**Building and Construction Authority
Building Plan Department**

Contents

INTRODUCTION

Section 21 of the Building Control Act states that no building or part of a building where any building works have been carried out shall be occupied in any way unless the Commissioner of Building Control has issued a Certificate of Statutory Completion (CSC) or Temporary Occupation Permit (TOP) in respect of that building or that part of the building.

When the building works are completed, the applicant (i.e. building owner or developer) and the qualified person shall apply to the Commissioner of Building Control for a CSC or TOP. The building can only be occupied when a CSC or TOP is granted. This document explains what is required of the qualified person in obtaining the CSC or TOP from the Commissioner of Building Control.

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 & Construction Authority 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
Tel : 3252211
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WHAT ARE THE PRE-REQUISITES FOR TOP/CSC APPLICATION?

The building works must have been completed.

The following documents must have been submitted by the Qualified Person (QP) :

- a. Form BPD_CSC01 - Application Form.
- b. Form BPD_CSC07 - Declaration by Qualified Person for Building Works.
- c. Form BPD_CSC02- Certificate of Supervision of Building Works.
- d. Form BEV C1- Certificate of Supervision of Piling Works.
- e. Form BEV C2- Certificate of Supervision of Structural Works .
- f. Form BEV C3- Submission Certificate of 'As-Built' Structural Plans/Calculations.
- g. Form BC/ BC - Builder's Certificate of Completion of Building Works .
- h. *Form BPD_CSC03 - Certificate of supervision of Lightning Protection (*if applicable).
- i. *Form BPD_CSC04 - Certificate of Supervision of Escalator(s)/Lift(s) Installation (*if applicable).
- j. *Form BPD_CSC05- Certificate of Supervision of Air-conditioning/Mechanical Ventilation Systems(*if applicable).
- k. One copy of site plan with the boundary line and outlines of the building(s) concerned edged in red. (Scale bet. 1:200 to 1: 1000)
- l. A copy of the Commissioner of Building Control's letter or receipt confirming payment or exemption from payment of the Maintenance Deposit under the Buildings & Common Property (Maintenance & Management) Act (Cap 30) (*if applicable).

The clearances from the following technical departments for CSC application are to be submitted when relevant :

- a. Fire Safety Bureau (FSB),Singapore Joint Civil Defence Forces.
- b. Central Building Plan Unit (CBPU),Pollution Control Department, Ministry of Environment.- on matters relating to sewerage, pollution control, drainage & environmental health.
- c. Land and Transportation Authority (LTA)
 - i. Development and Building Control Unit
 - ii. Vehicle Parking Unit
- d. Urban Redevelopment Authority (URA)
 - i. for conservation projects

Other CSC clearances which may be required:

- e. Urban Redevelopment Authority (URA)
 - i. if project involves construction of sea-wall, river wall or erection of any building or structures within 15m of the foreshore or of any such bank which requires approval under Section 3 of the Foreshores Act (Cap 113).
- f. Land and Transportation Authority (LTA)(Rail)
 - i. where specified as a condition in the planning permission.
- g. Ministry of Education
 - i. for school buildings.
- h. National Parks Board (N. Parks)
 - i. if project involves the provision of public open space and/or roadside planting.
- i. Civil Aviation Authority of Singapore (CAAS)
 - i. where specified as a condition in the planning permission.
- j. Land & Estate Organisation, Ministry of Defence (MINDEF)
 - i. where specified as a condition in the planning permission.
- k. Singapore Broadcasting Authority (SBA)
 - i. if project involves the installation of Master Antennae Television (MATV) Systems

- I. Acceptance for the commissioning of household/storey shelter from the Civil Defence Engineering Department (BCA) for residential development, where application for Written Permission to URA or lodgement with URA are made on or after 1 May 98.

In general, CSC clearance from a particular technical department is required if that department had issued BP clearance for any plan (either main Building Plan or amendments) at BP approval stage.

WHEN CAN A CSC BE ISSUED?

The Commissioner of Building Control may grant a CSC in respect of a building or part thereof if:

- a. the building works have been completed in accordance with the provisions of the Building Control Act and its Regulations;
- b. every report and certificate referred to above has been submitted by the appropriate qualified person to the Commissioner of Building Control;
- c. all the written directions given by the Commissioner of Building Control to the appropriate qualified persons who prepared the plans of the building works or who supervised the carrying out of the building works have been complied with;
- d. all the requirements either shown, implied or endorsed on the approved plans have been complied with;
- e. the full set of as-built detailed structural plans and design calculations incorporating all the departures or deviations from the approved structural plans and design calculations has been approved by the Commissioner of Building Control; and
- f. such other certificates or documents as may be required by the Commissioner of Building Control have been submitted.

