

GUIDELINES
ON
SUBMISSION OF APPLICATIONS
TO
COMMISSIONER OF BUILDING CONTROL

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SCOPE

This document sets out the procedures for building professionals to comply when they make applications to the Commissioner of Building Control.

Part 1 of this document outlines the requirements for preparation and submission for approval of the following types of plans –

- (a) building plans;
- (b) plans of structural works; and
- (c) civil defence shelters plans.

Part 2 lists down the requirements for the construction and completion of building works for the purpose of obtaining certificate of statutory completion or temporary occupation permit.

PART 1

**PROCEDURES FOR PREPARATION AND SUBMISSION OF PLANS
OF
BUILDING WORKS**

SECTION 1 - GENERAL PROCEDURES

1.1 Preparation of plans

1.1.1 All plans shall –

- (a) be prepared and signed (on every sheet) by an appropriate qualified person in accordance with the Third Schedule of the Building Control Regulations;
- (b) be produced in a clear and intelligible manner;
- (c) bear a title block together with a project title on the right side of the plan as shown in the First Schedule;
- (d) be fully annotated with suitable notations, and symbols shall be used to show or distinguish the different types of materials to be used in the building works;
- (e) bear a full description or generic name in any specification of materials or components given or shown on the plans;
- (f) demarcate clearly the new building works from existing building works by suitable markings;
- (g) delineate clearly the building to be deleted, demolished or removed by suitable markings;
- (h) be numbered serially where the first plan is numbered as 1 of n and the last plan as n of n; and

- (i) be drawn to the following scales where submitted in paper form –
- (i) key / location plan -- 1:10,000;
 - (ii) site plan -- at least 1:1000;
 - (iii) Others -- at least 1:200;

Note: All plans submitted in electronic format have to comply with "CORENET e-Submission Electronic Submission Guidelines" issued by the Commissioner of Building Control.

1.2 General requirements for plan submission

1.2.1 Any qualified person who intends to –

- (a) consult on modification/waiver of building regulatory requirements before submission of plans;
- (b) request for pre-submission consultation; or
- (c) submit plans to other agencies for clearances

shall notify the Commissioner of Building Control of his appointment as the qualified person and lodge the plan reference number on form BCA-BP-COQP01 – “Notification of Appointment of Qualified Person, Project Reference Number and Title”.

1.2.2 The qualified person who submits the plans shall issue his own project reference number for the project in accordance with Third Schedule.

1.3 Collection of Plans

1.3.1 Where any plan, whether on paper or in electronic form, that is to be returned by the Commissioner of Building Control is not collected within one month from the date of notice, the Commissioner of Building Control may destroy or dispose the plan in any way he thinks fit.

SECTION 2 - PREPARATION & SUBMISSION OF BUILDING PLANS

2.1 Preparation of building plans

2.1.1 Building plans shall be prepared in accordance with paragraph 1.1 and certified by the qualified person in the format as shown in Part 1 of the Second Schedule. The certification is required on the first and last sheet of the plans.

2.1.2 A site plan shall show –

- (a) the location and layout of the site with boundary lines verged in red;
- (b) the outline of the building to be erected or building in which building works are to be carried out marked in colour or otherwise;
- (c) the north point and the number of the lot and adjoining lots and the Mukim (MK) or Town Subdivision (TS) number of the lot;
- (d) the distance between the new building to be erected or the building works to be carried out and the lot boundary;
- (e) the retaining wall on the lot;
- (f) the existing and proposed platform levels and slopes; and
- (g) the ingress and egress to the site.

2.1.3 The floor plan shall show –

- (a) the purpose of every room or space in the building;
- (b) the types of material to be used for the main elements of the building;
- (c) the grid lines or dimensions between columns, corridors, staircase landing and the thickness of walls and columns;
- (d) the type of plant, equipment or water tank to be installed and the location of the equipment, every plant room or water tank room;

- (e) the space to be air conditioned or mechanically ventilated;
- (f) the existing and proposed platform levels of the site and adjoining lots (first storey plan only); and
- (g) the distance between new building and lot boundary (first storey plan only).

2.2 Submission of building plans

2.2.1 Where building plans are to be submitted for approval, the application shall be made on form BCA-BP-BPAPPV01 – “Application for Approval of Building Plans” and, if applicable, accompanied by the following –

- (a) copy of site plan;
- (b) copy of Notice of Grant of Written Permission together with an approved site plan or copy of Lodgement receipt in lieu of written permission from the competent authority;
- (c) application for modification or waiver of any building regulation on form BCA-BP-WVBP01 – “Application for Modification / Waiver of Building Regulations”;
- (d) clearances from the relevant technical departments;
- (e) plans and calculations for the envelope thermal transfer value (ETTV) of the building on form BCA-BP-FETTV01 – “ETTV Calculation Format in respect of an Airconditioned Building”
- (f) calculations of overall buildability score on form BCA-BP-BS01 – “Submission of Buildability Score Calculations”;
- (g) description of alternative solutions in accordance with the Fourth Schedule; and
- (h) plan fee computed on form BCA-BP-BPAPPV01– “Fee Computation for Plans of Building Works”.

2.2.2 Where building plans for repairs, additions and alterations to existing detached, semi-detached and terrace houses are to be lodged with the Commissioner of Building Control, the lodgement shall be made on form BCA-BP-BPAPPV01 – “Application for Approval of Building Plans” and, if applicable, accompanied by the following –

- (a) copy of site plan;
- (b) declaration by the qualified person on form BCA-BP-BPAA01 – “Declaration for Approval of Architectural Plans Relating to Additions & Alterations to Bungalows, Semi-detached and Terraced-houses”;
- (c) original sewerage interpretation plan (SIP);
- (d) original drainage interpretation plan (DIP);
- (e) copy of Notice of Grant of Written Permission together with an approved site plan or copy of Lodgement receipt in lieu of written permission from the competent authority;
- (f) application for modification or waiver of any building regulation, where applicable, on form BCA-BP-WVBP01 – “Application for Modification / Waiver of Building Regulations”;
- (g) description of alternative solutions in accordance with Fourth Schedule; and
- (h) plan fee computed on form BCA-BP-BPAPPV01– “Fee Computation for Plans of Building Works”.

