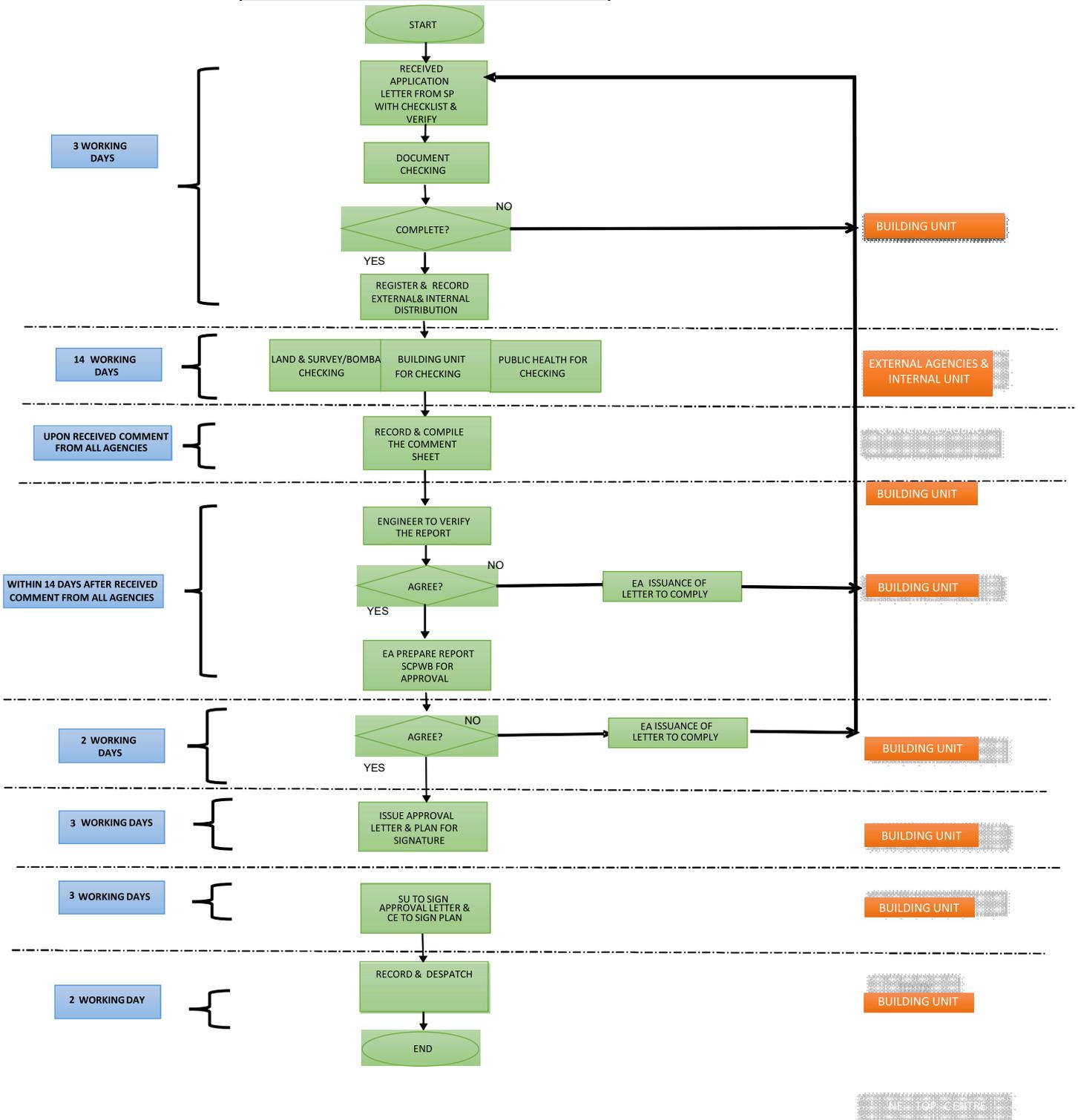




CARTA ALIRAN KERJA

PELAN BANGUNAN

BUILDING PLAN SUBMISSION FLOW CHART



MS ISO KPI FOR BUILDING PLAN SUBMISSION:

1. Building plan submission shall distributed within fourteen (14) days to external agencies & internal unit for respective comment
2. Building plan submission shall table in meeting upon received all comment from external agency and internal unit within fourteen (14) days