WHEN CAN A TOP BE ISSUED?

A CSC shall not be granted in respect of any building where:

- a. there are minor requirements still to be complied with under the Building Control Act or its Regulations;
- b. any of the written directions or requirements shown or endorsed on the plans have not been fully complied with;
- c. there are minor deviations or departures from any approved plan of building works; or
- d. the building works have not been fully completed;

Under these circumstances, the Commissioner of Building Control may grant a TOP for the occupation or use of the building if he is satisfied that the non-compliance, deviation or non-completion of building works is neither of a serious nature nor in any way detrimental to the well-being and safety of the persons who may occupy the building or part thereof.

WHAT ARE THE GENERAL REQUIREMENTS FOR TOP APPLICATION?

Basically, the procedure for TOP application is the same as for CSC Application.

The relevant documents and certificates referred to above have been submitted by the appropriate Qualified Person (QP)

The clearances from the following technical departments for TOP application are to be submitted when relevant:

- a. Fire safety Bureau (FSB), Singapore Joint Civil Defence Forces.
- b. Central Building Plan Unit, Pollution Control Department, Ministry of Environment for matters relating to sewerage & pollution control.

Note:

These are important clearances for TOP application. This is to ensure that safety requirements have been complied with and basic essential services have been provided before the building can be occupied.

Other TOP clearances which may be required

- c. Urban Redevelopment Authority (URA)
 - i. for conservation project.

Note:

This is to ensure that the conservation's guidelines from URA have been complied with.

- d. Land and Transportation Authority (LTA)
 - i. where specified as a condition in the planning condition.
- e. Civil Aviation Authority of Singapore (CAAS)
 - i. where specified as a condition in the planning permission.
- f. Land & Estate Organisation, Ministry of Defence (MINDEF)
 - i. where specified as a condition in the planning permission.
- g. Civil Defence Shelter Engineering Department, BCA for household/ storey shelters.

For items (e) & (f), the clearance to be provided is given in the form of a letter from the Qualified Person (Q.P.) to the authorities certifying :-

- a. the actual as-built height of the building.
- b. that obstruction lights have been installed in accordance to stipulated ICAO standards.

SITE INSPECTION

Request for site inspection has to be made under the Advance Booking System using Form BPD_CSC09. BCA will respond within 2 working days.

The site inspection is meant to confirm that the building works have been carried out in accordance with the approved plans and the Building Control Regulations. If there is non-compliance, deviation or non-completion of building works and if the Commissioner of Building Control is satisfied that it is neither of a serious nature nor in any way detrimental to the well being and safety of the persons who may occupy the building or part thereof, TOP will be issued .

Generally, the items to be checked are:

- a. Boundary clearance , height of retaining walls and boundary walls.
- b. Headroom.
- c. Safety features:
 - i. protective railings.
 - ii. markings on glass walls and doors.
- d. Staircases:
 - i. headroom
 - ii. width
 - iii. gap opening
- e. Accessibility for disabled.
- f. Provision for ventilation.
- g. No major unauthorised deviations.

After the site inspection, if there is no outstanding requirement and all the necessary documents, clearances from technical departments are in order, a TOP or CSC will be issued, otherwise the application will be suspended or rejected. For rejected cases, a fresh application form BPD_CSC01 must be submitted. Other documents submitted previously need not be submitted again.

If a TOP has been granted, a written direction will be issued to the qualified person to comply with the outstanding requirements. Generally, the period given to the qualified person to obtain CSC is one year.

OTHER INFORMATION

BUILDING PLAN COMMITTEE

- a. The Committee comprises an appropriate officer of Building Control designated to chair the meeting with representatives from Land and Transportation Authority (LTA), Central Building Plan Unit (CBPU) of Pollution Control Department, National Parks Board (N. Parks), Fire Safety Bureau (FSB), Singapore Institute of Architects (SIA), Institution of Engineers, Singapore, (IES) and Association of Consulting Engineers, Singapore (ACES).
- b. The Committee meets weekly to help the developer or owner or his qualified person should they encounter any difficulties or delays in obtaining building plan approvals, TOP or CSC for occupation of a new building.
- c. The qualified persons can request for a case to be tabled for discussion at the meeting.

WAIVER APPLICATION COMMITTEE

- a. The Committee, comprising officers from the Building Control, meets weekly to evaluate application for waiver of Building Regulations submitted by the developer or owner or his qualified person. Waiver application form BPD_BP05 should be used.

ENFORCEMENT ACTION

- a. Any person who contravenes or fails to comply with Section 21 sub-section (1) of the Building Control Act or any written direction issued under sub-section (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 6 months or to both and, in the case of a continuing offence, to a further fine not exceeding \$1,000 for every day during which the offence continues after conviction.