

Our Ref: APPBCA-2021-03

Building Plan & Management Group

29 Jan 2021

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INTER-AGENCY COORDINATING COMMITTEE (IACC) – BUILDING WORKS NOT REQUIRING AGENCIES' CLEARANCES FOR TOP/CSC

Objective

This circular is to inform the industry on the list of building works that do not require the relevant agencies' clearances or approvals when applying for TOP/CSC from the Building and Construction Authority ("BCA").

Background

2. Upon completion of any building works, the developer is required to make an application to the Commissioner of Building Control for Certificate of Statutory Completion ("CSC") or Temporary Occupation Permit ("TOP"). During such application, the Qualified Person ("QP") is required to submit relevant clearances or approvals from the Singapore Civil Defence Force ("SCDF"), Public Utilities Board ("PUB"), National Environment Agency ("NEA"), Land Transport Authority ("LTA"), National Parks Board ("NParks"), Urban Redevelopment Authority ("URA") etc. (collectively "Agencies") to the BCA.

Streamlining CSC/TOP Application Process

3. In a continuing effort to streamline the application process for TOP/CSC, the Inter-Agency Coordinating Committee¹ ("IACC") has identified some building works that do not require agencies' approvals during the Development Control ("DC") and/or Building Plan ("BP") stages, and consequently, the requirement to submit the Agencies' approval during TOP/CSC application will not be applicable.

¹ Refer to IACC circular dated 29 Aug 2011 for more information.

4. With immediate effect, for the building works set out in **Annex A** of this circular, if QPs are not required to obtain the Agencies' approvals during the DC/BP stage, then they will not have to submit the Agencies' clearances during their TOP/CSC applications.

For Clarification

5. We would appreciate it if you could convey the contents of this circular to the members of your organisation. For clarifications, please contact Mr Benjamin Tan at 6804 4321 or email at benjamin_tan@bca.gov.sg; or Mr Lim Lian Fei at 6804 4330 or email at lim_lian_fei@bca.gov.sg.

Yours faithfully

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ANNEX A – LIST OF BUILDING WORKS [Circular Ref: APPBCA-2021-03]

S/N	TYPE OF BUILDING WORKS	SUBMISSION APPROVALS ¹ (FOR DC/BP) FROM:					
		SCDF	NEA	PUB	LTA	URA	NPARKS
1	Replacement or changing into ¾ or full height non-PVC windows in non-conserved HDB flats 	No	Yes	No	No	No	No
2	Installation of clothes drying racks (non pole-hole type) 	No	No	No	No	No	No


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		SCDF	NEA	PUB	LTA	URA	NPARKS
3	<p>Erection of new ERP gantry (not arising from re-locating of an existing ERP gantry)</p> 	No	No	To check with PUB whether approval is required ² .	No	No	Yes
4	<p>Installation of overhead cranes (guide rails) not affecting the roof/roof gutters, not beyond the existing building footprint and not encroaching into the regulated planting areas</p> 	No	No	No	No	No, except if it exceeds the approved building height.	No


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		SCDF	NEA	PUB	LTA	URA	NPARKS
5	<p>New lift shaft and lift car within detached, semi-detached and terrace houses not exceeding 3-storeys or 3 levels, including basement and attic, not involving roof works and not encroaching into regulated planting areas</p> 	No	No	To check with PUB whether approval is required ² .	No	To check with URA whether approval is required ² .	No
6	Lift car replacement within a house/building (no changes to existing lift shaft and no roof works)	To check with SCDF whether approval is required ² .	No	No	No	No	No
7	Tenant fit out works within an existing building's footprint that requires clearance to BCA (e.g. new internal staircase, brick walls etc.) and not affecting the regulated planting areas	Yes	Yes	To check with PUB whether approval is required ² .	No	No, except if it is a conserved building.	No

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		SCDF	NEA	PUB	LTA	URA	NPARKS
8	One-to-one replacement of façade/cladding not involving roof work, and not affecting regulated planting areas and roadside green verges (including trees)	Yes	No	No	No	No, except: a) all conserved buildings, and b) all buildings within Urban Design Areas and Central Area, and c) all other developments subjected to Urban Design guidelines	No
9	Erection of new cladding on existing façade not involving roof work and not affecting regulated planting areas and roadside green verges (including trees) 	Yes	Yes	No	No	No, except: a) all conserved buildings, and b) all buildings within Urban Design Areas and Central Area, and c) all other developments subjected to Urban Design guidelines	No

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		SCDF	NEA	PUB	LTA	URA	NPARKS
10	Erection of safety barriers within a unit overlooking a void of more than 1m 	No	No	No	No	No	No

¹ Approval from the relevant Agency during TOP/CSC is not applicable for those building works that are indicated as “No”.

² To provide BCA with documentation from agency that submission approval for DC/BC is not required.