

Our Reference: **APPBCA-2024-12**

2 September 2024

For enquiries, please contact:

Audit and Inspection Group (#10-01)  
Tel: 1800 3425 222 (1800-DIAL-BCA)  
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Dear Sir/Madam

**CHANGES TO TEMPORARY OCCUPATION PERMIT (TOP) / CERTIFICATE OF STATUTORY COMPLETION (CSC) APPLICATION PROCESS:**

- **SUBMISSION OF CIVIL DEFENCE SHELTER INSPECTION REPORT/SUPPORTING EVIDENCE FOR LANDED HOUSE BUILT FOR THE OWNER'S OWN USE DURING APPLICATION FOR TOP/CSC**
- **SUBMISSION OF CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S) FOR ALL DEVELOPMENT PROJECTS DURING APPLICATION FOR TOP/CSC**

**Objective and Current Approach**

1 This circular informs the industry of the changes related to the TOP/CSC application for all development projects with Civil Defence shelter (CD shelter) including household, storey, public and transit shelters.

2 Currently, the Qualified Person (QP) is required to obtain the Approval of Commissioning of CD Shelter before applying for TOP for all development projects.

**Evidence-based Approach for Landed House Built for the Owner's Own Use**

3 As part of our continuous efforts to improve the current TOP/CSC application processes, an evidence-based approach for inspection of CD shelters for TOP/CSC application will be implemented for all landed houses built for the owners' own use. The QP appointed for the supervision of CD shelter works shall submit the CD shelter inspection report (see attachment in [Annex A](#)) and videos of commissioning tests (see attachment in [Annex B](#)) to the Commissioner of Building Control ("CBC") as part of the TOP/CSC application. TOP/CSC will only be issued if the CD shelter works comply with all applicable requirements. CBC would carry out sample audit inspections as appropriate.

**Submission of Certificate of Supervision of Building Works in respect of CD Shelter(s) for All Development Projects with CD Shelter including Household, Storey, Public and Transit Shelters**

4 In addition to the current Certificate of Supervision of Building Works, supervising QPs appointed for the structural, architectural, and, where applicable, mechanical and electrical works in

respect of CD shelter(s) are required to submit the Certificate of Supervision of Building Works in respect of CD Shelter(s) (see attachment in [Annex C](#)) for all development projects with CD shelter including household, storey, public and transit shelters when applying for TOP/CSC.

### **QPs' Duties and Responsibilities**

5 QPs should be aware of their statutory duties and responsibilities under the Building Control Act 1989 ("**BC Act**"), including the duty to exercise due diligence to ensure that CD shelter works are designed and constructed in accordance with the provisions of the BC Act and the Building Control Regulations 2003 ("**BC Regs**"). QPs must ensure that the declarations in the preparation of the CD shelter inspection report and Certificate of Supervision of Building Works in respect of CD Shelter(s) submitted to the CBC as part of the TOP/CSC application are true, complete and correct. QPs' attention is drawn to section 43A of the BC Act. Enforcement actions will be taken against project parties in respect of any contravention of the BC Act and the BC Regs.

### **Implementation**

6 The above changes will take immediate effect as summarised in [Annex D](#). To facilitate the industry's transition, applications for commissioning of CD shelter for landed houses built for the owners' own use will still be accepted until **31 December 2024**, after which only evidence-based approach for inspection of such CD shelters will be accepted.

### **For Clarification**

7 We would appreciate 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/>. Thank you.

Yours faithfully



ER. FOO SIANG JEOK  
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BUILDING AND CONSTRUCTION AUTHORITY

## ANNEX A

### SUBMISSION OF CD SHELTER INSPECTION REPORT FOR LANDED HOUSE BUILT FOR THE OWNER'S OWN USE DURING APPLICATION FOR TOP/CSC

The QP appointed for the supervision of CD shelter works shall submit the CD shelter inspection report as part of the TOP/CSC application pursuant to regulations 43(3)(d) or 42(2)(g) of the BC Regs for the purposes of obtaining a TOP/CSC. The sample and template for preparing the CD shelter inspection report are available on BCA website.