2.2.3 Where the building works consist of repairs, alterations and additions to an existing building and the qualified person who prepared the building plans reasonably suspects that the building works may affect the structural stability or integrity of the building, the building plans shall bear a certification from a professional engineer in accordance with Part 1 of the Second Schedule.

Note: Where the qualified person who prepared the building plans is a professional engineer, he may provide the certification himself.

2.2.4 The qualified person may request for a pre-submission consultation on form BCA-BP-PCBP01 – “Request for Pre-submission Consultation” to resolve issues pertaining to the preparation, submission or approval of the building plans.

2.2.5 The qualified person may apply for pre-consultation on modification/waiver of any building regulation on form BCA-BP-WVBP01 – “Application for Modification/waiver of Building Regulations”.

SECTION 3 - PREPARATION & SUBMISSION OF PLANS OF STRUCTURAL WORKS

3.1 Preparation of plans of structural works

3.1.1 Plans of structural works shall be prepared in accordance with paragraph 1.1.

3.1.2 The site formation plans shall show –

- (a) the contour lines at intervals of 500 mm in height or the spot levels of the existing site and adjoining lands drawn with reference to the ordnance datum;
- (b) the location of the site formation works;
- (c) the finished formation levels including platform level for the building or buildings and the finished road levels;
- (d) the slope of any excavation or filling exceeding 1500 mm in depth; and
- (e) the means of protecting of the site formation works against erosion, earthslip, slope failure or instability.

3.1.3 The pile layout plans shall show –

- (a) the type of piles and the specification of materials to be used;
- (b) the location of piles;
- (c) the estimated pile penetration depth;
- (d) the allowable pile bearing capacity before and after deduction of negative skin friction (if applicable);
- (e) the detail of pile joints;
- (f) the sectional detail of piles; and
- (g) the number and type of pile load tests.

3.1.4 The structural plans shall show –

- (a) the detail of structural elements with sections;
- (b) the imposed loading for the structural floor system;
- (c) the type of foundations (if applicable);
- (d) the minimum allowable soil bearing capacity (if applicable);
- (e) the specification of materials to be used;
- (f) the fixings of cladding (if applicable); and
- (g) the sequence and method of construction (if applicable);

3.1.5 The design calculations shall –

- (a) be properly prepared or bound into 2 separate parts (Part A and Part B); and
- (b) include assumptions, limitations, inputs and outputs of the computer program (if applicable) with details of the program.

3.1.6 Part A of the design calculations shall consist of –

- (a) a content page;
- (b) a “Design Information Sheet” showing a summary of the design information including, where applicable, the design loads, codes of practice, assumptions, soil investigation report (if applicable), foundation system, wind loads and other information relevant to the design in question;
- (c) a “Structural Summary Sheet” showing the structural system, the form of the structure, the key structural elements, the provision for overall stability and structural analysis;
- (d) a list of “Grouping of Structural Elements” for structural elements of the same design; and
- (e) an “Analysis and Design of Structural Elements” showing the detailed design and calculations of the following –
 - (i) foundation;

- (ii) shearwall, corewall and all structural elements resisting horizontal forces;
- (iii) column and all vertical load bearing structural elements;
- (iv) transfer beams/plates, cantilevers, prestressed beams and flat slabs;
- (v) space truss and portal frame;
- (vi) retaining structures; and
- (vii) overall structural system under wind loads (if applicable).

3.1.7 Part B of the design calculations shall contain all other structural elements not covered in Part A.

3.1.8 The structural plans and design calculations shall be signed and certified by the qualified person and accredited checker (if applicable) in the format as shown in Part 2 of the Second Schedule. The certification is required on the first and last page / sheet of each book of the calculations and structural plans.

3.2 **Submission of plans of structural works**

3.2.1 Where plans are to be submitted for approval, the application shall be made on the relevant forms as shown in paragraph (a) and, if applicable, accompanied by the documents in paragraph (b) –

(a) Forms

- (i) form BCA-BE-STAPPV01 – “Application for Approval of Structural Plans”;
- (ii) form BCA-BE-STAPPV01-ACC – “Accredited Checker’s Certificate”; and
- (iii) form BCA-BE-STAPPV01-RW & BCA-BE-STAPPV01-A1 / Appendix – “Declaration by a Qualified Person for Structural Works for the Approval of Structural Plan (Retaining Wall)”.

- (b) Documents
 - (i) building plans;
 - (ii) a copy of valid planning permission or lodgement receipt or letter of no-objection (for erection of retaining wall in emergency cases) from the competent authority;
 - (iii) design calculations;
 - (iv) accredited checker's certificate on the prescribed forms and his evaluation report;
 - (v) plan fee computed on form BCA-BP-BPAPPV01 – “Fee Computation for Plans of Building Works”; and
 - (vi) calculations of structural buildability score on form BCA-BE-BS02 – “Submission of Structural Buildability Score Calculations”.

SECTION 4 – PREPARATION & SUBMISSION OF CIVIL DEFENCE SHELTER PLANS

4.1 Preparation of civil defence shelter plans

4.1.1 The following plans of household, storey or public shelter shall be prepared and submitted for approval –

- (a) civil defence shelter building plans; and
- (b) civil defence shelter structural plans.

