

FAQs – LICENSING OF BUILDERS

Outcome of Application

1. My company has applied for a builder’s licence. How do I know if the application has been approved?

Upon approval/rejection of your application, an outcome letter will be generated and sent to the mailing address provided in the application form. A registry of licensed builders is also available at <http://dir.bca.gov.sg/bca/index.asp>.

2. I have received the outcome letter for my application for builder’s licence. Is there any other document to prove that my company is a licensed builder?

The outcome letter for the builder’s licence application would reflect whether a builder is a licensed builder. One can also visit <http://dir.bca.gov.sg/bca/index.asp> to check the builder’s status. A copy of certificate of the licensed builder is also available at \$30 per certificate, available at BCA (5 Maxwell Road, MND Complex, 2nd floor).

3. Is there any ‘builder’s licence number’ for approved applications?

There is no builder’s licence number. Builders may use their unique entity number (UEN) as a reference

Application Details

4. My company is already a BCA registered contractor, does my company need to apply for a licence under Licensing of Builders again?

The objective of BCA’s Contractors Registry is to serve the procurement needs of public agencies and to enable registered contractors to tender for public sector projects while the purpose of Licensing of Builders is to improve the professionalism in the industry. i.e. these are two separate scheme. Hence, if your company is involved in the General Building works and any of 6 Specialist Building works, your company will have to apply for the builders’ licence(s) even if it is registered with Contractors Registry.

It is a pre-requisite for contractors registered under specific BCA contractor workheads to be licensed as a Builder. The list of corresponding Builders’ License to Contractor Registry Workhead is as follows:

Type of Contractor Registry Workhead	Corresponding Type of Builder Licence*
CW01 and CW02, A1 to B2	General Builder Class 1
CW01 and CW02,	General Builder Class 1 or 2

C1 and C3*	
CR08 (Piling Works), All grades	Specialist Builder (Piling Works)
CR10 (Precast Concrete Works), All grades	Specialist Builder (Pre-cast concrete works)
CR12 (Ground Support and Stabilisation Works)** All grades	Specialist Builder (Ground Support and Stabilisation works)
CR15 (Site Investigation Works)**	Specialist Builder (Site Investigation Work)

* Please note that sole proprietors, partnerships or limited liability partnerships are not eligible for General Builder Class 1 license.

** CR12 (Site Investigation & Ground Stabilization) will be split into two workheads with effect from 17 June 2009

i) CR12 (Ground Support and Stabilisation Works) with no change in financial grades.

ii) Newly created CR15 (Site Investigation Works) with no financial grades.

For affected BCA registered contractors who have no plans to apply for the relevant Builder Licence(s) and not going to execute the affected building works, BCA will migrate your affected workheads to a new workhead known as CR01 (Minor Construction) on 16 June 2009.

5. When is the application period?

The Building Control (Licensing of Builders) Regulations shall come into operation on 16 December 2008. Builders are given 6 months (from 16 December 2008 to 15 June 2009) to apply for the licence. It is an offence to carry out works of a general builder and/or the specified specialist builder without a valid license with effect from 16 June 2009.

6. When is the last day to apply for a Builders' License?

All companies currently involve in the affected works have to have valid license by 16 June 2009. For companies currently not involve in the prescribed works, they may apply for the licence as and when needed, i.e. there is no last day of application.

7. How do I apply for more than one licence?

You may use the same application form to apply for the licence(s). Please state clearly the class of licences applied, the approved person and technical controller for each licence.

Licensing Criteria

8. Can one be both the approved person and technical controller of a company?

Yes, if you take on both roles, i.e. manages the business and personally supervises the execution of buildings works undertaken by the builder. In addition, if you manage more than one companies, you can also register as the approved person of all the companies. But as an approved person of a builder, one shall not act as a technical controller for other builders (applicable for all business entities except for sole-proprietorship).

9. Can my company register more than 1 key personnel as the Approved Person and/or Technical Controller?

There will only be one approved person per licence. In the event that a builder is applying for more than one licence, the builder may propose one approved person for all the licences or one approved person for each licence.

Builder may propose more than 1 personnel as the technical controller per licence.

10. I have worked in the construction line for many years. Do I need to state all the years of experience that I have gained to-date?

