

01 June 2021

See **Distribution List**

SUBMISSION OF AMENDMENT / RECORD PLAN(S) FOR CHANGES IN BUILDING WORKS THAT DEVIATE FROM APPROVED BUILDING PLANS

Objective

1. This circular is to remind the industry to obtain approval of building plans before commencement of non-structural building works.
2. In addition, in respect of any **material change(s)** in building works that deviate from approved building plan, the Qualified Person (“QP”) is required to submit an amendment plan and obtain approval from the Commissioner of Building Control (“Commissioner”) prior to the commencement of the relevant building works. For immaterial change(s) to building works that deviate from approved building plan, the QP is required to submit a record plan.

Background

3. The Building and Construction Authority (“BCA”) had earlier through its circular issued on 13 March 2014, reminded the industry to obtain approval of building plans before commencement of non-structural building works and published guidelines on immaterial changes in respect of **non-structural building works**.
4. The terms “immaterial changes” and “material changes” are defined in the Building Control Regulations 2003. For ease of reference:
 - (a) “immaterial changes”, in relation to building works, means any changes that do not affect the objectives and performance requirements set out in the Fifth Schedule relating to the approved plans, and that – a) do not affect any key structural elements; or b) affect the key structural elements but the effects are localised in nature and do not require a re-design of the key structural elements;
 - (b) “material changes”, in relation to building works, means any changes other than immaterial changes.

Submission of Record Plan(s)

5. The QP is required to submit record plan(s) that reflect all immaterial changes to non-structural building works for our reference upon the completion of building works. The record plan(s) may be submitted prior to or together with an application for temporary occupation permit (“TOP”) for the building works. We would like to highlight that the TOP application will not be processed and no TOP inspection will be conducted, unless the QP has complied with all relevant requirements under the Building Control Act, including submitting either a declaration that there is no deviation from the approved building plan or record plan(s) that set out immaterial changes in the building works.
6. A set of updated guidelines on examples of changes to building works that constitute immaterial changes to non-structural building works is in Annex A.
7. For submitting record plan(s), QPs are required to submit the specific drawing sheets that set out building works with immaterial changes (highlighted in appropriate colours) with the form BCA-BP-BPR01 which is available in CORENET. Please refer to Annex B for the certification to be included in the title block of record plans.

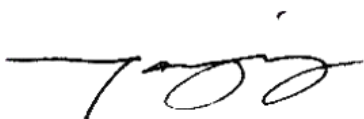
Submission of Amendment Plan(s)

8. In respect of any material change(s) in building works, the QP is required to submit an amendment plan and obtain approval from the Commissioner prior to the commencement of the relevant building works. Examples of changes to building works that constitute material changes to non-structural building works is in Annex C.
9. If QPs are in doubt as to whether changes to building works constitute immaterial changes or material changes, QPs are advised to seek advice from BCA **before** the relevant building works are carried out.

For Clarification

10. We would appreciate it if you could convey the contents of this circular to members of your organisation. For clarifications, please contact us through BCA’s Online Feedback Form at <https://www.bca.gov.sg/feedbackform/>

Yours faithfully



TAN JWU YIH
DIRECTOR
BUILDING PLAN AND MANAGEMENT GROUP
for COMMISSIONER OF BUILDING CONTROL

GUIDELINES ON IMMATERIAL CHANGES FOR NON-STRUCTURAL BUILDING WORKS

1. These guidelines outline what constitute immaterial changes to **non-structural building works**.
2. **A non-exhaustive list of immaterial changes to non-structural building works**

Section D – Accessibility in the Built Environment

- Changes or obstruction in the barrier-free access route which results in an increase of less than 20% of original distance. Distance shall be taken between two nearest accessible spaces.
- Relocation of accessible car park lot(s), such that it is still located nearest possible to accessible entrance and/or lobby.

Section E – Staircases

- Changes to staircase tread and riser size as long as it is within compliance.
- Changes to the width of staircase as long as it is at least 900mm.

Section G – Ventilation

- Changes to the number, size and/or position of windows and doors as long as it complies with natural ventilation requirement.

