

# BCA - Plan Approval Processes, Submission Requirements and TOP/CSC under the Building Control Act

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# Role of a Qualified Person and BCA Submission Workflow



# ROLE OF A QUALIFIED PERSON

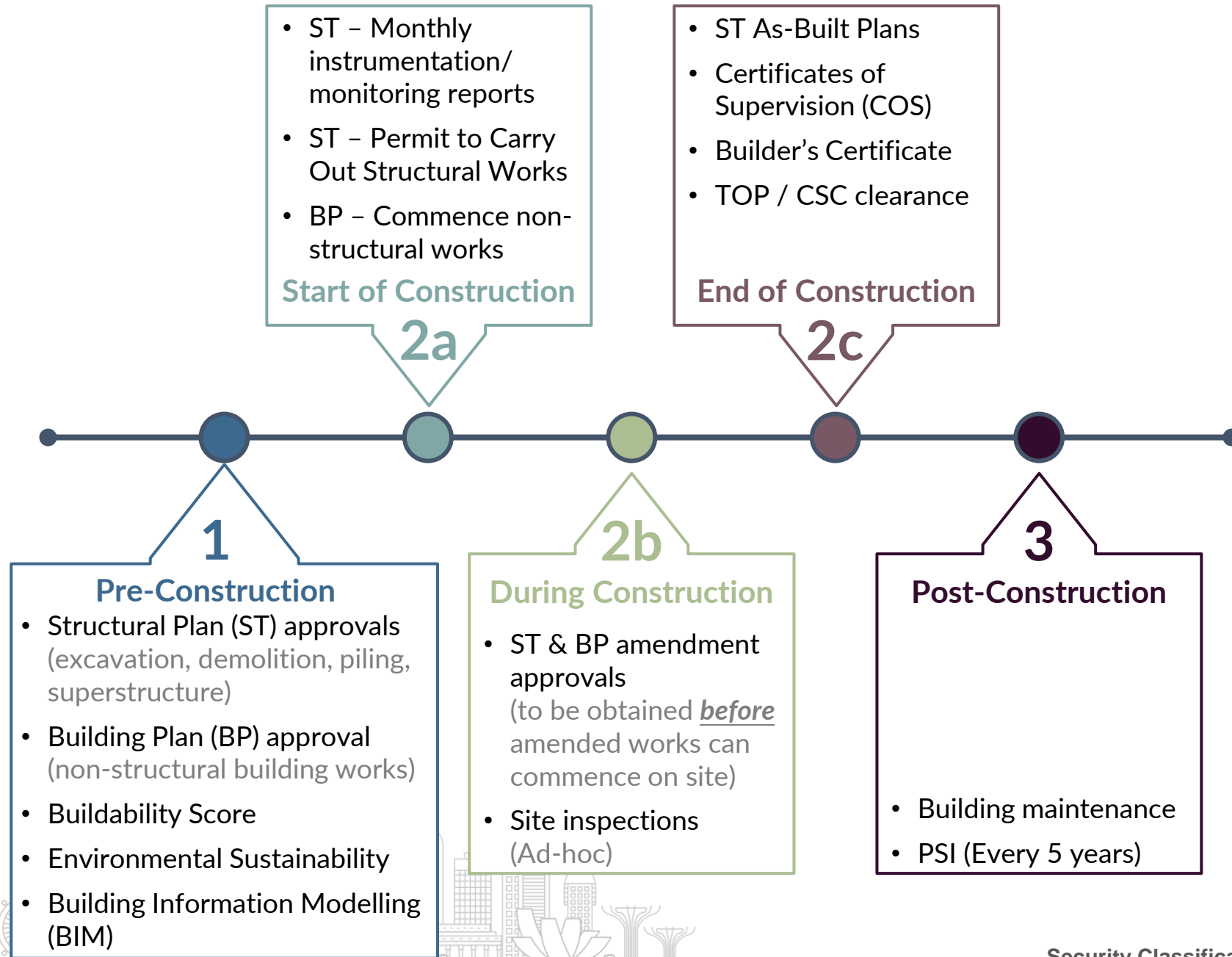
professional engineers board  
singapore

- ✓ A Qualified Person (QP), i.e. Professional Engineer [PE (Civil/Structural)] or Registered Architect, to be engaged to –
  - Design building works
  - Prepare building plans (*structural plans: PE*)
  - Apply for approvals
  - Supervise construction works (with support of builders & site supervisors)
  - Submit amendment/as-built plans (*as-built plans: PE*)
  - Apply for TOP/CSC
- Agency submissions to be made via CORENET 2.0 e-Submission System.

board of architects singapore



# BCA SUBMISSION WORKFLOW



- **BCA Service Standard – 7 working days** for non-complex ST plans, BP and TOP/CSC applications.
- **Express TOP Inspection** - \$3000 and can be **scheduled within the next 5 working days**.
- **Express TOP application** - \$500 for minor projects and \$1000 for major projects. TOP will **be issued within 1 working day** if all documents are in order.