SENARAI SEMAK "Checklist"

PELAN BANGUNAN

OSC/B01

BUILDING SUBMISSION CHECKLIST

To: SIBU RURAL DISTRICT COUNCIL [Attention: Council Engineer (CE)]		Date:	
Project Title :		<input type="checkbox"/>	AMENDMENT (Please attach 1 st Approval Letter of Building Plan .
BP. Reg. No. :		<input type="checkbox"/>	RENOVATION & EXTENSION (Please attach a copy of Occupation Permit .
Please Tick (✓) where applicable		OFFICIAL USE	
Yes		A	N/A
<input type="checkbox"/>	1. Cover letter.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Four (4) sets of Building Plan drawing. (All drawings submitted shall be in A1 size ammonia prints. Inkjet prints on paper is not allowed)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. A copy of SPA Approved Plan.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. Subdivision Plan (SDP) / Draft Survey Plan.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. Two (2) copies of Extract of Titles (latest 6 month).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. Two (2) copies Letter of Authorization (Consultant / Representative of Client).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. A copy of Engineering Approval letter .	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. A copy approved blocking /phasing /staging /operation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9. A copy of notice of engineering work commencement. (if applicable) - for confirmation of the approval validity	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10. Two (2) copies of Form 24 & 49.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11. Building Checklist (Planning Requirement).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12. Two (2) copies of Tenancy Agreement/ Sale and Purchase (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13. Consent Letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14. Form A – Certificate of Buildings /Structural Plans.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15. Form B – Certificate of Structure (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	16. Compact Disc (CD –RW) / Softcopy of proposal plan/ site plan & etc (if any). (Separately install drawing in pdf. Format).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	17. Summary of Calculated Fees.	<input type="checkbox"/>	<input type="checkbox"/>

***NOTES: THIS FORM MUST BE COMPLETED IN TYPEWRITTEN**

Rev. 6/2018



SENARAI SEMAK "Checklist"

PELAN BANGUNAN

<input type="checkbox"/>	18. Summary of Calculated Floor Areas.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	19. Building Plan Checklist (Building Requirements)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20. Building Checklist (Engineering Requirements)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	21. Building Checklist (Health Requirements)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	22. A copy of Receipt of Consideration fee.	<input type="checkbox"/>	<input type="checkbox"/>

I, the Submitting Person hereby confirm that all the information and documents as listed above are correct and in order.

Signature:

Date : LAM/BEM Reg. No. and Stamp

FOR OFFICIAL USE :

Please be informed that your application for the above matter has been received.

Based on the Checklist, it is found that your application is:

COMPLETE: your application will be processed further.

INCOMPLETE: your application will only be process once the submission checklist is complied.

Remarks:

.....
 (Signature and stamps)

Date :

BP. Reg. No.:

** A - Applicable
 N/A - Not Applicable

OSC /2017

[Note: Kindly to submit your **STRUCTURAL DRAWING & CALCULATION** for approval before Commencement of work (Form C)]





SENARAI SEMAK “Checklist”

PELAN BANGUNAN

SUMMARY OF CALCULATED FLOOR AREAS

CONSULTANT'S NAME: _____

Address: _____

PROJECT TITLE:

SURVEY LOT	BLOCK	DISTRICT	STREET NAME	GROSS FLOOR AREA (M ²)		BUILDING TYPE	BUILDING HEIGHT (NO. OF STOREY)	LAND USAGE	REMARKS
				WALL-UP	OPEN - SHED				





LAMPIRAN

PELAN BANGUNAN

BUILDING PLAN CHECKLIST

B.P. NO:/.....

PROJECT TITLE :

