

Our Ref: APPBCA-2015-09

Building Plan & Management Group

09 Jun 2015

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Dear Sir/Madam

CHANGES TO THE TEMPORARY OCCUPATION PERMIT AND CERTIFICATE OF STATUTORY COMPLETION

This circular is to inform the industry of the upcoming changes to the format of the Temporary Occupation Permit and (TOP) and Certificate of Statutory Completion (CSC).

2 Currently, the TOP/CSC is enclosed in a cover letter addressed to both the applicant and Qualified Person (QP). The applicant's particulars are included in both the cover letter and TOP/CSC.

3 A TOP/CSC is issued to certify that the building works have been completed in compliance with the Building Control Act and Regulations. It is therefore unnecessary to include the applicant's particulars in the TOP/CSC certificate.

4 From 1 January 2016 onwards, the TOP/CSC will be issued without the applicant's particulars in the TOP/CSC certificate. Please refer to **Annex A** for a sample of the changes.

5 Should you need further clarifications, please contact Mr. Tan Yu Jun at Tel 6804-4374) or by email to: tan_yu_jun@bca.gov.sg.

6 We would appreciate it if you could convey the contents of this letter to the members of your organisation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Teo Orh Hai', enclosed within a circular scribble.

TEO ORH HAI
DIRECTOR
BUILDING PLAN AND MANAGEMENT GROUP
for COMMISSIONER OF BUILDING CONTROL

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Ref : <PROJECT REFERENCE NUMBER> Building Plan & Management Group (#10-01)
Your Ref : Tel : 68044382
Date : <DATE> Fax: 63344031

Developer: Qualified Person:
<NAME AND ADDRESS OF APPLICANT> <NAME AND ADDRESS OF QUALIFIED PERSON>

Dear Sir/Madam

APPLICATION FOR TOP FOR

<PROJECT TITLE>

1. I am pleased to inform you that the above application has been approved.
2. The TOP is attached for your kind attention.

TEO ORH HAI
for COMMISSIONER OF BUILDING CONTROL

(This letter is generated through electronic means and is a computer print out. No signature is required)

To be removed

TOP <xxxxxxx>

THE BUILDING CONTROL ACT
(CHAPTER 29)
(Section 12)

TEMPORARY OCCUPATION PERMIT

To:
<NAME AND ADDRESS OF APPLICANT>

1. Permit is hereby granted for the temporary occupation of the building(s) or part of the building where the building works, as described in the Schedule below, have been carried out

SCHEDULE

Description of building work:

<PROJECT TITLE>

under approved plans

<PROJECT REFERENCE NUMBER>

<date>

Date

TEO ORH HAI

Building Plan & Management Group
for Commissioner of Building Control

(This letter is generated through electronic means and is a computer print out. No signature is required)

Ref : <PROJECT REFERENCE NUMBER> Building Plan & Management Group(#10-01)
Your Ref : Tel : 68044382
Date : <DATE> Fax: 63344031

Developer: <NAME AND ADDRESS OF APPLICANT>
Qualified Person: <NAME AND ADDRESS OF QUALIFIED PERSON>

Dear Sir/Madam

APPLICATION FOR CSC FOR

<PROJECT TITLE>

- 3. I am pleased to inform you that the above application has been approved.
4. The CSC is attached for your kind attention.

TEO ORH HAI
For COMMISSIONER OF BUILDING CONTROL

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To be removed

CSC <xxxxxxx>

THE BUILDING CONTROL ACT
(CHAPTER 29)
(Section 12)

CERTIFICATE OF STATUTORY COMPLETION

To:
<NAME AND ADDRESS OF APPLICANT>

This Certificate of Statutory Completion is granted to the building(s) or part of building
where the building works, as described in the Schedule below, have been carried out and
completed.

SCHEDULE

Description of building works:
<PROJECT TITLE>

under approved plans

<PROJECT REFERENCE NUMBER>

<date>

Date

TEO ORH HAI

Building Plan & Management Group
For Commissioner of Building Control

(This letter is generated through electronic means and is a computer print out. No signature is required)