



Submission Guide for Fixed Installation (FI) Design Plan Approval

FormSG submission

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Change Log

Version	Date Updated	Remarks
1.0	28 May 2025	First Version
1.1	2 Sep 2025	• Update to the convention for project reference number input • Addition of point 7 to Annex A
1.2	8 Oct 2025	• Update of point 4 and addition of point 5 to Annex A

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OBJECTIVES

The objective of this Guide is to assist Specialist Professional Engineers (SPEs) and FI Contractors to submit for approval of FI design plans for new FI installations and FI intended to undergo major addition or replacement (A/R).

As announced in December 2024, The new Building Control (Fixed Installation) Regulations 2025 replaces the current Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016. These new regulations will govern legislative requirements for lifts, escalators, and mechanised car parking systems (MCPS), collectively defined as fixed installations (FIs).

This Guide mainly serves to assist SPEs and contractors in using the FORMSG submission format to apply for design approval of FI plans. BCA has tried to minimise the number of details required for submission.

For construction projects involving gross floor area (GFA) larger than 5,000m², BIM models of the projects, with key data structures related to the properties of the different entities and objects of the building needs to be included in the model. All disciplines (Architecture, Structural and MEP) will be required to submit to the authorities in BIM.

You can refer to the BIM Guide for Lift and Escalator on how to presents the minimum requirements in BIM for FI (which are required to comply with the Singapore Standard SS550 and SS626) and their components to be included in the submissions to BCA for approval.

1 Overview of FI Plans Submission process

This guide should be read in conjunction with the **Guidebook for Plans Submission and PTO Application of Fixed Installations**. The guidebook illustrates the processes for the Fixed Installation (FI) Regulatory Regime at the various phases of the project to obtain the Permit to Operate (PTO).

New installation or certain major A/R works of lifts, escalators, vertical platform lifts and mechanised car parking system will require plan submission (refer to the First Schedule of the Building Control (Fixed Installations) Regulations 2025 for the list of major A/R works that require FI plans submission). Documentations and information required for the plan submission include equipment data details, layout plans, type testing certificates and reports (refer to the **Guidebook for Plans Submission and PTO Application of Fixed Installations**).

The appointed Plan submission QP will be responsible for reviewing through and submitting the FI plans to BCA for design approval.

1.1 Preparing for Submission

Project Reference Number

Prior to the submission, the Plan submission QP should have the project reference number ready. If the FI works is part of an existing building project in CORENET 2, the project reference number will be the same as the one used in CORENET 2 (e.g. A1234-00001-2025).

If there is no existing building project in CORENET 2 (i.e. there is no building plan or structural plans submission required for the FI works), the Plan submission QP will have to create a project reference number using the following convention:

- Exxxx(PE reg no.)-yyyyy (running number of project submitted by SPE for the year e.g. 00001 for the first project)-YEAR(e.g.2025).
- To add on additional submissions (e.g. escalator plans submission on top of existing lift plans submission), you can use back the same project reference number.

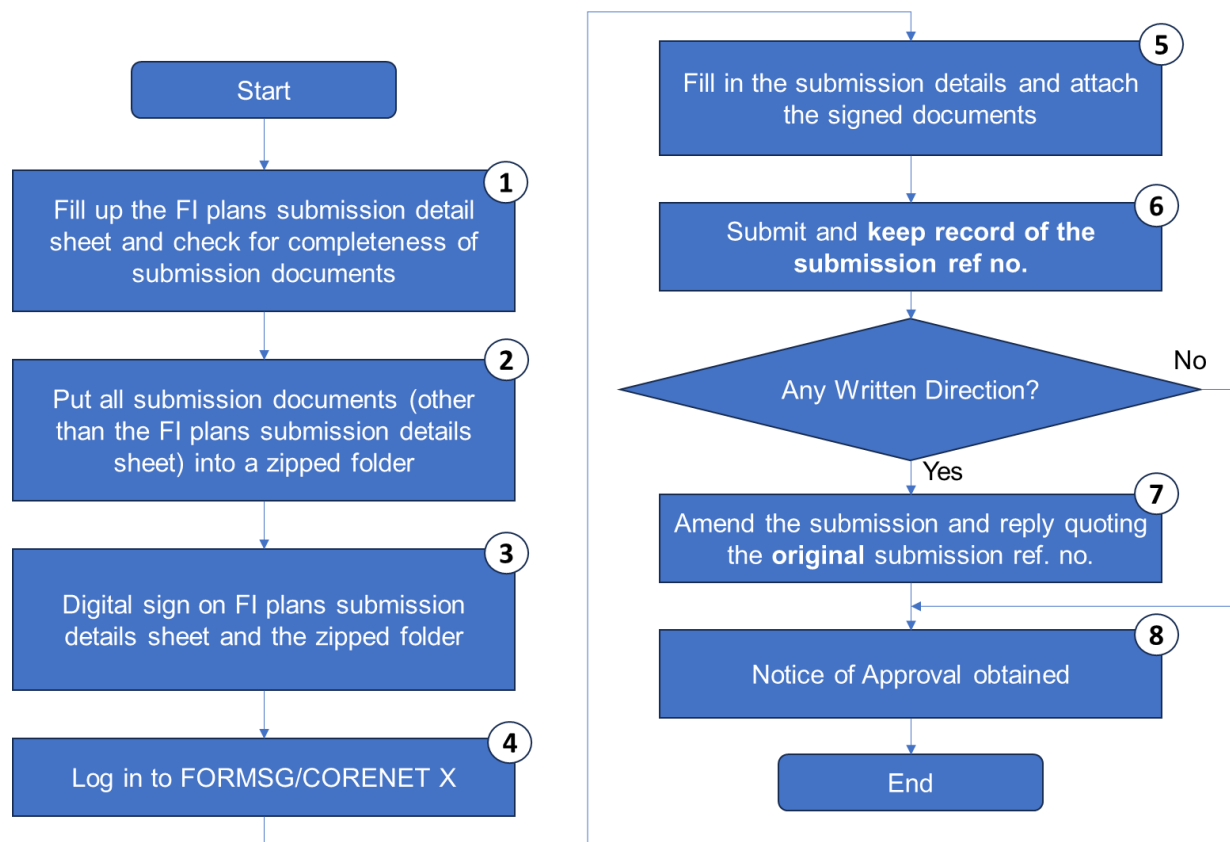
Please note that lift plans, escalator plans and MCPS plans have to submitted separately. If you are appointed to be the Plan submission QP for more than one plan type, you may assign the same project reference number to the plans e.g. E1234-00001-2025 in one submission for lift plans, and E1234-00001-2025 for the escalator plans.