4.1.2 For public shelters, the following plans, in addition to the above, shall also be prepared and submitted for approval –

- (a) civil defence shelter mechanical plans;
- (b) civil defence shelter electrical plans; and
- (c) civil defence shelter shock design plans.

4.1.3 Civil defence shelter plans shall be prepared in accordance with paragraph 1.1.

4.1.4 Civil defence shelter plans and design calculations shall be signed and certified by the qualified person in the format as shown in Part 3 of the Second Schedule. The certification is required on the first and last page/sheet of the plans and calculations.

4.1.5 **Civil defence shelter building plans**

4.1.5.1 Every set of civil defence shelter building plans shall include a site plan prepared in accordance with paragraph 2.1.2.

4.1.5.2 For household or storey shelter, civil defence shelter building plans shall include –

- (a) floor plans showing –
 - (i) shelter type, gross floor area of each dwelling type, size and number of each type;
 - (ii) location and layout in relation to the overall building with the outline of the shelters marked; and
 - (iii) setback distances of shelter walls and shelter dimensions;
- (b) cross, longitudinal and other sections showing –
 - (i) height and location of blast door; ventilation openings, power, lighting and telephone points, radio and TV outlets; and
 - (ii) clear height of shelter;
- (c) details showing location of blast door, ventilation openings & fixtures such as power-points, lighting points, telephone points, radio & TV antenna outlets in the shelter; and
- (d) schematic details showing routing & penetration of service conduits in the shelter.

4.1.5.3 For public shelter, civil defence shelter building plans shall include –

- (a) floor plans showing –
 - (i) bounds of protection (blast or gas or blast and gas) and the 'clean' and 'dirty' areas distinctly marked;
 - (ii) layout and dimensions of main shelter area, M&E plant rooms, generator room, water tanks (capacity to be indicated), air locks, access ways, entrances and exits;
 - (iii) locations and overall dimensions of protective blast doors, hatches, louvres and gas-tight doors;
 - (iv) locations and provision of CD valves, sealing devices such as MCTs and other cast-in items;
 - (v) layout and location of plinths for M&E equipment, drinking water taps, floor wastes/traps, fuel tank and bund wall and openings for ducting; and
 - (vi) details of reinforced concrete chambers for the water and fuel breeching inlets.
- (b) cross, longitudinal and other sections showing –
 - (i) height, locations and sizes of openings, blast doors, hatches and louvres, gas-tight doors and CD valves;
 - (ii) clear and ceiling height of main shelter area and ancillary areas such as access ways, air locks and air shafts, expansion chambers; and
 - (iii) thickness of walls and slabs.
- (c) Elevations showing –
 - (i) external walls and columns, parapet walls, doors, windows and ventilation openings of the public shelter; and
 - (ii) level of proposed footway, street and ground adjoining the public shelter.

4.1.6 Civil defence shelter structural plans

4.1.6.1 For household or storey shelter, civil defence shelter structural plans, shall include –

- (a) floor plans indicating the shelter;
- (b) vertical & horizontal section through shelter tower with structural dimensions and reinforcement details indicated; and
- (c) cross sectional details of openings such as blast door, ventilation openings and services penetrated through or embedded in the shelter walls.

4.1.6.2 For public shelter, civil defence shelter structural plans shall include –

- (a) pile layout plans showing –
 - (i) type of piles;
 - (ii) location of piles; and
 - (iii) column loads including collapse load;
- (b) Structural plans showing –
 - (i) floor plans indicating the public shelter;
 - (ii) details of structural elements with sections;
 - (iii) imposed loading for the structural floor system;
 - (iv) details of reinforcement around openings for doors, hatches, ventilation, services penetrations;
 - (v) specification of materials;
 - (vi) type of foundation, where applicable; and
 - (vii) minimum allowable soil bearing capacity, where applicable.

4.1.6.3 Shelter design calculations, where applicable, shall be signed and certified by the qualified person in accordance with the format as shown in Part 3 of the Second Schedule. The certification is required on the first and last page of the calculations.

4.1.7 **Civil defence shelter mechanical plans**

4.1.7.1 Air-conditioning and mechanical ventilation (ACMV) plans shall include –

- (a) layout of plant rooms showing locations of blast louvres, CD valves, expansion chambers, intake and exhaust air shaft, ACMV equipment and associated ductwork, gas filters, main and remote control panels (MCP & RCP), airflow and overpressure regime in the shelter; and
- (b) sections and elevations showing details of blast louvres and CD valves such as blast valves (BV), overpressure blast valves (OBV) and overpressure valves (OV) with or without filters.

4.1.7.2 Water supply and reticulation plans shall include –

- (a) layout showing locations of potable and decontamination water tanks and the associated booster pump system and control panels (MCP & RCP), where applicable;
- (b) details of accessories associated with water tanks such as manhole cover, water level indicator, vent pipe, discharge pipe;
- (c) incoming water supply pipes routing from an approved water bulk meter, roof top tank, if any, and emergency infill point to public shelter's storage water tanks;
- (d) outgoing water supply pipes routing from public shelter's storage water tanks to drinking points and decontamination shower points; and
- (e) height of drinking and shower points from floor level.

4.1.7.3 Sanitary and drainage plans shall include –

- (a) layout of sanitary and drainage piping, including connections to nearest external inspection chambers (IC), manholes (MH) or open drains; and

- (b) associated ejector system and control panels (MCP & RCP), where applicable.

4.1.8 **Civil defence shelter electrical plans**

4.1.8.1 Power and lighting plans shall include –

- (a) layout plan showing locations of electrical switchboards, distribution boards, switches, power outlets and isolators, light fittings, emergency battery pack light fittings, EXIT light fittings, incoming electrical cable route; and
- (b) main single line diagram of electrical installation in the shelter.