Link to download: <https://www1.bca.gov.sg/regulatory-info/building-control/household-and-storey-shelters/construction-and-commissioning>

## ANNEX B

### SUBMISSION OF VIDEOS OF COMMISSIONING TESTS FOR LANDED HOUSE BUILT FOR THE OWNER'S OWN USE DURING APPLICATION FOR TOP/CSC

The QP appointed for the supervision of CD shelter works shall submit the videos of commissioning tests as part of the TOP/CSC application pursuant to regulations 43(3)(d) or 42(2)(g) of the BC Regs for the purposes of obtaining a TOP/CSC. The sample for recording the videos of commissioning tests is available on BCA website.

Link to download: <https://www1.bca.gov.sg/regulatory-info/building-control/household-and-storey-shelters/construction-and-commissioning>

The videos of commissioning tests for each commissioned unit with the following minimum requirements shall be endorsed and submitted as supporting evidence.

Commissioning Test	Minimum Video Requirements
Light Penetration Test	<ol style="list-style-type: none"><li>1. Show the project reference number before the test is carried out.</li><li>2. Show the view of whole doorframe before and after the HS door is closed. Ensure that the lighting outside the HS is adequate to carry out the test.</li><li>3. The test is considered to have passed if no light could be seen from the inside of HS.</li></ol>
Chalk Mark Test	<ol style="list-style-type: none"><li>1. Show the project reference number before the test is carried out.</li><li>2. Show the view of whole door seal without having any chalk markings before the HS door is closed.</li><li>3. Show the view of chalk markings onto the door seal surrounding the doorframe after the door is closed and re-opened.</li><li>4. The test is considered to have passed if there is an unbroken and uniform transfer of the chalk markings onto the door seal when the door is closed and re-opened.</li></ol>
Air-tightness Test	<ol style="list-style-type: none"><li>1. Show the project reference number before the test is carried out.</li><li>2. Show the start reading of timer and ensure that the start reading of pressure gauge can be seen clearly when the test is started.</li><li>3. Show the overall setup of air-tightness test (i.e. the air compressor and pressure gauge are connected to the ventilation sleeve) while the timer is running.</li><li>4. Show the final reading of timer and ensure that the final reading of pressure gauge can be seen clearly when the test is ended after 45 seconds.</li><li>5. The HS is pressurised by pumping air into the HS such that there is a pressure difference of 250 Pa between inside and outside of HS. The HS is considered to have passed the test if the pressure gauge shows more than or equal to 50 Pa after 45 seconds. (Note: 1 mm = 10 Pa).</li></ol>

## ANNEX C

### **SUBMISSION OF CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CD SHELTER(S) FOR ALL DEVELOPMENTS PROJECTS WITH CD SHELTER INCLUDING HOUSEHOLD, STOREY, PUBLIC AND TRANSIT SHELTERS DURING APPLICATION FOR TOP/CSC**

In addition to the current Certificate of Supervision of Building Works, supervising QPs appointed for the structural, architectural, and, where applicable, mechanical and electrical works in respect of CD shelter(s) are required to submit the Certificate of Supervision of Building Works in respect of CD Shelter(s) for all development projects with CD shelter including household, storey, public and transit shelters when applying for TOP/CSC. QPs shall certify that the building works in respect of the CD shelter have been supervised and completed in accordance with the provisions of the BC Act, BC Regs, and technical codes issued under the Civil Defence Shelter Act 1997 (CD Shelter Act). The template for preparing the Certificate of Supervision of Building Works in respect of CD Shelter(s) is available on BCA website.