NA.	YES	Item
		<p>1 PLANS TO BE SIGNED - [by-law 4(1)]</p> <p>All drawings to have the following:</p> <p>(a) Submitting Person -</p> <p>(i) signature <i>(to be original on the prints)</i></p> <p>(ii) signature is the same as the specimen signature with Lembaga Arkitek Malaysia/ Lembaga Jurutera Malaysia</p> <p>(iii) full name</p> <p>(iv) full address</p> <p>(v) LAM/LJM registration no. and stamp</p> <p>(b) OWNER(S) / AGENT(S) -</p> <p>(i) signature(s)</p> <p>(ii) full name(s)</p> <p>(iii) full address</p> <p>(iv) company stamp</p>
		<p>2 SCALE TO DRAWINGS - [by-law 7(1)]</p> <p>Drawings to be drawn to the following scales:</p> <p>(a) site plans - not less than 1:1000</p> <p>(b) key or location plans - any convenient scale</p> <p>(c) all other general building plans - not less than 1:100</p> <p>(d) exception to (c) but not less than 1:200</p> <p>(e) others as stated in the by-law.</p>
		<p>3 DRAWING REQUIREMENTS</p> <p>(a) All drawings submitted in respect of any building shall include title block which bears the following: - [by-law 7(2)]</p> <p>(i) description of the project</p> <p>(ii) locality</p> <p>(iii) the logo and name of the firm of the Submitting Person</p> <p>(iv) the above shall appear in ink in the original tracing.</p> <p>(b) All drawings shall have no blanco, inking & stickers <i>(except for signature and stamp)</i></p> <p>(c) All drawings submitted shall be in ammonia prints. Inkjet prints on paper is not allowed.</p>
		<p>4 UNITS OF MEASUREMENT - [by-law 7(3)]</p> <p>(a) All drawings shall be drawn in metric.</p>



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BUILDING PLAN CHECKLIST

B.P. NO:/.....

PROJECT TITLE :

NA	Yes	Item
<input type="checkbox"/>		1 PLATFORM LEVELS (a) Tally with approved Engineering Plans
<input type="checkbox"/>	<input type="checkbox"/>	2 EXTERNAL DRAIN (a) Minimum depth of drains to be 0.6m or to match the existing invert of adjacent drain (b) Drain gradient to be not less than 1:500 or to match the existing gradient of adjacent drain (c) Half round precast concrete drain channel to be provided (d) Capacity of drains to be based on drainage calculations (e) Drain structure details, i.e. thickness of drain walls and reinforcement to be based on structural design calculations (f) Piling to be provided to be based on structural design calculations (g) Structural design calculations for drains to be submitted (h) Earth drains fronting the lot are to be provided with permanent drains wherever applicable
<input type="checkbox"/>	<input type="checkbox"/>	3 CONCRETE VERGES / FOOTPATHS (a) 100mm thick hardcore (b) 100mm thick concrete slab reinforced with one layer BMC A7
<input type="checkbox"/>	<input type="checkbox"/>	4 CULVERTS AND ENTRANCE CROSSING (a) 225mm high x 225mm wide head wall to be provided (b) Thickness of slabs, wall and base and reinforcement provided to be based on structural design calculations (c) Piling provided to follow structural design calculations submitted (d) Structural design calculations are to be submitted (e) Half round precast concrete drain channel to be provided (f) 600mmx600mm precast composite steel/concrete manhole covers to be provided at 3m c/c
<input type="checkbox"/>	<input type="checkbox"/>	5 RETAINING WALL (a) Details to be based on structural design calculations



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BUILDING PLAN CHECKLIST

B.P. NO:

PROJECT TITLE :