4.1.8.2 Communications plans shall include –

- (a) layout of communications systems panels, telephone and TV/FM sockets, bells and bell push buttons, intercom stations, public address speakers, door monitoring equipment; and
- (b) incoming telecom and communications systems (e.g. MATV) cable routes.

4.1.8.3 Generator system plans shall include layout plan showing location of generator set, batteries, control panels, fuel day tank, bulk fuel storage tank, fuel pipes, fuel pumps, vent pipes, fuel top-up point, generator exhaust pipe and penetration details, sound reduction attenuators and tool box.

4.1.9 **Civil defence shelter shock design plans**

4.1.9.1 Shock design plans shall show the layout of support system (including sizes of support elements and welds, expansion anchor bolts and shock isolators) for every architectural fixture and M&E equipment and services.

4.1.9.2 Plans shall show layout of support system, including sizes of support elements and welds, expansion anchor bolts and shock isolators.

4.1.9.3 Calculations shall include a "Design Summary for Shock Design Calculations" showing a summary of the design load, masses, sizes and models of each support element and results of dynamic analysis, where applicable.

4.2 Submission of civil defence shelter plans

4.2.1 Where civil defence shelter plans are to be submitted for approval, the application shall be made on the relevant forms as shown in paragraph (a) and, if applicable, accompanied by the documents in paragraph (b) –

(a) Forms –

- (i) form BCA-CDAS-PCHSSS – “Request for Pre-Submission Consultation on Household / Storey Shelter Technical Requirements”;
- (ii) form BCA-CDAS-ACHSSS01 - “Application for Approval of Household / Storey Shelter Building Plans”;
- (iii) form BCA-CDAS-ACHSSS02 – “Application for Approval of Household / Storey Shelter Structural Plans”;
- (iv) form BCA-CDAS-REAHSSS – “Re-submission for Approval of Household / Storey Shelter Plans”;
- (v) form BCA-PS-RQPCPS – “Request for Pre-submission Consultation on Public Shelter Technical Requirements”;
- (vi) form BCA-PS-ADPPS01 – “Application for Approval of Public Shelter Plans”; and
- (vii) form BCA-PS-REAPSP – “Re-submission for Approval of Public Shelter Plans”;

(b) Documents –

- (i) design calculations; and
- (ii) catalogues and technical data sheets showing details of mounting brackets, expansion anchor bolts and shock isolators.

4.2.2 Application for approval of public shelter structural plans shall be accompanied by a set of public shelter building plans.

PART 2

**PROCEDURES FOR CONSTRUCTION AND COMPLETION
OF
BUILDING WORKS**

SECTION 5 - APPLICATION FOR PERMIT TO CARRY OUT STRUCTURAL WORKS

5.1 General guidelines

5.1.1 An application for permit to carry out structural works shall be submitted together with or after the application for approval of plans of structural works. Such application shall be made on form BCA-BE-PERMIT – “Joint Application for Permit to Carry Out Structural Works” and be accompanied by the following documents –

- (a) letter of acceptance for site supervisor;
- (b) form BCA-BE-REAQS01 – “Application Form For Resident Engineer” (if applicable);
- (c) form BCA-BE-COWAQS01 - “Application Form for Clerk-of-Works” (if applicable);
- (d) a copy of valid planning permission or lodgement receipt or letter of no-objection (for erection of retaining wall in emergency cases) from the competent authority;
- (e) (for demolition works only) a copy of site plan showing the building to be demolished, which is prepared in accordance with paragraph 2.1.2 and endorsed by the appropriate qualified person; and
- (f) (for demolition works only) a report from the qualified person containing his recommendations on the appropriate measures to be taken to ensure public safety and to prevent damage to any adjoining building or property and method statements for carrying out demolition works.

5.2 Applicable forms

5.2.1 All applications under this Section shall be made on relevant forms listed in the Fifth Schedule.

SECTION 6 – APPLICATION FOR CERTIFICATE OF STATUTORY COMPLETION OR TEMPORARY OCCUPATION PERMIT

6.1 Application for certificate of statutory completion

6.1.1 An application for a certificate of statutory completion may be made when all the buildings in a development have been completed and all the requirements under the Building Control Act and its subsidiary legislation have been complied with.

6.2 Submission of application

6.2.1 An application for certificate of statutory completion shall be made by the qualified person on form BCA-CSC-TOPCSC01 – “Application for Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)” and accompanied, if applicable, with the following –

- (a) form BCA-CSC-RQSI – “Request for Site Inspection Date Under Advance Booking System”;
- (b) form BCA-CSC-CSPBW – “Certificate of Supervision of Building Works”;
- (c) form BCA-CSC-TOPCSCDQP – “Declaration by Qualified Person for the Application of Temporary Occupation Permit / Certificate of Statutory Completion for Building Works”;
- (d) form BCA-BE-QPCTPW – “Certificate of Supervision of Piling Works”;
- (e) form BCA-BE-QPCTSSW – “Certificate of Supervision of Structural Works”;
- (f) form BCA-BE-CTASST – “Submission Certificate of ‘As-Built’ Structural Plans / Calculations”;

- (g) form BCA-BE-BRCTBW – “Builder’s Certificate of Completion of Building Works”;
- (h) form BCA-CSC-CSPLP – “Certificate of Supervision of Lightning Protection System”;
- (i) form BCA-CSC-CSPLE – “Certificate of Supervision of Lift / Escalator Installation”;
- (j) form BCA-CSC-CSPACMVS – “Certificate of Supervision of Air-conditioning / Mechanical Ventilation System(s)”;
- (k) form BCA-BP-BS03 – “Submission of As-built Buildability Score”;
- (l) notice of approval of civil defence shelter commissioning;
- (m) copy of site plan with the boundary lines verged in red and the outlines of the buildings forming the subject of the application marked in colour;
- (n) clearances for the issuance of certificate of statutory completion from all the relevant technical authorities or Government departments; and
- (o) for projects affected by the Infocomm Development Authority of Singapore (IDA) directives, an appropriate certificate or letter on broadband coaxial cable readiness.

