

Our Ref : APPBCA-2021-02

Building Plan & Management Group

15 Jan 2021

See **Distribution list**

Dear Sir/Madam

### **SIMPLIFICATION OF PROCESS FOR OBTAINING PERMIT TO USE (PTU) FOR TEMPORARY BUILDINGS**

BCA has streamlined and simplified the Permit To Use (PTU) approval process for temporary buildings (e.g. containers, standardized or modularised structures used in events) with previously approved design.

2 Owners who wish to erect a temporary building (refer to Annex A on the definition of temporary building) using a design previously approved by the Commissioner of Building Control can submit the permit applications based on a simplified process. This simplified process aims to save time and cost in obtaining BCA's clearance prior to the erection/installation of temporary buildings on site.

#### **Simplified PTU Approval Process**

3 The owner (through his/her appointed Professional Engineer (PE)) will first need to have obtained **an earlier approval** from the Commissioner for the design (plans and calculations) for their temporary buildings. For subsequent erection of temporary buildings using the same previously approved design, the same owner (through the same appointed PE) can apply for PTU based on the previously approved design, by citing the **earlier approval reference number** (without the need to resubmit plans and calculations in this subsequent permit application). The PE however, is still required to supervise the erection/installation and submit the relevant Certificates of Supervision to BCA prior to issuance of the permit. Please refer to Annex B for application process.

#### **Implementation Date**

4 The simplified PTU approval process for temporary buildings with previously approved design shall come into operation with immediate effect.

5 Please convey the contents of this circular to members of your organisation. Should you need clarification, you may contact BCA via feedback form at <https://www.bca.gov.sg/feedbackform/>.

6 Thank you.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'SP', with a flourish at the end.

SERENE PEH  
DIRECTOR  
BUILDING PLAN AND MANAGEMENT GROUP  
for COMMISSIONER OF BUILDING CONTROL

**ANNEX A**  
**DEFINITION OF TEMPORARY BUILDING**

A “temporary building” is

- (a) any building or structure not more than 2 storeys high constructed of short-lived materials;
- (b) any other building or structure not more than 2 storeys high permitted to be used by the competent authority or Commissioner of Building Control for a period not exceeding 36 months, or such other period as may be prescribed (if prescribed) in the building regulations;
- (c) any building used as workers’ quarters, a site office, a show-flat or show-house, a builder’s shed, store or other shed required in connection with any building works for a permanent building; or
- (d) any structure used only for the outdoor display of an advertisement or signboard,

but does not include any bridge, any decking for a bridge, or any earth retaining structure.

## ANNEX B APPLICATION FOR PTU BASED ON SIMPLIFIED PROCESS FOR TEMPORARY BUILDINGS WITH PREVIOUSLY APPROVED DESIGN

### Type of Temporary Buildings

New temporary buildings with design previously approved by the Commissioner.

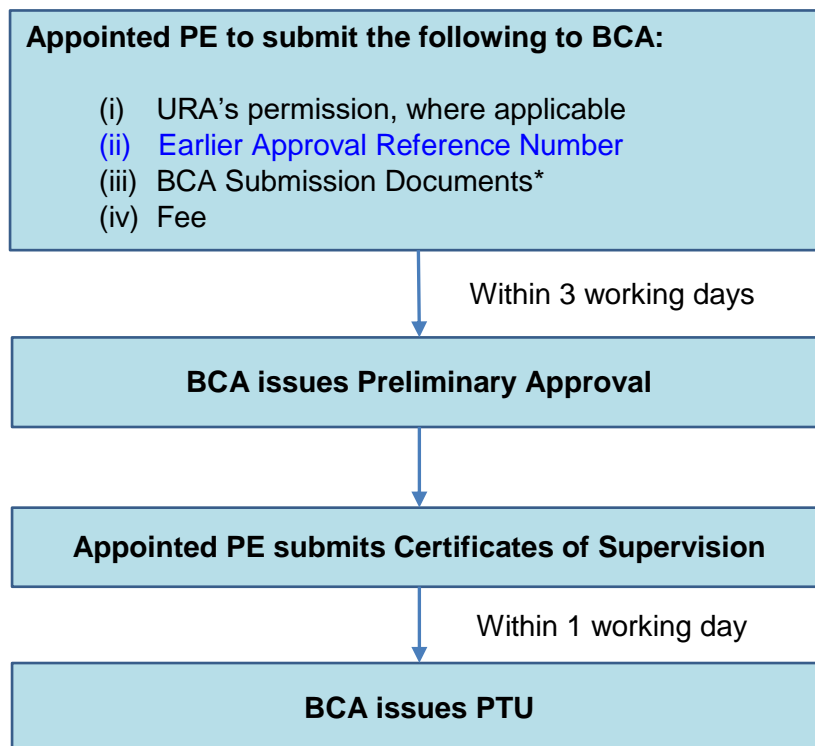
### Roles of Temporary Building Owner

To appoint Professional Engineer for the PTU application.

### Roles of Appointed Professional Engineer (PE)

Appointed PE had submitted earlier plans and calculations to BCA for temporary building(s) similar to the new temporary building(s) to be erected by the same temporary building owner. Appointed PE will retrieve the **Earlier Approval Reference Number**.

### Application for PTU Prior to Erection/Installation



**\*Note: BCA Submission Documents**

- Application forms
- Location plan
- Premises Owner consent (if applicable)

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