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Building Plan & Management Group

02 June 2025

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Dear Sir/Madam

**ADVISORY TO REFLECT MAINTENANCE SPACES REQUIRING ACCESS BY
MAINTENANCE PERSONNEL IN BUILDING PLANS**

Objective

1. This advisory is to:

- (A) Remind the industry to obtain approval of building plans before the commencement of non-structural building works.
- (B) Remind the Qualified Person (“QP”) to indicate all maintenance spaces including those containing M&E services/equipment or structures which need to be accessed for periodic maintenance in the building plan(s). Such maintenance spaces are required to be provided with ventilation and lighting in accordance with the Fifth Schedule of the Building Control Regulations for its intended occupancy.

(A) OBTAINING OF BUILDING PLAN APPROVAL BEFORE COMMENCEMENT OF NON-STRUCTURAL WORKS

- 2. All projects are required to comply with s5(1) of the Building Control Act to obtain Building Plan (BP) approval before the commencement of any non-structural building work.
- 3. Where there are material change(s) in the building works, the QP is required to submit an amendment plan and obtain approval from the Commissioner of Building Control prior to

the commencement of the relevant building works. For immaterial change(s)¹ in the building works, the QP is only required to submit the record plan(s) prior to or together with an application for temporary permit (“TOP”) for the building works.

(B) INDICATION OF MAINTENANCE SPACES REQUIRING ACCESS BY MAINTENANCE PERSONNEL IN BUILDING PLANS

4. All building plans under Regulation 8 of the Building Control Regulations 2003, are required to contain information such as the outline of the building to be erected; retaining walls if any; the purpose of every room or space in the building; the type of plant, equipment or water tank to be installed; and the ventilation modes of every room or space. QPs are reminded that all maintenance spaces including those containing M&E services/equipment or structures which need to be accessed for periodic maintenance are to be reflected in the building plan(s).

5. Such maintenance spaces are required to be provided with ventilation and lighting in accordance with the Fifth Schedule of the Building Control Regulations for its intended occupancy.

6. If QPs are in doubt as to whether the building works are to be reflected in the plans for the approval from the Commissioner, QPs are advised to seek advice from BCA before the relevant building works are carried out.

For Clarification

7. We would appreciate if you could convey the contents of this advisory 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

JANE ONG
DIRECTOR
BUILDING PLAN AND POLICY DEPARTMENT
BUILDING PLAN AND MANAGEMENT GROUP
for COMMISSIONER OF BUILDING CONTROL

¹ “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; “material changes”, in relation to building works, means any changes other than immaterial changes.

ANNEX A

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