Link to download: <https://www1.bca.gov.sg/regulatory-info/building-control/household-and-storey-shelters/construction-and-commissioning>

## ANNEX D

### CHANGES TO THE TOP/CSC APPLICATION REQUIREMENTS IN RESPECT OF THE CD SHELTER FOR ALL DEVELOPEMENT PROJECTS WITH CD SHELTER INCLUDING HOUSEHOLD, STOREY, PUBLIC AND TRANSIT SHELTERS

An evidence-based approach for inspection of CD shelters will be implemented for all landed houses built for the owners' own use, where QPs shall submit the CD shelter inspection report and videos of commissioning tests as part of the TOP/CSC application. In addition to the current Certificate of Supervision of Building Works, QPs are required to submit the Certificate of Supervision of Building Works in respect of CD Shelter(s) for all development projects with CD shelter including household, storey, public and transit shelters when applying for TOP/CSC.

Application	Type of Development	Current Process	New Process (changes are highlighted in blue)
Commissioning Application	Landed house built for the owner's own use	<ol style="list-style-type: none"> <li>1. QP submits application for commissioning of CD shelter with:               <ol style="list-style-type: none"> <li>i. CD checklist</li> </ol> </li> <li>2. BCA issues appointment letter for the joint inspection.</li> </ol>	QP submits evidence-based documents/videos directly through the TOP/CSC application with immediate effect <sup>1</sup> .
	All other types of development projects	<ol style="list-style-type: none"> <li>3. BCA conducts joint inspection for the CD shelter.</li> <li>4. BCA issues Written Direction/Notice of Approval after the inspection.</li> </ol>	Status quo.
TOP/CSC Application	Landed house built for the owner's own use	<ol style="list-style-type: none"> <li>1. QP submits application for TOP/CSC with:               <ol style="list-style-type: none"> <li>i. Site inspection report for landed house</li> <li>ii. Required forms, documents, and agencies' clearances</li> </ol> </li> <li>2. BCA issues TOP/CSC after compliance.</li> </ol>	<ol style="list-style-type: none"> <li>1. QP submits application for TOP/CSC including CD shelter with:               <ol style="list-style-type: none"> <li>i. Site inspection report for landed house</li> <li>ii. Required forms, documents, and agencies' clearances</li> <li>iii. CD shelter inspection report (<b>Annex A</b>) with immediate effect<sup>1</sup></li> <li>iv. Videos of commissioning tests (<b>Annex B</b>) with immediate effect<sup>1</sup></li> <li>v. Certificate of Supervision of Building Works in respect of CD Shelter(s) (<b>Annex C</b>) with immediate effect</li> </ol> </li> <li>2. BCA issues TOP/CSC after compliance.</li> </ol>

	All other types of development projects	<ol style="list-style-type: none"> <li>1. QP submits request for TOP inspection via TOP/CSC Portal.</li> <li>2. BCA conducts joint inspection for TOP.</li> <li>3. BCA issues Written Advice after TOP inspection.</li> <li>4. QP submits application for TOP/CSC with: <ol style="list-style-type: none"> <li>i. Required forms, documents, and agencies' clearances</li> </ol> </li> <li>5. BCA issues TOP/CSC after compliance.</li> </ol>	<ol style="list-style-type: none"> <li>1. QP submits request for TOP inspection via TOP/CSC Portal.</li> <li>2. BCA conducts joint inspection for TOP.</li> <li>3. BCA issues Written Advice after TOP inspection.</li> <li>4. QP submits application for TOP/CSC with: <ol style="list-style-type: none"> <li>i. Required forms, documents, and agencies' clearances</li> <li>ii. <a href="#">Certificate of Supervision of Building Works in respect of CD Shelter(s) (Annex C) with immediate effect</a></li> </ol> </li> <li>5. BCA issues TOP/CSC after compliance.</li> </ol>
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<sup>1</sup>To facilitate the industry's transition, applications for commissioning of CD shelter for landed houses built for the owners' own use will still be accepted until **31 December 2024**, after which only evidence-based approach for inspection of such CD shelters will be accepted.

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