Section H – Safety from Falling

- Changes in materials of barriers from metal or glass, to solid reinforced concrete wall with no change in height that complies with paragraph H.3.3.1 of the Approved Document.
- Addition or changes in screening material on air-con ledges or roof tops that are not acting as safety barriers.

Section I – Energy Efficiency

- Changes to façade design as long as it does not exceed the RETV value of 25W/m² and ETTV value of 50W/m²

Others

- Changes to the area and/or positions of non-load bearing walls, not more than 20% of the total area on each affected floor (refer to Figure 1).
 - Changes to the size and position of plant/equipment rooms, store rooms, or spaces not intended for human occupation involving non-load bearing walls.
 - Minor changes to the size and position of lifts and escalators.
 - Changes in position of toilet fixtures, except bathrooms for future retrofitting and washrooms for wheelchair users.
 - Changes in landscape features that do not involve any changes in SGFA.
 - Change from metal roof/canopy to other roofing materials except glass.
3. To determine if the deviation is immaterial, it shall be evaluated against all other sections. For example, an increase in the size of window is considered immaterial under section G – Ventilation. However, if it affects section I – Energy Efficiency and results in the ETTV value exceeding 50W/m², it would be regarded as a material change and amendment plan submission is required.

Figure 1 – Example of immaterial changes involving non-load bearing walls

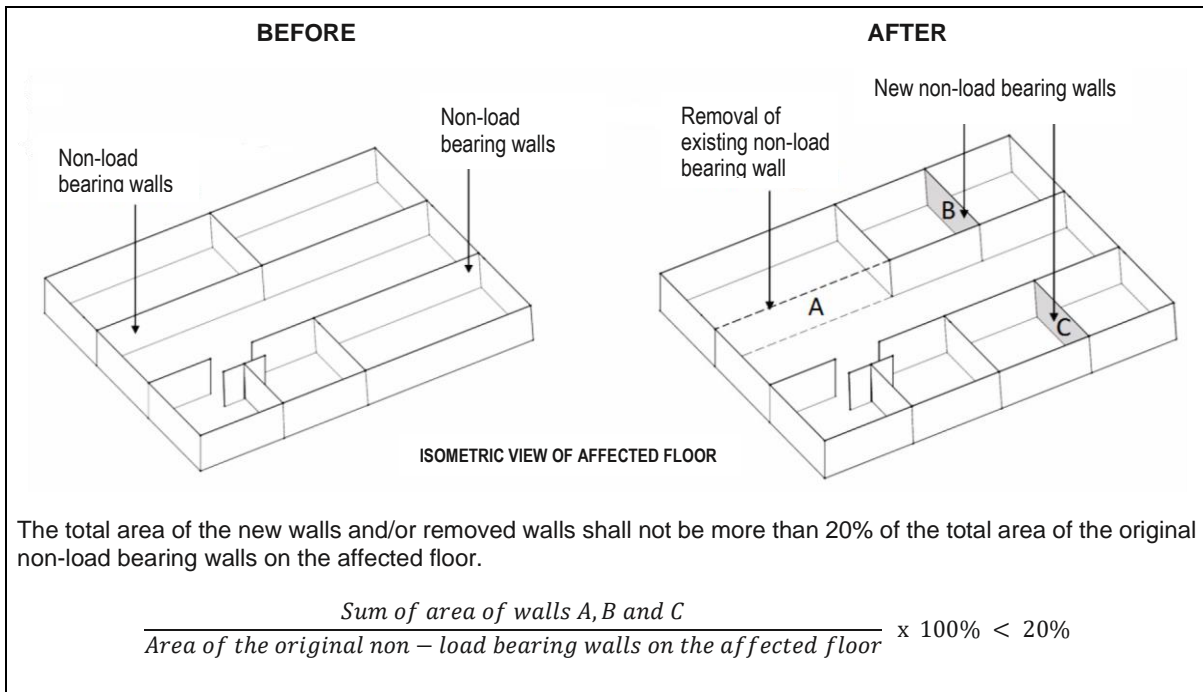


Figure 2 – Example of immaterial changes involving change in position of toilet fixtures (not including washrooms for wheelchair users or bathrooms for retrofitting in residential developments)

