



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

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