# BCA SUBMISSION WORKFLOW

## Development Control (DC) Stage

URA Provisional Permission (PP)



URA Written Permission (WP)

Prerequisite

Prerequisite

## Building Plan (BP) Stage

Structural Plan (ST) Approval



Permit to Carry Out Structural Works

Commence structural works

Building Plan (BP) Approval

Commence non-structural works

Overall Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)

Post Completion

Building Maintenance & Periodic Structural Inspection (PSI)

## Parallel Submissions

Fire Safety (BP)



Drainage Sewerage (DC & DP)



Environmental Health Pollution Control (DC & BP)



Vehicle Parking (BP)  
Roads & Transport (DC & BP)  
Rail (DP & BP)



Parks & Trees (DC & BP)



\* Technical departments also issue respective TOP/CSC



## 2 Frequently Asked Questions



# FREQUENTLY ASKED QUESTIONS

## What are the insignificant structures that do not require submission to BCA?

- Refer to First Schedule Building Control Regulations (Insignificant Building Works). Submission to BCA required for all other structures or building works not set out under the list.

E.g. on Clause 1(t) specific to farms and nurseries

1(t) any **single storey** building used for **agriculture or to house livestock**, including a **greenhouse or a building used to house fixed plant or machinery** for the farm, provided that —

- (i) no part of the building is used as a dwelling or for the purposes of packing, exhibiting, or retailing; and
- (ii) each point of the building is situated not less than **1.5 times** its height away from any adjacent building or any route of public access;

- For insignificant building works, BP and ST submission are not required. Notwithstanding, owner / developer is advised to seek assistance from a Qualified Person (PE) in ensuring that the works involved are safe. Recommended to take reference to the Approved Document, Code on Accessibility and SS555:2018 (Protection Against Lightning) as guides for design of insignificant building works.
- Other agencies' requirements may still be required, to check with agencies.



# FREQUENTLY ASKED QUESTIONS

## How do the requirements in Code on Accessibility apply to farms and nurseries?

“Industrial’ Buildings accessibility code requirements shall be applicable to farms and nurseries. Generally, farms shall be designed with barrier-free and ambulant friendly provision and features for Persons with Disabilities (PwD), employees and visitors.

*For information, the following areas are exempted from provision of accessibility in the Code:*

- a) Process plants and structures which deals with the oil and gas industry, the refinery industry, the chemical industry and premises which handle chemicals, toxic materials and potential explosive compounds. This includes ancillary office areas located within the same development;*
- b) Areas with activities that require a “gowning regime” (e.g. clean or sterile rooms, etc.);*
- c) Production areas with heavy machinery, etc.;*
- d) Areas used for warehousing and storage.*





# FREQUENTLY ASKED QUESTIONS

## What are the applicable plan fees for nurseries and farms?

For first plan submission (BP or ST) to BCA on and after 31 Aug 2020, a revised and lowered plan fee for Type 1 General Building (i.e. agricultural or industrial building) will be applicable. The applicable plan fee will be computed by QPs based on the Statistical Gross Floor Area (SGFA) of your development.

## Is BIM submission applicable?

- Generally, developments with GFA > 5000 m<sup>2</sup> requires BIM submission.
- Single-storey structures with more than 90% of GFA used for production, may be exempted from BIM submission, to be assessed on a case-by-case basis.



# FREQUENTLY ASKED QUESTIONS

## Are Environmental Sustainability and Buildable Design requirements applicable?

- Environmental Sustainability

Developments as follows are required to meet the minimum environmental sustainability standard. This requirement will cover efficient use of resources (e.g. energy efficiency, water efficiency, waste management etc.).

- Projects with 1<sup>st</sup> submission date for planning permission from 15 Apr 2008 to 30 Nov 2021: Gross Floor Area (GFA)  $\geq$  **2000 sqm**
- Projects with 1<sup>st</sup> submission date for planning permission from 1 Dec 2021 onwards: GFA  $\geq$  **5000 sqm**

- Buildable Design

With effect from 15 Dec 2019, projects with GFA less than 5,000 sqm are exempted from buildability legislation. Developments with GFA  $\geq$  5000 sqm are required to submit for B-score.

- Environment Sustainability & Buildable Design requirements do not apply to agriculture developments under URA's authorization or plan lodgement scheme.