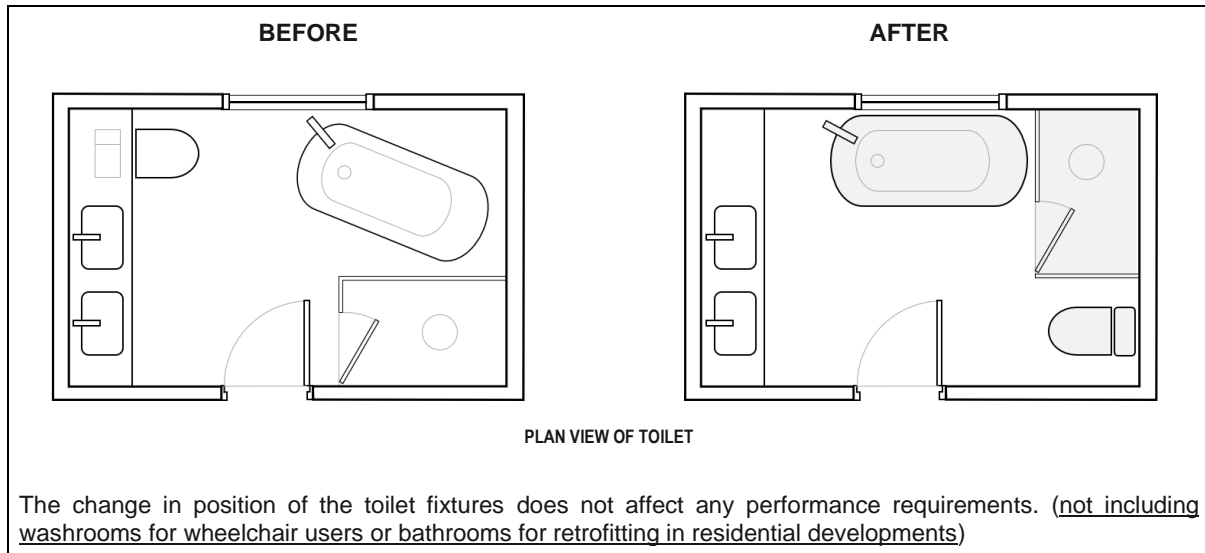


Figure 3 – Example of immaterial changes involving changes to staircase width.