6.2.2 All amendment plans submitted must have been approved by the Commissioner of Building Control.

6.3 **Application for temporary occupation permit**

6.3.1 An application for a temporary occupation permit may be made if –

- (a) there are minor requirements to be complied with under the Act or the Regulations;
- (b) any of the written directions or requirements shown or endorsed on the approved 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.

Note: An application for the temporary occupation of a building is not required in the case of internal repairs or alterations where the existing building need not be vacated when building works are being carried out.

6.4 Submission of application

6.4.1 An application for a temporary occupation permit shall be made by the qualified person on form BCA-CSC-TOPCSC01 – “Application for Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)” and accompanied, if applicable, with the following –

- (a) form BCA-CSC-RQSI – “Request for Site Inspection Date Under Advance Booking System”;
- (b) form BCA-CSC-CSPBW – “Certificate of Supervision of Building Works”;
- (c) form BCA-CSC-TOPCSCDQP – “Declaration by Qualified Person for the Application of Temporary Occupation Permit / Certificate of Statutory Completion for Building Works”;
- (d) form BCA-BE-QPCTPW – “Certificate of Supervision of Piling Works”;
- (e) form BCA-BE-QPCTSSW – “Certificate of Supervision of Structural Works”;
- (f) form BCA-BE-CTASST – “Submission Certificate of ‘As-built’ Structural Plans / Calculations”;
- (g) form BCA-BE-BRCTBW – “Builder’s Certificate of Completion of Building Works”;
- (h) form BCA-CSC-CSPLP – “Certificate of Supervision of Lightning Protection System”;
- (i) form BCA-CSC-CSPLE – “Certificate of Supervision of Lift / Escalator Installation”;
- (j) form BCA-CSC-CSPACMVS – “Certificate of Supervision of Air-Conditioning / Mechanical Ventilation System(s)”;

- (k) notice of approval of civil defence shelter commissioning;
- (l) copy each of the declaration to the Defence Science and Technology Agency (DSTA) and Civil Aviation Authority of Singapore (CAAS) in accordance with the conditions of the Written Permission;
- (m) copy of site plan, if required, with the boundary lines verged in red and outlines of the buildings which form the subject of the application marked in colour; and
- (n) clearances for TOP / CSC from the following technical departments –
 - (i) Fire Safety and Shelter Department (FSSD), Singapore Civil Defence Force;
 - (ii) Central Building Plan Unit (CBPU), National Environment Agency (NEA); and
 - (iii) Conservation & Urban Design Division, Urban Redevelopment Authority.

6.5 **Applicable forms**

- 6.5.1 All applications under this Section shall be made on relevant forms listed in the Fifth Schedule.

SECTION 7 - APPLICATION FOR COMMISSIONING OF CIVIL DEFENCE SHELTERS

7.1 Application for commissioning of civil defence shelter

- 7.1.1 An application for a notice of approval for commissioning of civil defence shelter, if any, may be made when all the shelter works in a development have been completed and all the technical requirements have been complied with.

7.1.2 Civil defence shelters are to be commissioned in accordance with the following technical requirements issued pursuant to Section 14 of the Civil Defence Shelter Act 1997, whichever is applicable –

- (a) “Technical Requirements for Household Shelters”;
- (b) “Technical Requirements for Storey Shelters”;
- (c) “Technical Requirements for S1-S5 Public Shelters”; or
- (d) “Technical Requirements for S6-S29 Public Shelters”.