Submission Tools/Documents

The following will have to be ready on hand prior to the submission:

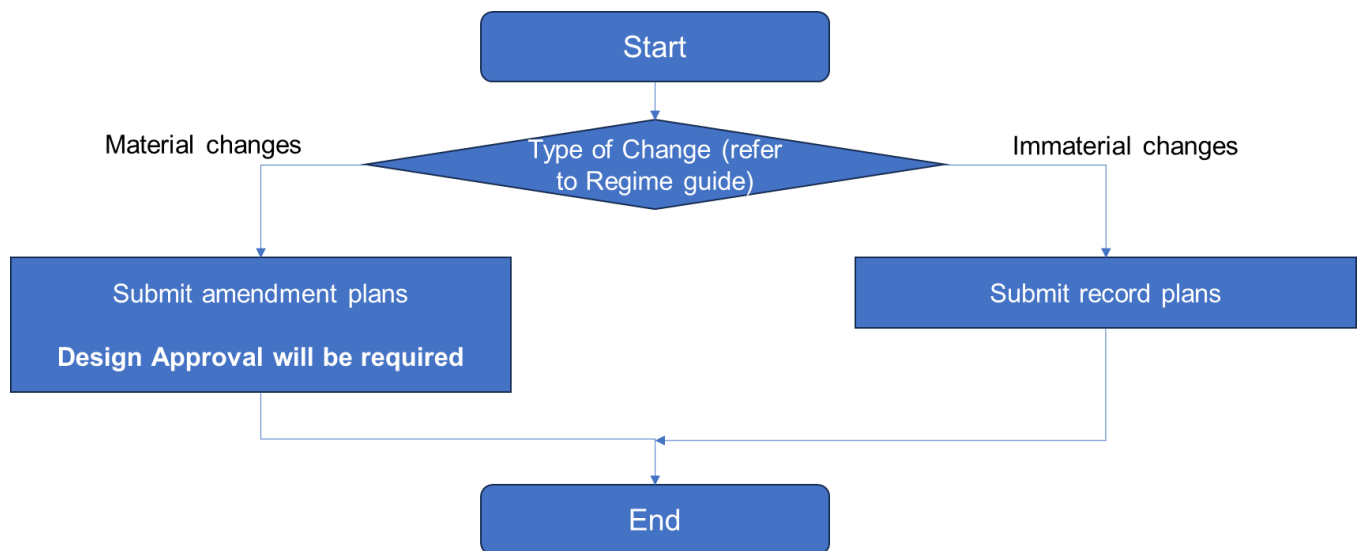
Item	Required action
Netrust token	To apply for token, contact Netrust at customersupport@netrust.net
Netrust Digital Signer	To download from Netrust webpage: https://www.netrust.net/resources/downloads/
FI Details Excel sheet (Refer to Annex A on how to fill in the FI details sheet)	To download form from BCA FI Regs webpage: https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/fixed-installation-regulations After filling up the detail sheet, name the file as “<project reference number>_FI details”.
• Drawings • Certificates and reports • Other Documents	To work with lift installer All to be zipped in one folder (name the folder as “<project reference number>_other documents”).

1.2 Steps of Submission



1.3 Changes to approved design post submission (before PTO obtained)

If there are any changes made to the approved design after submission process is completed, but before PTO is issued, amendment plans or record plans will have to be submitted under the same project (using the related submission number as the original submission reference number):



1.4 Changes to approved design post submission (after PTO obtained)

If there are any changes made to the approved design after submission process is completed after PTO is issued, and the change amount to a major A/R works that require plans submission, a new FI plans submission (“**Major A/R works**”) will be required to be made under a new project (with new project reference number).