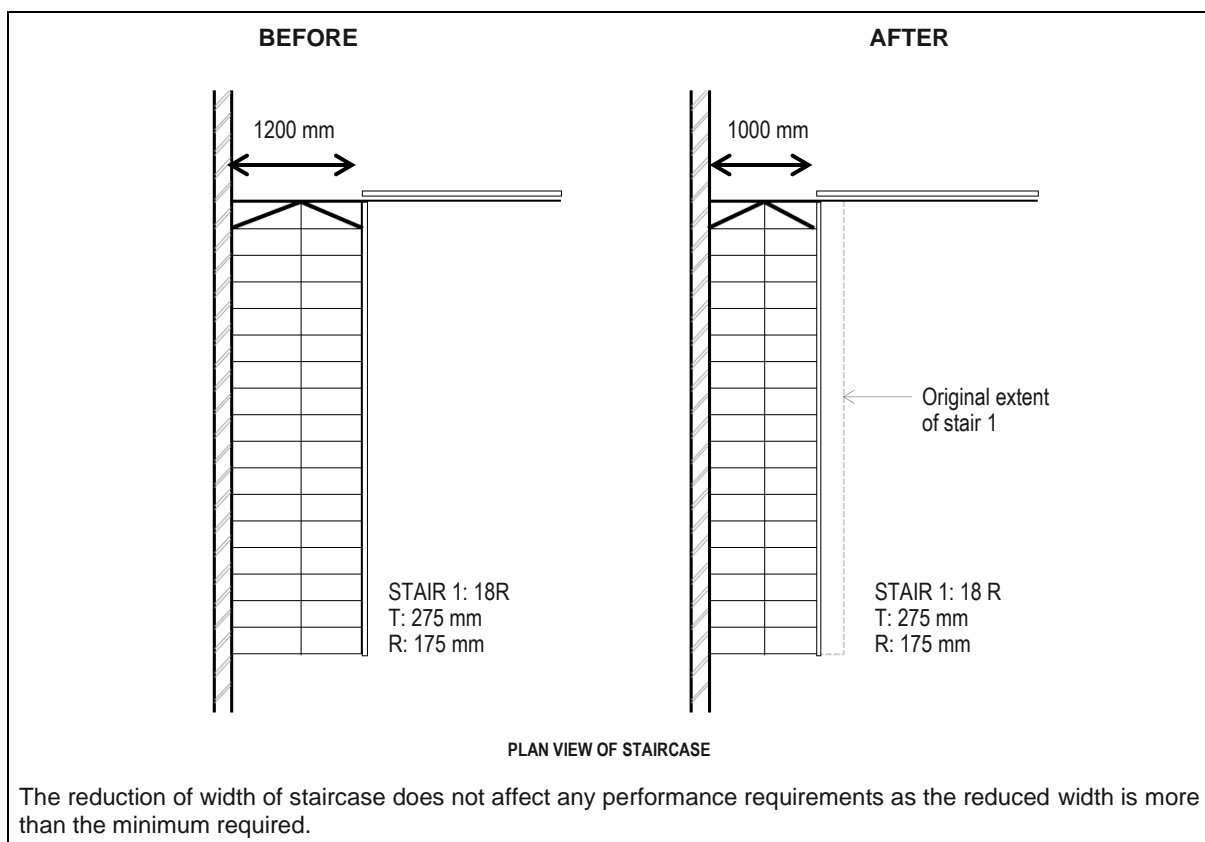


Figure 4 – Example of immaterial changes involving change in size and position of plant/equipment room, storerooms or spaces not intended for human occupation where walls are non-load bearing.