7.2 **Submission of application**

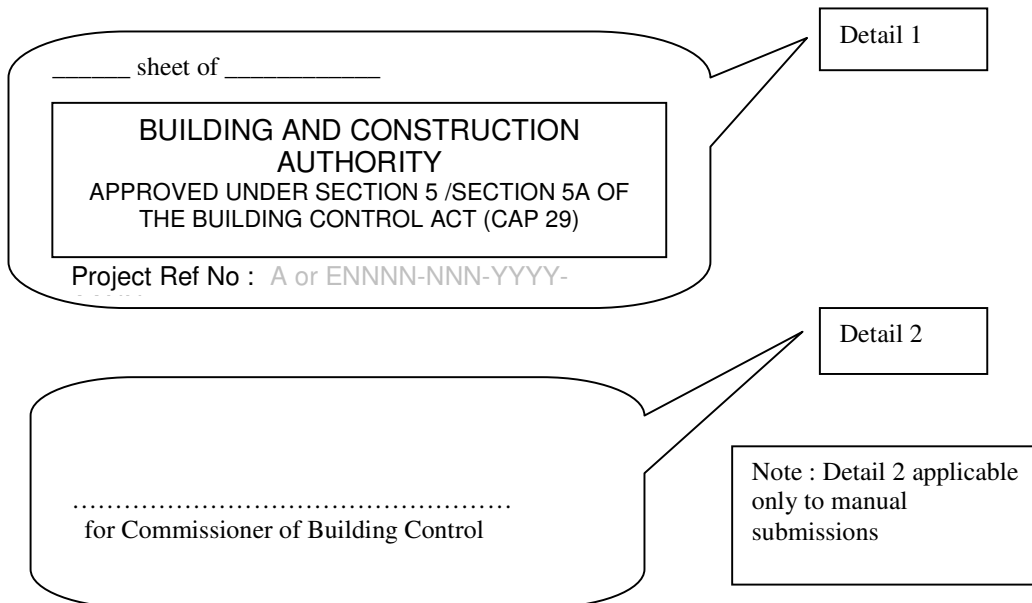
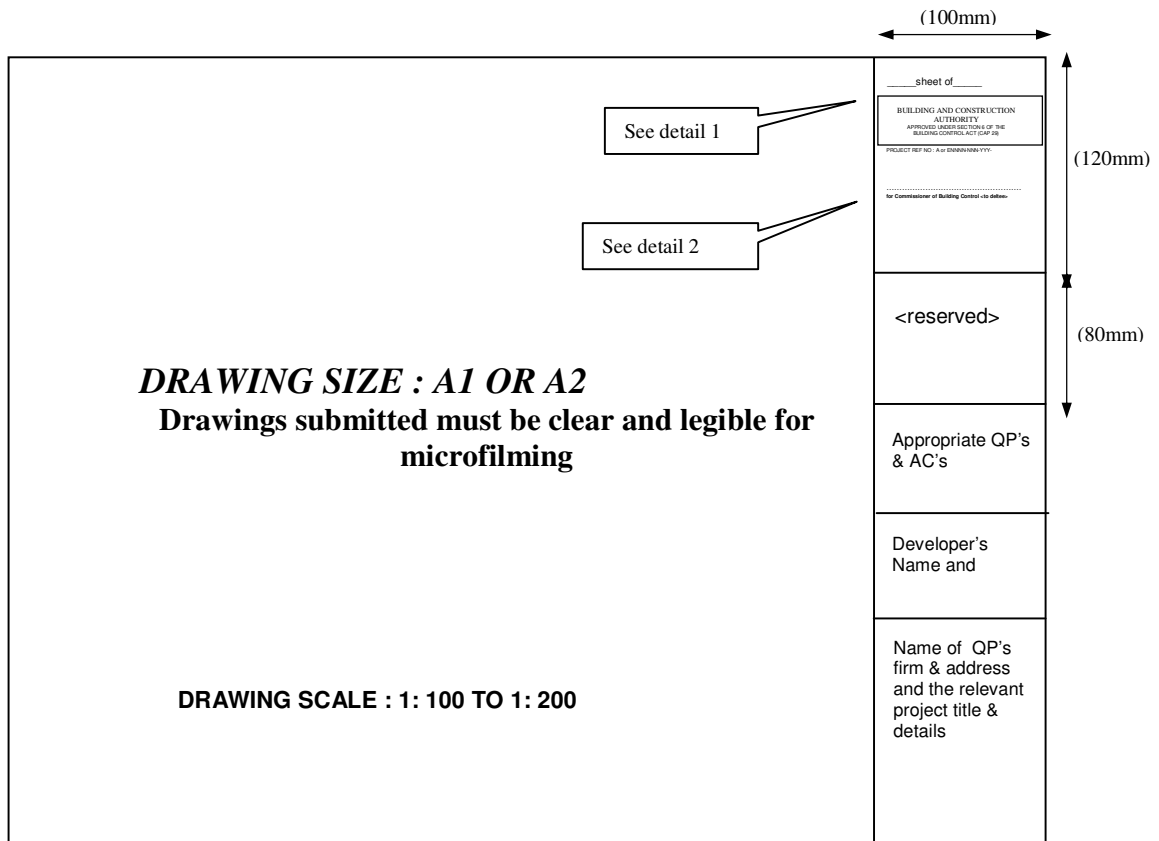
7.2.1 An application for a notice of approval of commissioning of civil defence shelter shall be made by the qualified person on form BCA-CDAS-ACHSSS – “Application for Approval of Commissioning for HS / SS Shelters” or form BCA-PS-ASTRPS – “Application for Approval of Commissioning of Public Shelter” or BCA-PS-REACTPS – “Re-submission for Approval of Commissioning of Public Shelter”.

7.3 **Applicable forms**

7.3.1 All applications under this Section shall be made on relevant forms listed in the Fifth Schedule.

FIRST SCHEDULE

Standard title block for plans of building works



SECOND SCHEDULE

Standard certifications for plans of building works

Part 1 – Building plans

1.1 **Standard certification for building plans complying with acceptable solutions in Approved Document**

I, _____, hereby certify, subject to any waiver/modification granted under section 6A of the Building Control Act (Cap 29), that –

- (a) the preparation of these building plans are in accordance with the Building Control Regulations; and
- (b) the buildings / building works shown on these plans are in accordance with the provisions of the Building Control Regulations and the acceptable solutions in the Approved Document.

Signature of qualified person

Date

1.2 **Standard certification for building plans with alternative solutions**

1.2.1 **Sole certification by qualified person**

I, _____, hereby certify, subject to any waiver/modification granted under section 6A of the Building Control Act (Cap 29), that –

- (a) the preparation of these building plans are in accordance with the Building Control Regulations; and

- (b) notwithstanding the deviation(s) from the acceptable solutions in the Approved Document, the buildings / building works shown on these plans are in accordance with the provisions of the Building Control Regulations and the performance requirements in Fifth Schedule therein.

Signature of qualified person

Date

1.2.2 Joint certification by qualified persons

I, _____, hereby certify, subject to any waiver/modification granted under section 6A of the Building Control Act (Cap 29), that –

- (a) the preparation of these building plans are in accordance with the Building Control Regulations ; and
- (b) the buildings / building works shown on these plans are in accordance with the provisions of the Building Control Regulations.

Signature of qualified person

Date

I, _____, hereby certify that notwithstanding the deviations from the acceptable solutions in the Approved Document, the buildings / building works shown on these plans meet the performance requirements in the Fifth Schedule of the Building Control Regulations.

Signature of qualified person

Date

1.3 Standard certification for building plans in respect of alterations and additions

I, _____, hereby certify that I have inspected the existing building and investigated its overall structure and that, in my opinion, the building is capable of resisting the forces and moments which may be increased or altered by reason of the repairs, alterations or additions shown in the building plans.