For major A/R works submission, you will need to submit the following details:

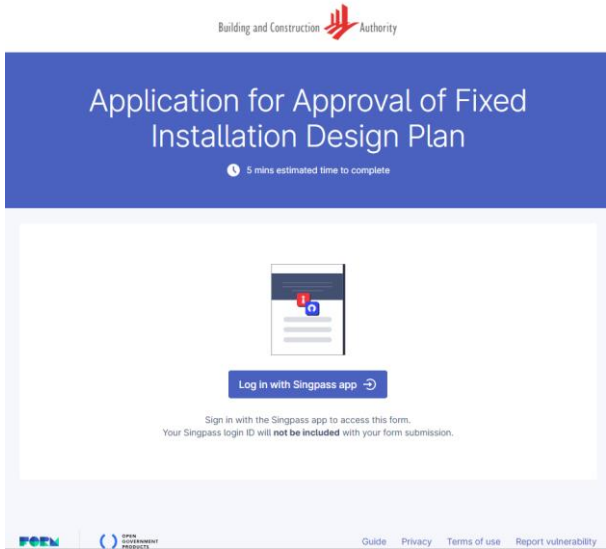
- Submit FI details sheet with “FI basic details” + “Code of practice” (and any COP related fields)+ specification fields that are affected by the major A/R works only
- Submit drawings, certificates and documents which are affected by the major A/R works only as well as authorisation form for appointment of plan submission QP and FI works contractor

2 Step-by-step guide to make FormSG submission for “Application for Approval of Fixed Installation Design Plan”

This form will be used for **first time submission, resubmissions** (i.e. amendment to original submission in response to written directions) as well as **submission of amendment plans**.

2.1 First Time submission

Logging in

	a) Go to website: Go.gov.sg/fidesignplan. b) Log in with Singpass app (Scan the QR code with your Singpass app on your handphone and follow the instructions)
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General details

1. Type of Submission Choose "Create" if this is the first time that you are submitting for this fixed installation project Create ▼ ×	a) Select “Create” under “Type of Submission”.
3. Does this project has a prior submission for Building Plan or Structural Plan approval in CORENET 2? Do note that if Building Plan is required for this project, the approval for the Building Plan will need to be obtained before this application can be made. ✕ No ✓ Yes	b) Indicate if there is existing building project used for building plan/structural plan submission in CORENET 2.

Project details

(a) If there is an existing project in CORENET 2:

4. Project Reference Number Note 1: Where there an existing Building Plan or Structural Plan in CoreNet for this submission, please enter the project reference number provided by the coordinating QP for e.g. A1234-00001-2025 Note 2: Where there is no existing Building Plan or Structural Plan in CoreNet for this submission, please assign a new Project Reference Number based on the convention <Exxxx-yyyyy-YEAR> where <xxxx> is your PE registration number and <yyyyy> should be a running number used by you for FI plan project assignment e.g. E1234-00001-2025.	a) Fill in the project reference number of the existing project in CORENET 2 (e.g. A1234-00001-2025). <i>Note: Do not include any submission number (e.g. BP01/ST01/LP01) to the back of the project reference number.</i>
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(b) If there are no existing project in CORENET 2:

4. Project Reference Number Note 1: Where there an existing Building Plan or Structural Plan in CoreNet for this submission, please enter the project reference number provided by the coordinating QP for e.g. A1234-00001-2025 Note 2: Where there is no existing Building Plan or Structural Plan in CoreNet for this submission, please assign a new Project Reference Number based on the convention <Exxxx-yyyyy-YEAR> where <xxxx> is your PE registration number and <yyyyy> should be a running number used by you for FI plan project assignment e.g. E1234-00001-2025.	b) Fill in the new project reference number that you are creating for the FI plan submission, following the naming convention (e.g. E1234-00001-2025). <i>Note: Do not include any submission number (e.g. BP01/ST01/LP01) to the back of the project reference number.</i>
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4. Project Title	c) Fill in the project details. The project title should describe the FI works: e.g. • New installation of one lift in landed house at (Address); • Full lift replacement of three lifts in ABC Estate; • Major A/R works on four escalators in XYZ Mall
5. Project Address (Block)	
6. Project Address (Street Name)	
7. Project Address (Floor Number) (optional)	
8. Project Address (Unit Number) (optional)	
9. Project Address (Building Name) (optional)	
10. Project Address (Postal Code) (optional)	
11. Development Type Select an option  	

SPE Particulars

12. Name PHUA CHU KANG 13. SPE NRIC/FIN 14. SPE PE Registration Number - + 15. SPE Company Name 16. SPE Company UEN 17. SPE Address (Block) 18. SPE Address (Street Name)	a) Fill in your particulars. b) The SPE Address should be the address of your registered company or your residential address (if there are no company address).
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19. SPE Address (Floor Number) (optional)

20. SPE Address (Unit Number) (optional)

21. SPE Address (Building Name) (optional)

22. SPE Address (Postal Code)

23. Mobile number

24. SPE Email

Verify

c) A verification is required for the “SPE Email” field. Once you clicked on “Verify”, an OTP will be sent to the email provided. Key in the OTP into the populated OTP field in the form to complete the verification.

Owner Particulars (the following section will only be displayed if “Create” is selected for “Type of submission”)

25. Owner Type ☐ Individual ☐ Company 26. Owner Name	a) Fill in the owner/developer’s particulars. Choose “individual” if the owner/developer is a private home owner or “company” if it is a firm.
27. Owner NRIC/FIN Or 27. Owner UEN	b) The field displayed will be either “Owner NRIC/FIN” (for “individual” owner type) or “Owner UEN” for (“company” owner type).