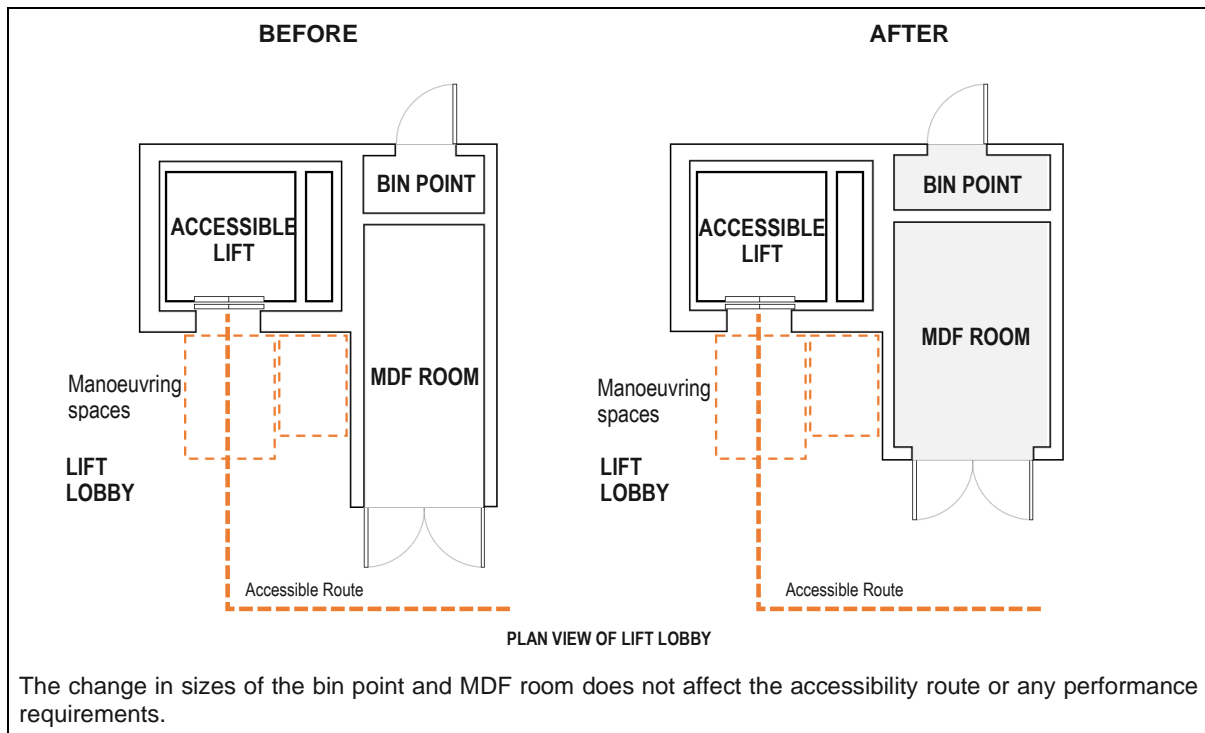
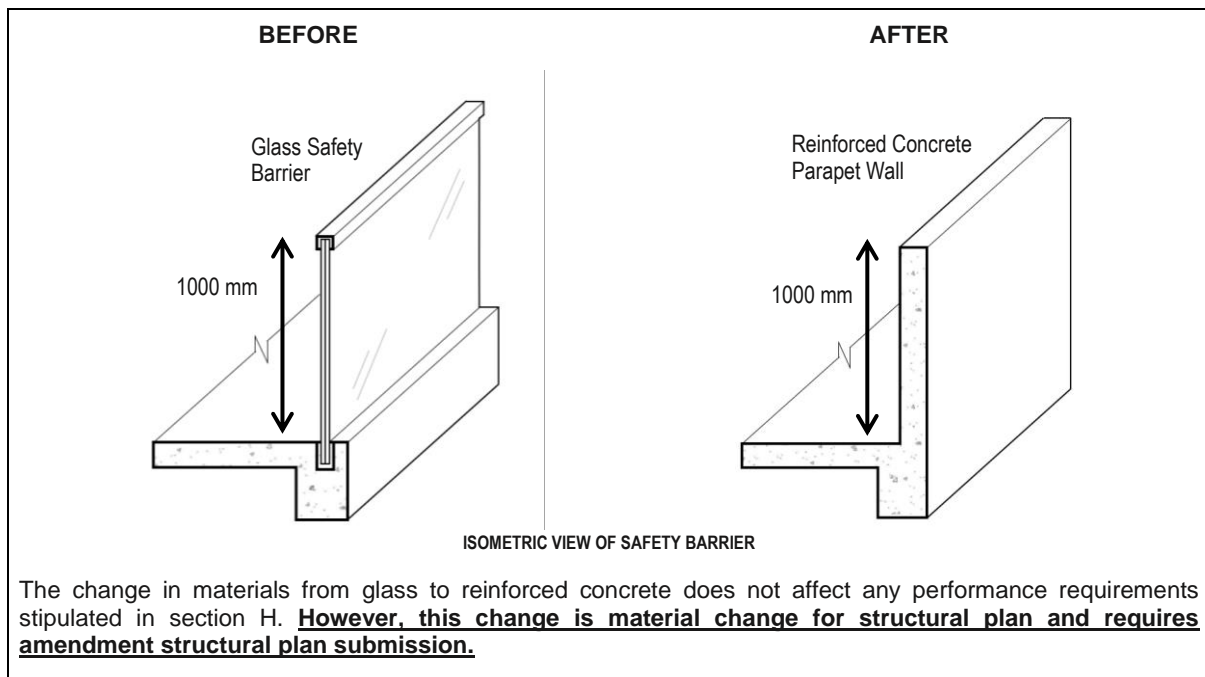


Figure 5 – Example of immaterial changes involving change in materials of barrier.



REQUIREMENTS FOR SUBMISSION OF RECORD PLANS

1. Project Reference Number

The project reference number shall be issued in this format –

A/E	9	8	7	6	-	0	0	0	0	1	-	2	0	2	1	-	R	P	0	1
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2. Standard Certification for Record Plans

I, _____, hereby certify that the preparation of these record plans are in accordance with the Building Control Regulations; the departures or deviations shown on these plans are in accordance with the provisions of the Act and Building Control Regulations; and they do not affect the objectives and performance requirements set out in the Fifth schedule of the Building Control Regulations relating to the plans approved pursuant to Section 5 of the Building Control Act.