Signature of professional engineer/
qualified person

Date

Part 2 – Detailed structural plans and design calculations

2.1 Standard certification for plans of structural works and design calculations complying with acceptable solutions in the Approved Document

2.1.1 Certification by qualified person

In accordance with **Regulation 9** of the Building Control Regulations, I, _____, the Qualified Person for structural works appointed under section 8(1)(a) or 11(1)(d)(i) of the Building Control Act, hereby submit the detailed structural plans and design calculations prepared by me and certify that they have been prepared in accordance with the provisions of the Building Control Regulations, the Building Control Act and any other written law pertaining to buildings and construction for the time being in force.

2 I further certify that these detailed structural plans and design calculations are in reference to Project Ref. No: _____.

3 Total number of structural plans submitted: _____ and total number of pages of design calculations in this book: _____.

Qualified Person for Structural Works
Signature and Stamp

Date

2.1.2 Certification by accredited checker

I, _____, (Accredited Checker) hereby certify that I have carried out an evaluation, analysis and review of the detailed structural plans and design calculations presented herein and am satisfied that there are no inadequacies in the key structural elements.

2 I further certify that these detailed structural plans and design calculations are in reference to Project Ref. No _____ and the key structural elements are consistent with the layout shown in the building plans.

3 Total number of structural plans checked: _____ and total number of pages of design calculations in this book: _____.

4 I hereby declare that I have no professional or financial interest in the building works shown in the plans as defined in **section 18** of the Building Control Act (Cap 29).

Accredited Checker's Signature
and Stamp

Date

2.2 Standard certification for plans of structural works and design calculations with alternative solutions

2.2.1 Certification by qualified person

In accordance with **Regulation 9** of the Building Control Regulations, I, _____ (Qualified Person for Structural Works), hereby submit the detailed structural plans and design calculations prepared by me and certify that they have been prepared in accordance with the provisions of the Building Control Regulations, the Building Control Act and any other written law pertaining to buildings and construction for the time being in force.

2 I further certify that these detailed structural plans and design calculations are in reference to Project Ref. No: _____

3 Total number of structural plans submitted: _____ and total number of pages of design calculations in this book: _____.

4 Notwithstanding the deviation(s) from the acceptable solutions in the Approved Document, the structural works shown on these plans are in accordance with the provisions of the Building Control Regulations and the performance requirements in Fifth Schedule therein.

Qualified Person for Structural Works
Signature & Stamp

Date

2.2.2 Certification by accredited checker

I, _____, (Accredited Checker) hereby certify that I have carried out an evaluation, analysis and review of the detailed structural plans and design calculations presented herein and am satisfied that there are no inadequacies in the key structural elements.

2 I further certify that these detailed structural plans and design calculations are in reference to Project Ref. No _____ and the key structural elements are consistent with the layout shown in the building plans..

3 Total number of structural plans checked: _____ and total number of pages of design calculations in this book: _____.

4 I hereby declare that I have no professional or financial interest in the building works shown in the plans as defined in **section 18** of the Building Control Act (Cap 29).

5 Notwithstanding the deviation(s) from the acceptable solutions in the Approved Document, the structural works shown on these plans are in accordance with the provisions of the Building Control Regulations and the performance requirements in Fifth Schedule therein.

Accredited Checker's Signature
and Stamp

Date

Part 3 – Civil defence shelter plans

3.1 Standard certification for civil defence shelter plans

I, _____, hereby submit the detailed civil defence shelter plans *(and design calculations) prepared by me and certify that:-

- (a) the preparation of these civil defence shelter plans are in accordance with the Building Control Regulations; and
- (b) the civil defence shelter works shown on these plans are designed in accordance with shelter technical requirements.

2 Total number of civil defence shelter plans submitted: _____
and total number of pages of design calculations: _____.

Signature of qualified person
and Stamp

Date

4.5.2 For civil defence shelter plans, the following abbreviations shall be adopted –

- (a) **CD:** for civil defence shelter building plans;
- (b) **CS:** for civil defence shelter structural plans;
- (c) **CE:** for civil defence shelter electrical plans;
- (d) **CM:** for civil defence shelter mechanical plans; and
- (e) **CK:** for civil defence shock design plans.

4.6 **Serial number**

4.6.1 The last field identifies the order in which any type of plans is submitted. For example, the first set of architectural plans submitted shall be numbered “**BP01**”. The next set shall be numbered “**BP02**”, and so on. The same applies to ST and CD plans.



4.7 **Different QPs for the same project**

4.7.1 Once a project reference number is generated for a particular project by the qualified person, that project reference number will remain with the project no matter how many different qualified persons are involved in the project. The same number would be retained even if the qualified person is changed.

4.7.2 The example in paragraph 4.7.3 illustrates how the project reference number is retained when there is a change of qualified person.

4.7.3 The original qualified person (registration no. A1234) terminates his services after submitting the first set of architectural plans using reference “A1234-001-1999-BP01”. The new qualified person (registration no. A2345) who takes over the project shall continue to use the same project reference number until the architectural plans are approved. Subsequently, when he submits amendment plans, his amendment plans shall be given the project reference number “A1234-001-1999-BP02”. The original qualified person cannot re-assign the project reference number “A1234-001-1999” to any other projects.

