



CHECKLIST FOR THE SUBMISSION OF BUILDING PLAN

NO. ITEMS TO BE SUBMITTED

- | | | |
|-----|---|--------------------------|
| 1. | Building Plan Drawing
a. Residential
b. Industrial / Commercial / Public / School / Hall / Shophouse/Others | <input type="checkbox"/> |
| 2. | Covering Letter from the Submitting Person | <input type="checkbox"/> |
| 3. | Building Plan Application Form | <input type="checkbox"/> |
| 4. | Form A | <input type="checkbox"/> |
| 5. | Form B
(Only for Renovation / Extension of existing structure) | <input type="checkbox"/> |
| 6. | Latest Extract of land title/others supporting document | <input type="checkbox"/> |
| 7. | Survey Deposited Plan | <input type="checkbox"/> |
| 8. | Authorization / Appointment letter from land owner / developer to submitting person | <input type="checkbox"/> |
| 9. | Tenancy Agreement (renovation for usages other than the first approval only) | <input type="checkbox"/> |
| 11. | Form 24 and 49 (for incorporated company) | <input type="checkbox"/> |
| 12. | Building Plan Checklist
a. Building Requirements
b. Engineering Requirements
c. Health Requirements | <input type="checkbox"/> |
| 13. | Calculation for walled up area and open area | <input type="checkbox"/> |
| 14. | Building Plan fees either in Company Cheque, Postal Order or Money Order & Cash | <input type="checkbox"/> |

Disemak oleh Ketua Bahagian/Pegawai Bertanggungjawab;

.....
(Tandatangan)

Nama:

Tarikh:

Disahkan oleh Setiausaha;

.....
(Tandatangan)

Nama:

Tarikh:

Note: Tanda pada kotak

√ - Ada

X - Tiada

NA - Tidak berkaitan



PELAN BANGUNAN				
BIL	PERKARA	RUJUKAN	FOLIO NO	TARIKH TERIMA / HANTAR
1.	Submission cover letter or application form - Form A with building plan checklist			
2.	Submission fees copy of receipt			
3.	Checklist for submission			
4.	Public Health / Public Work Comment			
5.	Letter of Early Commencement			
6.	Letter to Land & Survey for comment			
7.	Letter to Bomba for comment			
8.	Comment / Approval from Land & Survey			
9.	Comment / Approval from Bomba			
10.	L & S Comment reply to applicant			
11.	Bomba Comment reply to applicant			
12.	Amendment for Land & Survey			
13.	Amendment for Bomba			
14.	Site Inspection by Enforcement			
15.	Enhancement Fee			
16.	Notice of Approval			
17.	Submission of Structural Drawing			
18.	Form C			
19.	Form D			
20.	Form E			
21.	Road Certificate (Where applicable)			
22.	Bomba Certificate (Where Applicable)			
23.	Application For Pre- Inspection of Building			
24.	Letter of Schedule Inspection			
25.	Site Inspection Comment (Public Work & Public Health)			
26.	Letter for Submission Form F			
27.	Form F (Application of Occupation Permit)			
28.	Issue Of OP			



MANDATORY REQUIRED DOCUMENTS FOR THE SUBMISSION OF BUILDING PLAN

NO. ITEMS TO BE SUBMITTED

1. Covering letter from the Submitting Person
2. Building Plan Drawing
 - a. Residential (4 sets for Land & Survey)
 - i. 1 set or more for Bomba (if necessary)
 - b. Industrial/Commercial/Public/School/Hall/Shop house/Others
 - i. 4 sets for Land & Survey
 - ii. 2 sets or more for Bomba
3. Land & Survey Requirements
 - a. Copy of Approved Subdivision Plan to be certified as true copy by consultant
 - b. A copy of Survey Plan to be certified as true copy by licensed surveyor if the Survey Plan was not yet approved by our Staff Surveyor.
 - c. Plotted Plan (the survey plan must be used as the base for the plotted plan to indicate building setback, permitted outbuilding, extension, patios and balconies etc.
 - d. A copy of extract of title
 - e. A copy of approved building plan (application for extension only)
 - f. Completed Part I and Part II of building plan submission Form
 - g. Approval plan & letter from SPA
4. Form A (Certificate of Building/ Structural Plans)
5. Form B (Only for Renovation/ Extension of Existing structure)
6. Authorization/ Letter from land owner/Developer to Submitting Person
7. Building Plan Checklist:-
 - a. Building Requirements
 - b. Engineering Requirements
 - c. Health Requirements
8. Calculation for walled up area and open area (calculation sheet)