N.A.	YES	Item
	<input type="checkbox"/>	A SITE PLAN - Proper Identification Landmarks
		1 Drainage
		1.1 Existing Drainage
<input type="checkbox"/>	<input type="checkbox"/>	(a) Indicate existing boundary drains
<input type="checkbox"/>	<input type="checkbox"/>	(b) Specify invert levels at strategic points
<input type="checkbox"/>	<input type="checkbox"/>	(c) Specify invert levels at strategic points
		1.2 Proposed Drainage
<input type="checkbox"/>	<input type="checkbox"/>	(a) Indicate gradient / invert levels / direction of flow
<input type="checkbox"/>	<input type="checkbox"/>	(b) Outfall shall be at main or access roadside drain
<input type="checkbox"/>	<input type="checkbox"/>	(c) Iron grating prior to drain outfall
<input type="checkbox"/>	<input type="checkbox"/>	(d) Sump to be provided for the perimeter drains of the commercial building before discharge into the main drain.
<input type="checkbox"/>	<input type="checkbox"/>	2 Septic Tank / Treatment Plant & Appurtenance
<input type="checkbox"/>	<input type="checkbox"/>	2.1 Indicate setbacks of septic tank (<i>residential conventional tank</i>)
<input type="checkbox"/>	<input type="checkbox"/>	(a) 6m from front boundary
<input type="checkbox"/>	<input type="checkbox"/>	(b) 3m from rear boundary
<input type="checkbox"/>	<input type="checkbox"/>	(c) 1.5m from side boundary
<input type="checkbox"/>	<input type="checkbox"/>	2.2 Indicate positions of all manholes
<input type="checkbox"/>	<input type="checkbox"/>	2.3 Indicate all soil and effluent pipes below ground
<input type="checkbox"/>	<input type="checkbox"/>	2.4 Effluent pipe outfall:
<input type="checkbox"/>	<input type="checkbox"/>	(a) shall be to roadside drain
<input type="checkbox"/>	<input type="checkbox"/>	(b) invert level specified
<input type="checkbox"/>	<input type="checkbox"/>	(c) complete with tidal valve/flap if outfall water course prone to tidal variation. Detail diagram shall be incorporated.
<input type="checkbox"/>	<input type="checkbox"/>	3 Refuse Bin Chamber / Centre
<input type="checkbox"/>	<input type="checkbox"/>	3.1 Commercial Building / Flat / Condominium / Industrial Buildings - Compulsory
<input type="checkbox"/>	<input type="checkbox"/>	3.2 Shophouse - bin chamber floor level to flush with the road edge level
<input type="checkbox"/>	<input type="checkbox"/>	3.3 (a) Shophouse bin chamber - minimum size of 1.2m x 1.2m x 1.8m high
<input type="checkbox"/>	<input type="checkbox"/>	or
<input type="checkbox"/>	<input type="checkbox"/>	(b) Location of bin centre subject to clearance/agreement by Land and Survey Department
		- for shophouses, capacity calculation shall be based on minimum of 240 litres per ground floor unit and minimum of 120 litres per upper floor unit
<input type="checkbox"/>	<input type="checkbox"/>	3.4 For industrial buildings, capacity calculation shall be based on minimum of 240 litres per unit
<input type="checkbox"/>	<input type="checkbox"/>	3.5 Siting within proposed boundary



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BUILDING PLAN – CHECKLIST

A) THIS FORM IS TO BE SUBMITTED TO ONE STOP CENTRE (BDA HQ OFFICE) TOGETHER WITH THE PROPOSED BUILDING PLAN.

B) PART I, II AND III ARE TO BE FILLED BY THE REGISTERED CONSULTANT/ARCHITECT.

C) THIS FORM MUST BE COMPLETED IN TYPEWRITTEN

FILE REF:

PART I

(i) Registered building Plan No. Ref:

(ii) Name of proprietor(s)/consultant

(iii) Lot No.

(iv) AVTC/Subdivision File Ref:

(v) Survey: Completed/uncompleted: SJ & SD/DP No.::

(vi) Building conditions expiry date.:

(vii) Application for 1st extension of building conditions.

Yes. (To provide attachment)

No.

(viii) Approved use/title condition of the land

(ix) State Planning Authority / Bintulu Development Authority Approved Plan Ref.:

.....
.....





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PART III

(i) Evidence of partitioning without subdivision i.e. (mirror Image Planning)

.....
YES/NO

(ii) Building Type

(iii) Roof Design

(iv) Height of each floor

Consistency with adjoining houses/shophouses YES/NO
Comment

(v) Balcony:

<u>Size</u>	<u>Comment</u>
(a) Front
(b) Side
(c) Rear

(vi) Patio/Terrace:

<u>Size</u>	<u>Comment</u>
(a) Front
(b) Side
(c) Rear

(vii) Permitted Outbuilding - Size m²

Comment





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(viii) Position of entrance crossing: Satisfactory/Not Satisfactory

(ix) Car Porch

<u>Size</u>	<u>Distance from boundary</u>	<u>Comment</u>
(a) Front
(b) Side

(x) Intermediate Shophouse: YES/NO

Building depth for residential floors:

.....

(xi) Office/Commercial floors (Refer to Building Ordinance 1994 and Bomba's requirements)

Fire escape staircase provided: YES/NO

(xii) Industrial Building

No Industrial use on first floor permitted, uses are only for office, store and jaga quarters.
IN ORDER/NOT IN ORDER

Comments:

.....

.....

(xiii) Complies with State Planning Authority conditions and "The Approved Plan"

Yes :

No :

Building Submission (Planning Requirement)