FOURTH SCHEDULE

SCHEDULE OF ALTERNATIVE SOLUTIONS [Section 9(1) of the Building Control Act (Cap 29)]		
Project Reference No. :		
Project Title :		
Acceptable solution in Approved Document	Deviation	Location
I, _____, hereby declare that I have complied with * section 9(2)(b)(i) / 9(2)(b)(ii) of the Building Control Act (Cap 29).		
* delete accordingly		Date :
Particulars of certifying QP under section 9(2)(b)(ii), if applicable :		
Name & signature :		Reg No :

FIFTH SCHEDULE

Applicable Forms

Building plans

- 1 **Form BCA-BP-COQP01 / BPD-QP01** – Notification of Appointment of Qualified Person, Project Reference Number and Title.
- 2 **Form BCA-BP-PCBP01 / BPD-BP01** – Request for Pre-Submission Consultation.
- 3 **Form BCA-BP-RQBPMEEETG / BPD-BP02** – Request for Building Plan Meeting.
- 4 **Form BCA-BP-BPAPPV01 / BPD-BP03** – Application for Approval of Building Plans.
- 5 **Form BCA-BP-FETTV01 / BPD-BP04** – ETTV Calculation Format in respect of an Airconditioned Building
- 6 **Form BCA-BP-WVBP01 / BPD-BP05** – Application for Modification/ Waiver of Building Regulations.
- 7 **Form BCA-BP-BPAA01 / BPD-BP06** – Declaration for Approval of Architectural Plans relating to Additions & Alterations to Bungalows, Semi-Detached and Terrace Houses.
- 8 **Form BCA-BP-BS01 / BPD-BS01** – Submission of Buildability Score Calculations.
- 9 **Form BCA-BP-AS** – Schedule of Acceptable Solutions.

Plans of structural works

- 10 **Form BCA-BE-STAPPV01 / BEV/A1** – Application for Approval of Structural Plans.
- 11 **Form BCA-BE-STAPPV01-ACC / BEV/A2** – Accredited Checker's Certificate.

- 12 **Form BCA-BE-STAPPV01-RW / BEV/A1_RW & BCA-BE-STAPPV01-A1 / Appendix** – Declaration by a Qualified Person for Structural Works for the Approval of Structural Plan (Retaining Wall).
- 13 **Form BCA-BE-BS02 / BEV A1_BS02** – Submission of Structural Buildability Score Calculations.

Civil defence shelter plans

- 14 **Form BCA-CDAS-PCHSSS / SF_HS/PF1** – Request for Pre-submission Consultation on Household / Storey Shelter Technical Requirements.
- 15 **Form BCA-CDAS-ACHSSS01 / SF_HS / PF2** – Application for Approval of Household / Storey Shelter Building Plans.
- 16 **Form BCA-CDAS-ACHSSS02 / SF_HS / PF3** – Application for Approval of Household / Storey Shelter Structural Plans.
- 17 **Form BCA-CDAS-REAHSSS / SF_HS / PF4** – Re-submission for Approval of Household / Storey Shelter Plans.
- 18 **Form BCA-PS-RQPCPS / SF_PS / PF1** – Request for Pre-submission Consultation on Public Shelter Technical Requirements.
- 19 **Form BCA-PS-ADPPS01 / SF_PF2** – Application for Approval of Public Shelter Plans.
- 20 **Form BCA-PS-REAPSP / SF_PF3** – Re-submission for Approval of Public Shelter Plans.

Permit applications

- 21 **Form BCA-BE-PERMIT / BEV-B1** – Joint Application for Permit to Carry Out Structural Works.
- 22 **Form BCA-BE-REAQS01 / BEV-B3-RE** - Application Form for Resident Engineer.
- 23 **Form BCA-BE-COWAQS01 / BEV-B3-RTO** - Application Form for Resident Technical Officer.

Certificate of statutory completion / temporary occupation permit applications

- 24 **Form BCA-CSC-RQSI / BPD-CSC09** – Request for Site Inspection Date Under the Advance Booking System.
- 25 **Form BCA-CSC-TOPCSC01 / BPD-CSC01** – Application for Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC).
- 26 **Form BCA-CSC-TOPCSCDQP / BPD-CSC07** – Declaration by Qualified Person for the Application of Temporary Occupation Permit / Certification of Statutory Complete for Building Works.
- 27 **Form BCA-CSC-CSPBW / BPD-CSC02** – Certificate of Supervision of Building Works.
- 28 **Form BCA-BE-BRCTBW / BC-BC** – Builder’s Certificate of Completion of Building Works.
- 29 **Form BCA-CSC-CSPLP / BPD-CSC03** – Certificate of Supervision of Lightning Protection System;
- 30 **Form BCA-CSC-CSPLE / BPD-CSC04** – Certificate of Supervision of Lift/Escalator Installation;
- 31 **Form BCA-CSC-CSPACMVS / BPD-CSC05** – Certificate of Supervision of Air-Conditioning and Mechanical Ventilation Systems.
- 32 **Form BCA-BE-QPCTPW / BEV-C1** – Certificate of Supervision of Piling Works.
- 33 **Form BCA-BE-QPCTSSW / BEV-C2** – Certificate of Supervision of Structural Works.
- 34 **Form BCA-BE-CTASST / BEV-C3** – Submission Certificate of “As-Built” Structural Plans/Calculations.
- 35 **Form BCA-BP-BS03 / BPD_BS03** – Submission of As-Built Buildability Score.

Civil defence shelters commissioning

- 36 **Form BCA-CDAS-ACHSSS / (SF_HS / CFP)** – Application for Approval of Commissioning of Household/Storey Shelter.

- 37 **Form BCA-PS-ASTRPS / (SF_PS / CF1)** – Application for Approval of Commissioning of Public Shelter.
- 38 **Form BCA-PS-REACTPS / (SF_PS / CF2)** – Re-Submission for Approval of Commissioning of Public Shelter.
- 39 **Form BCA-PS-NCCTPS / (SF_PS / CF3)** – Notification of Commissioning of Public Shelter.

Appointment of QP by Builder for Design and Build projects

- 40 **Form BCA-BP-DB** – Appointment of Qualified Person(s) by Builder for Design & Build projects.