3. Other Plan Preparation Reminders

Standard certifications for Building Plan approvals should be removed. This include the words “APPROVED UNDER SECTION 5 / 5A OF THE BUILDING CONTROL ACT (CAP 29)” in the title block.

BUILDING AND CONSTRUCTION AUTHORITY

A9876-00001-2021-RP01

The deviations from the approved plan shown in record plans are to follow,

- CP 83 for CAD drawings; or
- CP 83 or the Code of Practice for BIM e-Submission for BIM Lightweight files; or
- The Code of Practice for BIM e-Submission for Native BIM files.

EXAMPLES OF MATERIAL CHANGES IN BUILDING WORKS

Figure 1 – Example of material changes involving changes to staircase configuration.

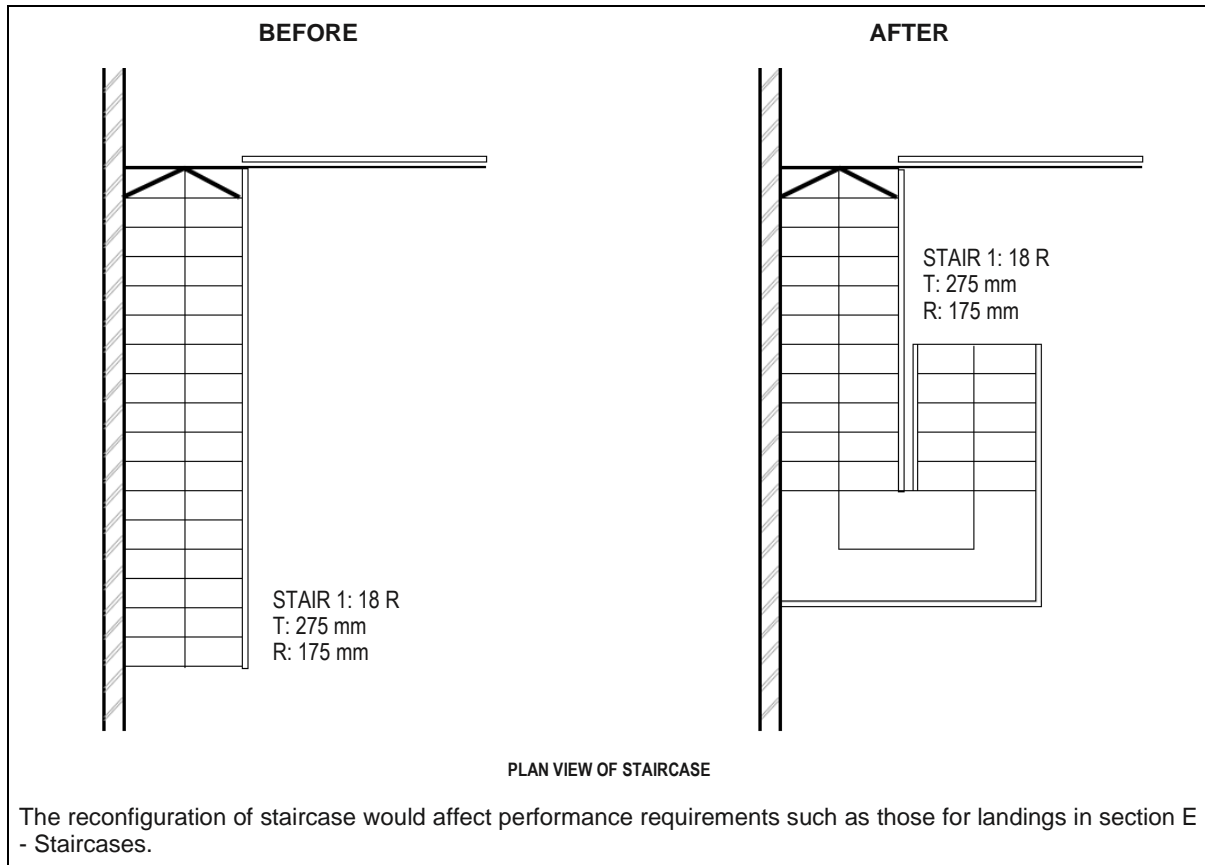


Figure 2 – Example of material changes involving changes to staircase tread size.