27. Owner Address (Block)

28. Owner Address (Street Name)

29. Owner Address (Floor Number) (optional)

30. Owner Address (Unit Number) (optional)

31. Owner Address (Building Name) (optional)

32. Owner Address (Postal Code)

33. Owner Representative Name

"NA" if no representative

34. Owner Representative Contact Number

Owner contact number if no representative

35. Owner Representative Email

Owner email if no representative

c) Fill in the owner representative name, contact number and email if applicable. Otherwise, follow the instructions to fill in 'NA' or the owner's details accordingly.

FI Works Contractor Particulars

37. Fixed Installation Contractor Select an option ▼ × 38. Fixed Installation Contractor UEN 39. Fixed Installation Contractor Representative Name 40. Fixed Installation Contractor Representative Email	a) Fill in the FI works contractor’s details.
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Submission details

41. Type of Plan Select an option ▼ × 42. Classification of Works Note: Fixed installations undergoing major A/R works will have to be suspended by the owner in LEAP prior to the commencement of work. Select an option ▼ × 43. Is this a Retention Work? ☐ Yes ☐ No 44. Number of Group(s) of Fixed Installations one group of fixed installations refers to multiple equipment with the exact same model details (e.g. dimensions, speed, rated load...) — +	a) Select the “Type of Plan” – Lift/Escalator/MCPS. b) Select the “Classification of Works” – New Installations/ Major A/R Works Note that full FI replacement should also come in as “New Installations”. c) Indicate if this is a retention work. Retention works refer to illegal works that have been carried out prior to obtaining plan approval, and are now seeking approval from CBC to be retained.
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44. Scope of Major A/R Works (Lift) ☐ Adding a car entrance ☐ Adding a landing entrance ☐ Changing an E/E/PE ☐ Changing the access to the machinery spaces ☐ Changing the ascending car overspeed protection means ☐ Changing the brake system ☐ Changing the buffer ☐ Changing the car bottom clearances and overhead clearances ☐ Changing the car mass by 5% or more ☐ Changing the door locking device type ☐ Changing the guiderail size ☐ Changing the number or size of a hoisting rope 45. Description of Change (Lift)	The following field will only be displayed if the “Classification of Works” is “Major A/R Works”, d) Check on the relevant scope of major A/R works conducted. e) Describe the major A/R works e.g “Addition of a new landing entrance at level 10, with the extension of the lift shaft from level 9 to level 10”
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44. Number of Group(s) of Fixed Installations

one group of fixed installations refers to multiple equipment with the exact same model details (e.g. dimensions, speed, rated load...)

- | +

f) Indicate the number of groups of fixed installations in the submission, as per grouping in the FI details sheet (refer to **Annex A**).

E.g. if the lifts in the FI details sheet are grouped Groups 1 and 2, then it should be indicated as ‘2’ in this field.

Attachments

53. Attachment (Fixed Installation Details) (optional) (excel sheet for equipment details)

Please download the excel from <https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/fixed-installation-regulations> 

Please rename the file with the project reference number indicated (e.g. A1234-00001-2025_FI details.xlsx) and encrypt the file with Netrust Digital Signer before uploading.



[Choose file](#) or drag and drop here

Maximum file size: 7 MB

54. Attachment (Other files) (optional)

Please zip your files (.zip only) and rename the file name with the project reference number indicated (e.g. A1234-00001-2025_other documents.zip), and encrypt the zipped folder with Netrust Digital Signer before uploading:

- a) authorisation form for appointing QP and FI works contractor;
- b) drawings;
- c) type testing certificates;
- d) other supporting documents (if applicable) e.g. brochures or other equipment specifications.



[Choose file](#) or drag and drop here

Maximum file size: 10 MB

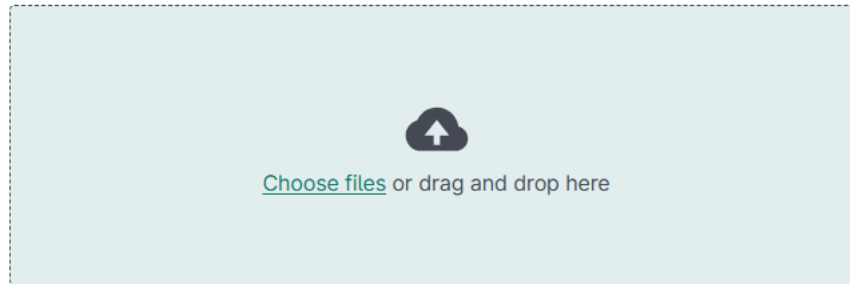
Refer to **section 1.1** on how to prepare the documents before upload.

a) Upload the digitally signed and renamed FI details sheet.

b) Upload the digitally signed and renamed zipped folder.

If this attachment exceeds 10MB, click on the link <https://highway.gov.sg/public/OiZiyOrbi1Fsihwq> and proceed to Highway to upload the attachment instead.

Highway (For attachment larger than 10MB):



Maximum file size: 1.00 GB

Submit

a) Upload the digitally signed and renamed zipped folder.

b) Click on "Submit".

