



SURAT PEKELILING NO. 6 / 2018
KEMENTERIAN KERAJAAN TEMPATAN DAN PERUMAHAN
SARAWAK

FROM Permanent Secretary **TO** -Refer to distribution lists-
COPY -Refer to distribution lists-
OUR
REFERENCE MLG/ADM/52 Jld. 19 **DATE** 29 November 2018
SUBJECT
a) Building Plan Submission Involving Internal Renovation of Building
b) Standardisation on Matters that Need not to be Referred Back to Land & Survey Department for Comments during the BP Resubmission for Non-strata Development
c) Standard Entrance Culvert Ramp Drawings and Details

1. Objective

The objective of this circular is to guide the Local Authorities on the standard operating procedures and building requirements on some of the action that need to be adhered to in dealing with building plan submission / resubmission particularly involving the following items:

- a. Building plan submission involving internal renovation of building
- b. Standardisation on matters that need not to be referred back to Land & Survey Department for comments during the BP resubmission for non-strata development
- c. Standard entrance culvert ramp drawings and details

2. Background

Urbanisation and rapid development in the recent years have posed many challenges to the planning authority as well as local authorities. Any policy change to address these challenges will also affect the building industry practices and because

of this therefore, there is a need to update the local authorities on some of the requirements of building plan approval handling process arising from interpretation of the Building Ordinance, 1994 and Planning Circular 1/2006 issued by Sarawak Land and Survey Department in order to effectively regulate the building industry.

3. Standardisation of Building Plan Submission Process and Requirements

3.1 Building Plan submission involving internal renovation of building.

Application for internal renovation without change of use is to be decided by City Hall / Local Authority without the need of referring the building plans to Land and Survey departments.

3.2 Standardisation on matters that need not to be referred back to Land & Survey Department for comments during the Building Plans resubmission for non-strata development.

For non-strata titled development, where Land and Survey Department has no comments on the submitted building plans under the First Submission and approved it but that said building plans need to be resubmitted due local authorities comment, the resubmitted building plans need not to be referred back to Land and Survey Department under the Second Submission or subsequent resubmission, except when the following situation occurs or introduced in the second or subsequent resubmission:

- a. New awnings / sheds are introduced where the protrusion is beyond the building line permitted by the Land and Survey Department.
- b. Roof design / profile:
 - i. Only for roof design beyond original approved apex height by Land and Survey Department (First Submission).
 - ii. For pitch roof subject to maximum height allowable by L&S.
- c. Architecture features – only for buildings that are controlled by heritage regulations.
- d. Change of use for any floors.

3.3 Standard Entrance Culvert Ramp Drawings and Details

The entrance details as per **Appendix A** shall be required to be submitted for the entrance culvert ramp especially for those project that does not require

engineering submission (detached house). The intention is to ensure that no water ponding accumulation at the entrance area.

4. Roles and Responsibilities of Local Authority

Local Authorities are expected to fully enforce the requirements contained herein and they are to ensure that the requirements are fully complied with by all building industry practitioners.

5. Application

This circular shall be applicable to all Local Authorities listed in the State.

6. Date of Commencement

The date of commencement of this circular is on 1st December 2018

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



BAKRIE ZAINI

Permanent Secretary

Ministry of Local Government and Housing

Sarawak