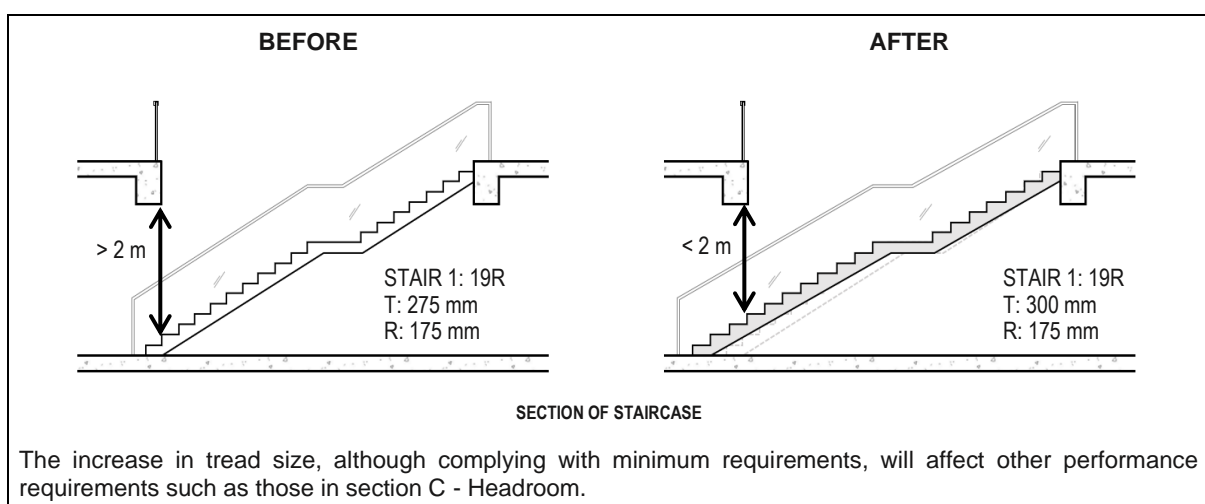


Figure 3 – Example of material changes involving change in size and position of plant/equipment room, storerooms or spaces not intended for human occupation.