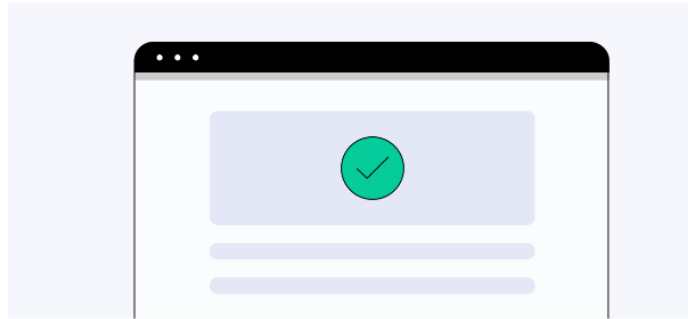
If your attachment exceeds 1GB, please split the documents into two or more zipped folders (each folder to keep within 1GB) and name the folder accordingly e.g. "<project reference number> - Other documents 1", "<project reference number> - Other documents 2".

Repeat the steps above accordingly for each folder (each submission allow uploading of one folder only).

Declaration and Submission

47. Declaration ☐ I confirm that I have been appointed under regulation 20 or 22 of the Building Control (Fixed Installations) Regulations 2025 ("Regulations") as the Qualified Person in respect of the building fixed installation works herein described ☐ I certify and declare to the Commissioner of Building Control that (i) the fixed installation works shown in the plans submitted with this application are in accordance with the Regulations and applicable standard, subject to such waiver/modification granted under regulation 44 of the Regulations; and (ii) the particulars as stated in these forms and this application are correct. Submit now	Going back to the same form in FormSG: a) Check on the checkboxes to complete both declarations. b) Click "Submit now" to complete the submission.
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Post Submission



Thank you for submitting the application.

Please note down the response ID below. An acknowledgement email will be sent to you.

Response ID: 682ff70079ffe8bbec2d06dc

23 May 2025, 12:18:08 GMT+8

[Submit another response](#)

You will receive an acknowledgement from FormSG upon submission.

a) **Keep a record of the response ID.**

This number shall be used as the **submission reference number** for followup correspondence, as well as the “**Related Submission Number**” for resubmissions, amendment plan submissions or record plan submissions.

Subsequent correspondences (including the issuance of Written Directions, Notice of Approvals, Notice of Disapprovals) will be via email.

2.1 Resubmission

The Processing Officer will inform you to do a resubmission via FormSG if required. You can use the same form as the first submission for a resubmission ([Go.gov.sg/fidesignplan](https://go.gov.sg/fidesignplan)).

General details

1. Type of Submission Choose "Create" if this is the first time that you are submitting for this fixed installation project Resubmission ▼ ×	a) Select “Resubmission” under “Type of Submission”.
2. Related Submission Number If this is a re-submission or amendment plan, please note down the previous FormSG submission number below.	b) Fill in the Submission reference number for the original submission (i.e. 1st submission made).

Fill in the rest of the form according to the same steps in the previous section.

Submit the respective documents or data lacking in the previous submission (e.g. missing or incorrect lift specifications, missing drawings, invalid or missing certificates) or as required, according to the correspondence with the processing officer. The FI details sheet, if resubmitted, should be filled in with complete submission details (and incorporating the new changes).

2.2 Amendment plan submission

If there are changes to design post approval prior to PTO issuance that are considered as material changes, an amendment plan will have to be submitted. You can use the same form as the first submission for a resubmission ([Go.gov.sg/fidesignplan](https://go.gov.sg/fidesignplan)).

General details

1. Type of Submission Choose "Create" if this is the first time that you are submitting for this fixed installation project Amendment ▼ ✕	c) Select “Amendment” under “Type of Submission”.
The following field will only be displayed if “Resubmission” or “Amendment” is selected. 2. Related Submission Number If this is a re-submission or amendment plan, please note down the previous FormSG submission number below.	d) Fill in the Submission reference number for the original submission (i.e. 1st submission made).

Fill in the rest of the form according to the same steps in the previous section.

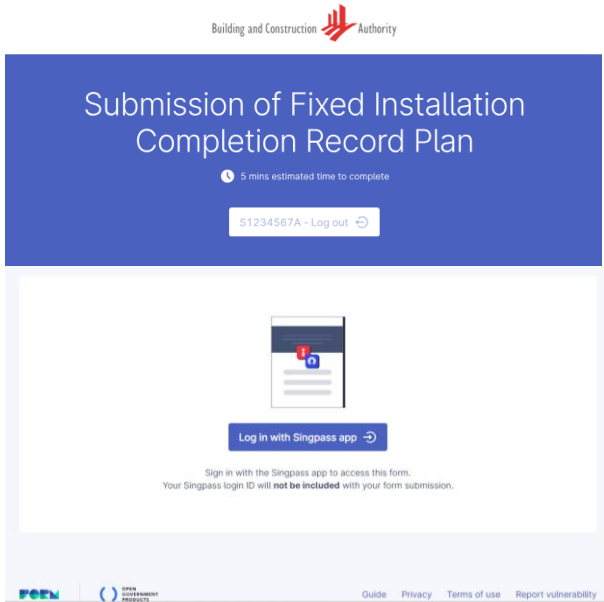
Amend the full set of documents (FI detail sheet, Other documents zipped folder etc) accordingly and resubmit the attachments accordingly.

3 Step-by-step guide to make FormSG submission for “Submission of Fixed Installation Completion Record Plan”

If there are changes to design post approval prior to PTO issuance that are considered as immaterial changes, a record plan will have to be submitted.

Amend the full set of documents (FI detail sheet, Other documents zipped folder etc) accordingly and resubmit the attachments accordingly.