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# Site Conditions for TOP/CSC Inspection

Examples from past cases



# EXPECTED SITE CONDITIONS

Site should be in **move-in** condition:

- Completed
- Clean
- Site office removed
- All equipment and materials removed
- Not occupied

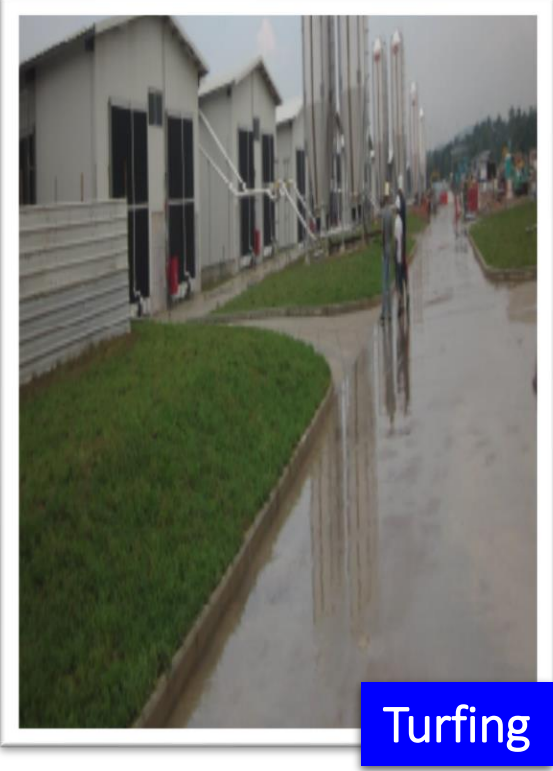
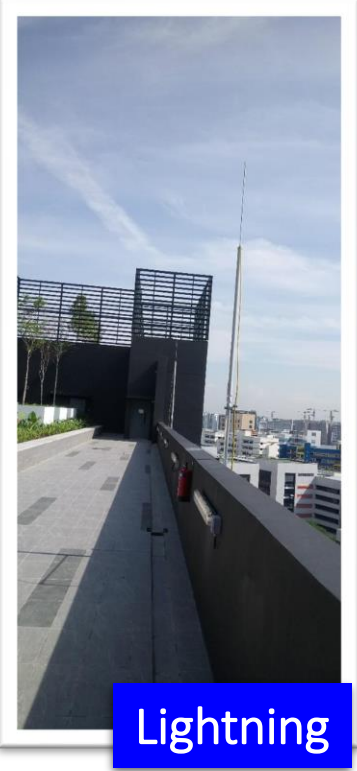
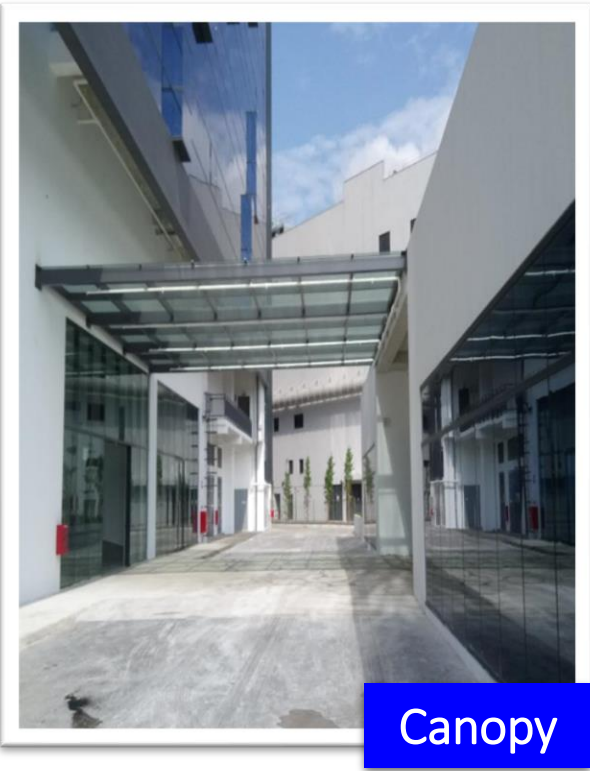
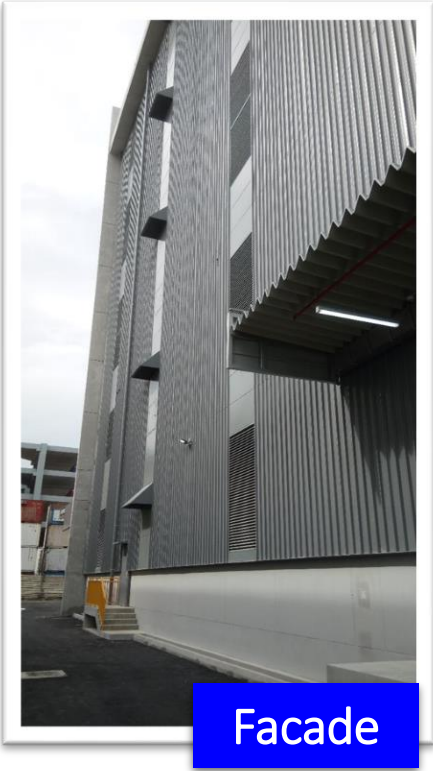
For **Phased** TOP, the additional points are applicable:

- Separate public access and construction access (including vehicular access)
- Robust hoardings
- All cranes removed from site



# SITE CONDITIONS READY FOR TOP/CSC INSPECTION

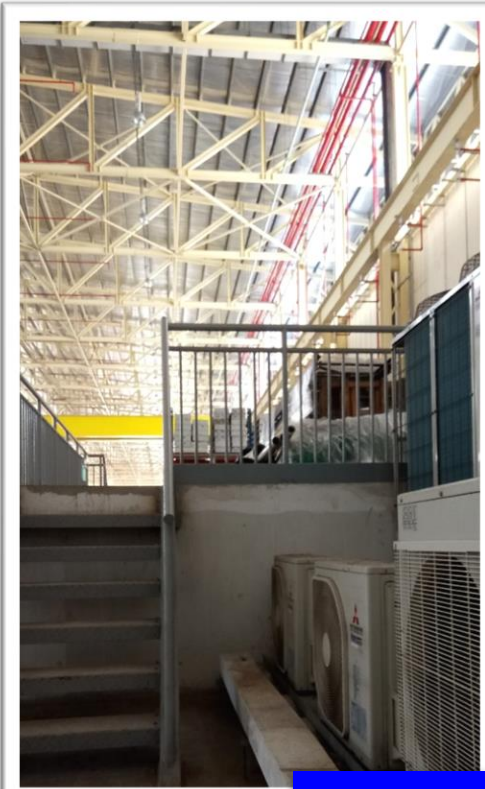
## Exteriors





# SITE CONDITIONS READY FOR TOP/CSC INSPECTION

## Interiors



M&E



Finishes



Stairs



Sign



Accessible Toilet



# SITE CONDITIONS **NOT** READY FOR TOP/CSC INSPECTION



Blocked access



Incomplete Walkway



Incomplete toilet works



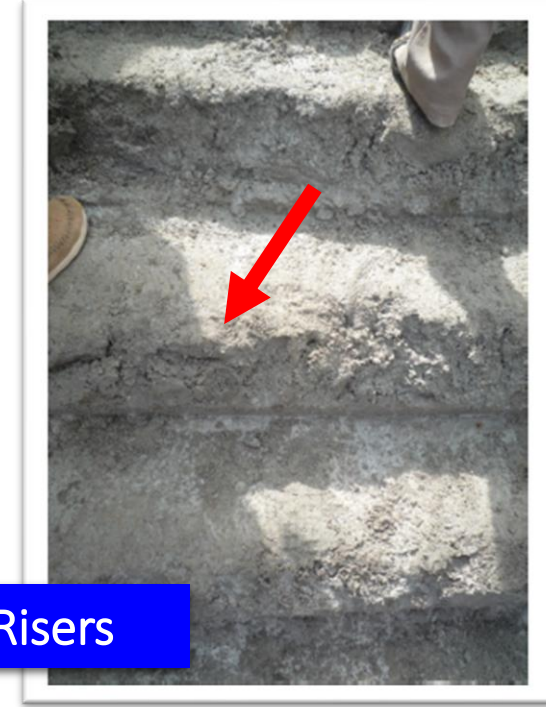
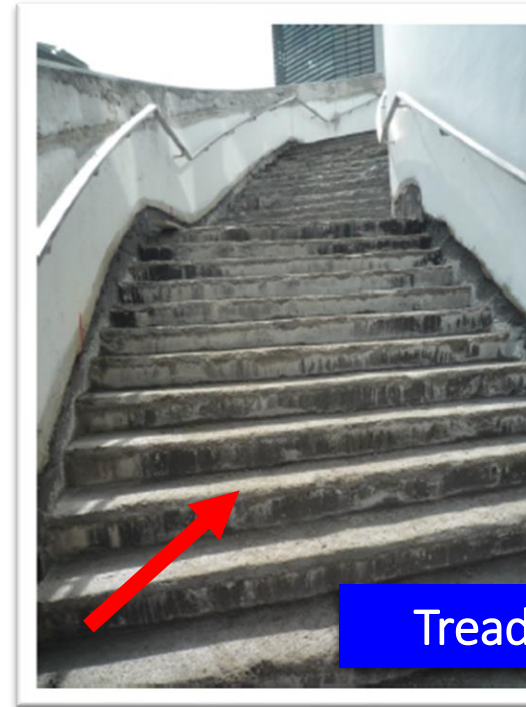
Incomplete lightning conductor

- Incomplete building works / immature site
- No safe and proper access to and within the development





# SITE CONDITIONS **NOT** READY FOR TOP/CSC INSPECTION



- Incomplete basic finishing works which affects measurements and critical safety





# Thank you



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