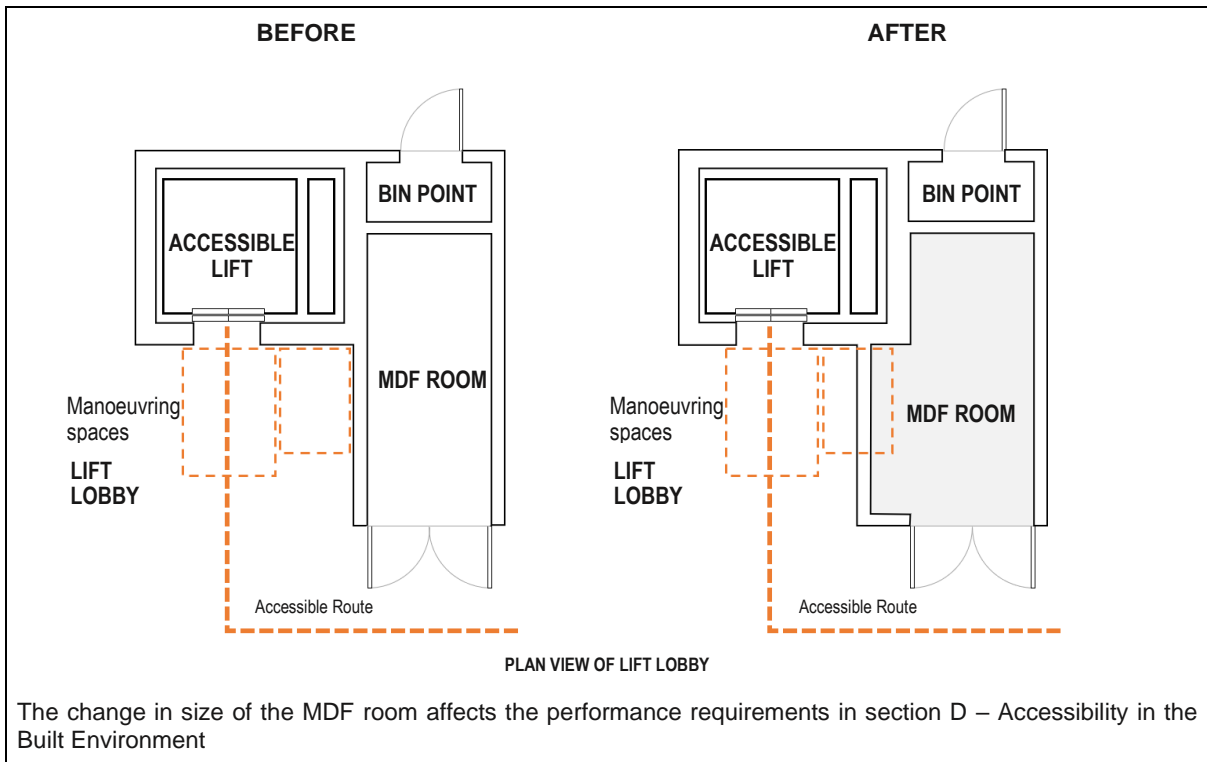
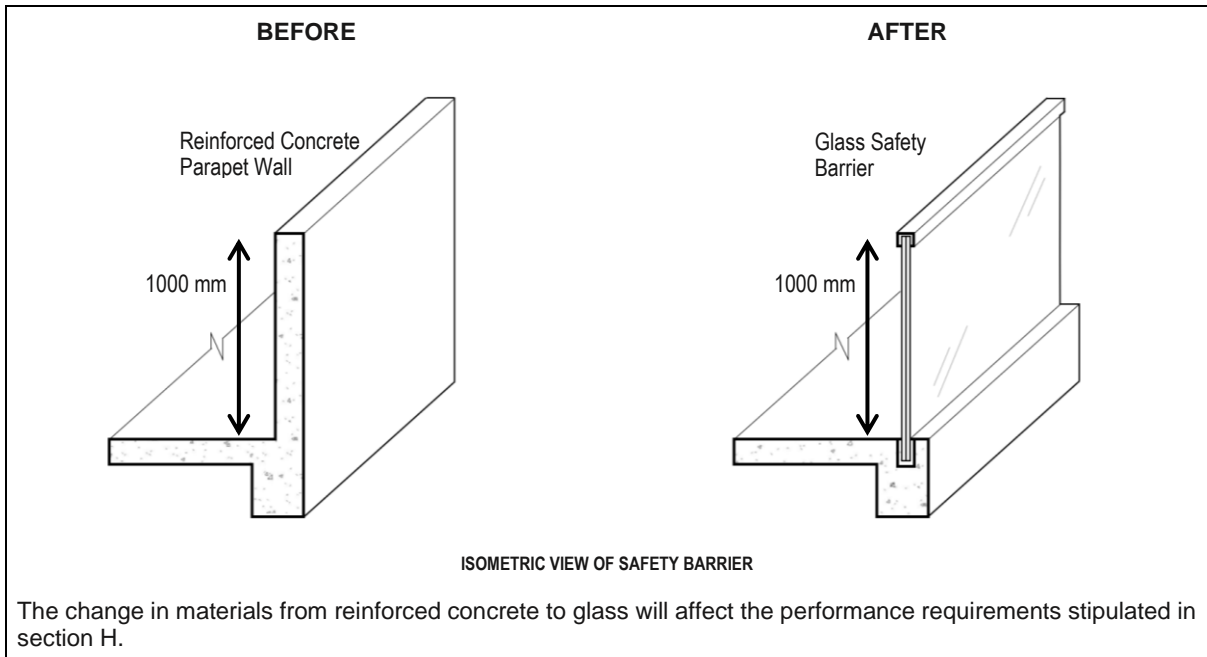


Figure 4 – Example of material changes involving change in materials of barrier.



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