Logging in

	a) Go to website: Go.gov.sg/firecordplan. b) Log in with Singpass app (Scan the QR code with your Singpass app on your handphone and follow the instructions)
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General details

1. Related Submission Number Please note down the previous FormSG submission number below.	a) Fill in the Submission reference number for the original submission (i.e. 1st submission made) made using the form in section 2.
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SPE Particulars

12. Name PHUA CHU KANG 13. SPE NRIC/FIN 14. SPE PE Registration Number - + 15. SPE Company Name 16. SPE Company UEN 17. SPE Address (Block) 18. SPE Address (Street Name)	a) Fill in your particulars. b) The SPE Address should be the address of your registered company or your residential address (if there are no company address).
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19. SPE Address (Floor Number) (optional)

20. SPE Address (Unit Number) (optional)

21. SPE Address (Building Name) (optional)

22. SPE Address (Postal Code)

23. Mobile number

24. SPE Email

Verify

c) A verification is required for the “SPE Email” field. Once you clicked on “Verify”, an OTP will be sent to the email provided. Key in the OTP into the populated OTP field in the form to complete the verification.

FI Works Contractor Particulars

37. Fixed Installation Contractor Select an option ▼ × 38. Fixed Installation Contractor UEN 39. Fixed Installation Contractor Representative Name 40. Fixed Installation Contractor Representative Email	a) Fill in the FI works contractor’s details.
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Submission Details

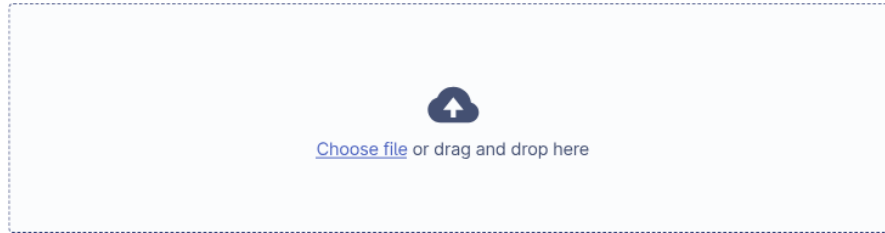
19. Type of Plan Select an option   20. Immaterial changes affecting Record Plan	a) Select the “Type of Plan” – Lift/Escalator/MCPS. b) Fill in the description of the immaterial change.
---	---

Attachments

21. Attachment (Fixed Installation Details) (optional)
(excel sheet for equipment details)

Please download the excel from <https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/fixed-installation-regulations>

Please rename the file with the project reference number indicated (e.g. A1234-00001-2025_FI details.xlsx) and encrypt the file with Netrust Digital Signer before uploading.

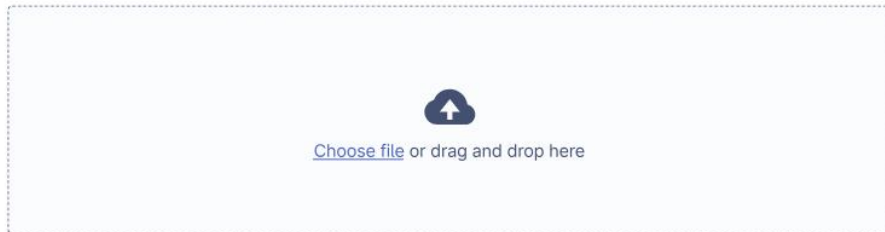


Maximum file size: 7 MB

22. Attachment (Other files) (optional)

Please zip your files (.zip only) and rename the file name with the project reference number indicated (e.g. A1234-00001-2025_other documents.zip), and encrypt the zipped folder with Netrust Digital Signer before uploading the documents relevant to the immaterial change(s):

- a) authorisation form for appointing QP and FI works contractor (only required if there is a change in QP or FI works contractor from the original submission);
- b) drawings;
- c) type testing certificates;
- d) other supporting documents (if applicable) e.g. brochures or other equipment specifications.



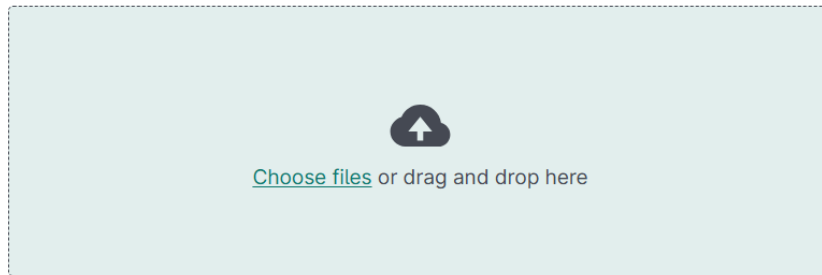
Maximum file size: 10 MB

a) Upload the digitally signed and renamed FI details sheet.

b) Upload the digitally signed and renamed zipped folder.

If this attachment exceeds 10MB, click on the link <https://highway.gov.sg/public/gfOZ0IXGsX2ZZzB1> and proceed to Highway to upload the attachment instead.

Highway (For attachment larger than 10MB):



Maximum file size: 1.00 GB

Submit

c) Upload the digitally signed and renamed zipped folder.

d) Click on “Submit”.

If your attachment exceeds 1GB, please split the documents into two or more zipped folders (each folder to keep within 1GB) and name the folder accordingly e.g. “<project reference number> - Other documents 1”, “<project reference number> - Other documents 2”.

Repeat the steps above accordingly for each folder (each submission allow uploading of one folder only).

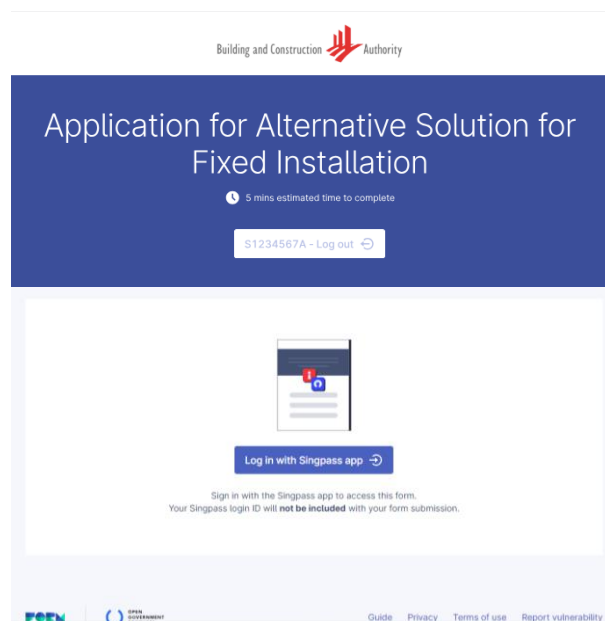
Declaration and Submission

23. Declaration ☐ I confirm that I have been appointed under regulation 20 or 22 of the Building Control (Fixed Installations) Regulations 2025 ("Regulations") as the Qualified Person in respect of the building fixed installation works herein described, and have been authorised by the Developer to submit these Record Plans under regulation 14(5) of the Regulations. ☐ I certify and declare to the Commissioner of Building Control that, to the best of my knowledge and belief, all the departures and deviations shown in the Record Plans submitted herein are immaterial changes to the fixed installation works in that the changes made to the plans approved pursuant to regulation 10 of the Regulations they are not material changes as defined in regulation 2 of the same. Submit now	Going back to the same form in FormSG: a) Check on the checkboxes to complete both declarations. b) Click "Submit now" to complete the submission.
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No further actions are required post submission.

4 Step-by-step guide to make FormSG submission for “Application for Alternative Solution for Fixed Installation”

Logging in



- a) Go to website: [Go.gov.sg/fialtsoln](https://go.gov.sg/fialtsoln).
- b) Log in with Singpass app (Scan the QR code with your Singpass app on your handphone and follow the instructions)

Project Details

1. Project Reference Number (optional) 2. Project Title	a) If there is an existing project, fill in the project reference number. Otherwise, leave the field blank. b) If there is an existing project, fill in the project title. Otherwise, provide a simple tentative project title to describe the FI works e.g. “New Installation of a lift at <Address>”
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SPE Particulars

3. Name PHUA CHU KANG MyInfo 4. Registered address 411 CHUA CHU KANG AVE 3, #12-3, SINGAPORE 238823 MyInfo 5. Mobile number 9876 5432 MyInfo 6. Email	a) Fill in your particulars.
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Owner Particulars

7. Owner Name 8. Owner UEN / NRIC 9. Owner Address 10. Owner Contact Number 6123 4567 11. Owner Email	a) Fill in the owner’s particulars.
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FI Works Contractor Particulars

12. Fixed Installation Contractor Select an option ▼ × 13. Fixed Installation Contractor Email	a) Fill in the FI works contractor’s particulars.
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Description of Application

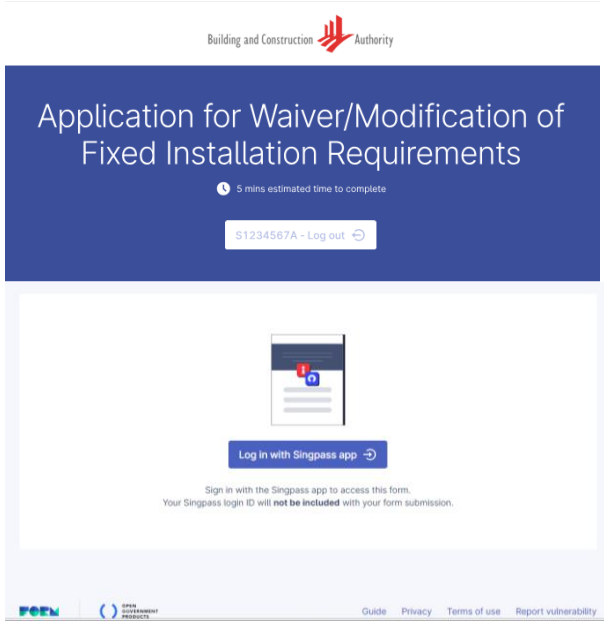
14. Description of Fixed Installation Works	a) Describe the FI works in the project e.g. The project involves the new installation of a passenger lift in a landed house. b) Select the type of equipment – Lift/Escalator/MCPS c) Describe the purpose of consultation e.g. The purpose of consultation is to apply for alternative solution for the following features:...
15. Type of Equipment Select an option	
16. Description of Consultation	

Attachment

17. Attachment Drawing Plans, Brochures, Technical Specifications, Type Testing Certificates  Choose file or drag and drop here Maximum file size: 10 MB	a) Attach the Alternative Solution Form (download from https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/fixed-installation-regulations) b) Attach other supporting documents
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5 Step-by-step guide to make FormSG submission for “Application for Waiver/Modification of Fixed Installation Requirements”

Logging in

	a) Go to website: Go.gov.sg/fiwaiver. b) Log in with Singpass app (Scan the QR code with your Singpass app on your handphone and follow the instructions)
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Project Details

1. Project Reference Number (optional) 2. Project Title	a) If there is an existing project, fill in the project reference number. Otherwise, leave the field blank. b) If there is an existing project, fill in the project title. Otherwise, provide a simple tentative project title to describe the FI works e.g. “New Installation of a lift at <Address>”
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SPE Particulars

3. Name PHUA CHU KANG MyInfo 4. Registered address 411 CHUA CHU KANG AVE 3, #12-3, SINGAPORE 238823 MyInfo 5. Mobile number 9876 5432 MyInfo 6. Email	a) Fill in your particulars.
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Owner Particulars

7. Owner Name 8. Owner UEN / NRIC 9. Owner Address 10. Owner Contact Number 6123 4567 11. Owner Email	a) Fill in the owner's particulars.
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FI Works Contractor Particulars

12. Fixed Installation Contractor Select an option ▼ × 13. Fixed Installation Contractor Email	a) Fill in the FI works contractor’s particulars.
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Description of Application

14. Description of Fixed Installation Works	a) Describe the FI works in the project e.g. The project involves the new installation of a passenger lift in a landed house.
15. Type of Equipment Select an option	b) Select the type of equipment – Lift/Escalator/MCPS
16. I hereby apply for a waiver/modification of a requirement in the following design code: Select an option	c) Select the code of practice for which that you are applying for a waiver/modification of requirement
17. SS 550 : 2020 Requirement to be waived	d) Describe the requirement to be waived/modified
18. SS 626 : 2017 Requirement to be waived	
19. MCPS Code of Design Requirement to be waived	
20. Description of Provisions made	e) Describe what are the provisions made for this waiver/modifications

	21. Rationale in support of provisions	f) Provide the rationale why the waiver/modification is required
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Attachment

22. Attachment Drawing Plans, Brochures, Technical Specifications, Type Testing Certificates  Choose file or drag and drop here Maximum file size: 10 MB	a) Attach the supporting documents
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Payment

Payment ☐ Waiver and/or Modification of Requirements Fee is per clause S\$100.00 Qty: 1 ▾ Total: S\$0.00 Email address Proof of payment will be sent to this email Verify	a) Make payment by following the instruction in the form (further details will be updated in the form). b) Provide email for receiving payment receipt
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Annex A – Filling in the FI details sheet

1. Download the FI details sheet from <https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/fixed-installation-regulations>.
2. DO NOT change the format of the file. Keep it as .xlsx.
3. Select the tab corresponding to the plan type you are submitting – Passenger_Goods_Service_Lifts/VPL_Stairlifts/Escalators_Passenger Conveyors/MCPS.

Passenger_Goods_Service_Lifts

VPL_Stairlifts

Escalators_Passenger Conveyors

MCPS

Note: If you have both “Passenger_Goods_Service_Lifts” and “VPL_Stairlifts” in your project and the appointed lift installation contractor and SPE are the same for both lift types, you can fill in both tabs and submit the details in one single lift plan submission.

4. For FI with the same basic details and specifications e.g. 2 lifts with the same models in the same lift lobby, you can group them in one group e.g. Group 1 and fill in column A accordingly (as shown in the screenshot). Subsequent FI with different details or specifications can be assigned to a new group e.g. Group 2, Group 3... **Do not leave “Group” field blank.**

	A	B	C	D	E	F	G	H	I	
1		Basic Lift Details								
2	Group	Lift Number	Lift ID	Travel Height (m)	Number of Stops Served	Brand Name	Model Number	Lift Type	Type of Drive System	Machine Room
3	1	PL1	L123	20.0	5	OOO	AAA	Passenger Lift	Traction	Machine Room
4	1	PL2	L124	20.0	5	OOO	AAA	Passenger Lift	Traction	Machine Room
5	2	PL3	L2334	10.0	3	OOO	ABC	Cargo Lift	Hydraulic (Indirect)	Machine Room
6	3	PL4	L789	14.0	2	OOO	SDEF	Hydraulic Lift	Traction	Machine Room

5. If the FI is in a different address from the main project address (eg multiple estates in one submission), please include the actual address of the FI under the FI number as shown in below examples. **Do not fill in the same FI number for different Fis in the same submission.**

Lift Number
A (123 Road A)
A (1 Road B)

6. Fill in the rest of the fields accordingly. DO NOT fill in the cells which are shaded as those fields will be auto-populated based on your input values for other related cells.

Car Height (mm)	Clear Platform area (m ²)	Car Mass (kg)

7. For New Installations, the FI detail sheet has to be filled in with full details of all the FI in the project. This will apply to the 1st submission of FI plans, resubmission, submission of amendment plans and record plans. You are advised to always keep a copy of the original detail sheet filled in for each submission so that changes can be made easily for any subsequent submissions.
8. For Major A/R works, the FI detail sheet has to be filled in for all the fields under the “Basic FI detail” section, the “Code of Practice” related fields under “Specifications” section as well as the relevant data fields related to the works. The other fields can be left blank.
9. Please note that you cannot select the coloured cells when you want to duplicate a row of data (such as during the creation of a new equipment record). Please do block select (i.e. select sections by section in between coloured cells) for copying.