In such case, you may wish to provide one more year of experience, in addition to the minimum required number of years. E.g. as a Bachelor of Civil Engineering Degree with 20 years of experience, you may wish to state the latest 4 years (for approved person) or latest 6 years (for technical controller) of experience for application purpose. Note that experience attained is aggregated.

11. I have more than one qualification, which one should I provide?

In general, please provide the qualification which is most relevant to the class of licence that you are applying for and that you have sufficient number of years after attaining the qualification. Please state the most recent experience attained.

Example 1: if you are applying as an approved person for General Builder Class 2 and hold both a diploma (8 years of experience) and Bachelor degree (2 years of experience) in civil engineering, you should state both qualifications and related experience so as to meet the licensing requirements.

Example 2: if you are applying as a technical controller for Specialist Builder (Piling Works) and hold both a diploma (15 years of experience) and Bachelor degree (6 years of experience) in civil engineering, you may just state the

Bachelor degree and its related experience since the years of experience already satisfy the requirements prescribed in the Regulations.

12. What is the prescribed course at BCA Academy which the ‘Approved Person’ without the necessary qualifications has to attend?

The prescribed course is called ‘Essential Knowledge in Construction Regulations and Management for Licensed Builders’ and is conducted by the BCA Academy. It a 2.5 days course and a Certificate of Completion will be awarded at the end of the course. Course content includes overview of Building Control Act and Regulations, Construction quality and sustainability, and Safety and Environment Management. More details will be can be found at <https://www.bca.gov.sg/academy> > Courses.

13. My company is a general builder and also specialises in piling, can I apply for both types of license?

Yes. There is no restriction on the number of license(s) that a builder may seek so long as the builder meets the licensing requirements of that category(s).

Overview of Licensing of Builders

14. Why is there a need to licence builders?

The objective of Builders’ Licensing is to ensure that building works are carried out by builders who are conversant with the statutory requirements of the Building Control Act and conduct their duties competently and professionally.

The Building Control (Amendment) Act 2007 has been amended to take into consideration of the recommendations of the Report of the Joint MND-MOM Review Committee on Construction Safety and feedback from the industry.

15. How would the licensing scheme improve the safety and quality of construction activities in Singapore?

The new Licensing of Builders Regulations will ensure that building works are carried out only by builders with experienced key personnel to manage the business and properly qualified technical personnel to supervise the execution of the works.

16. Does my company need to apply for a Builders’ License?

If your work involves works that require BCA’s approval, you will need to be a licensed builder in order to carry out the work.

17. Any penalty if my company does not apply for the Builder License?

Builders who do not have valid Builder License(s) cannot carry out General Building works and any of the 6 Specialist Building works.

Any builder found to carry out works without a valid license is liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 2 years or both.

18. Can General Builders carry out specialist works?

For projects where an Accredited Checker is **not required** (non-AC projects), general builders can carry out all building work, **including** specialist work such as structural steelwork, piling work and so on.

For projects where an Accredited Checker is **required** (AC projects), general builders can carry out all building works **except** specialist building works.

The following minor specialist building works can also be carried out by general builders:-

- a. Structural steelwork: Fabrication and erection works for structures with
 - cantilever length of not more than 3m and;
 - clear span of less than 6m and;
 - plan area not exceeding 150 sq. m
- b. Pre-cast concrete work: Casting of pre-cast reinforced concrete slabs and planks on site.

19. Where can I find information about CoreTrade?

Construction Registration of Tradesmen, or CoreTrade, is a registration scheme, administered by the Building and Construction Authority, for skilled and experienced construction personnel in the various key construction trades.

For more information on CoreTrade, please visit this link (link to www.bca.gov.sg/CoreTrade)

Responsibilities

20. What are the penalties for carrying out construction works without a valid Builders' License?

Any person carrying out any building works requiring BCA's approval without a valid Builder's Licence is liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 1 year or both.

21. What are the duties of a General Builder, Approved Person and Technical Controller?

The duties of a **General Builder** include the following:

- ensure that the building works are carried out in accordance with the provisions of the Building Control Act and Regulations and approved structural and buildings plans supplied to him by the Qualified Persons
- Notify the Commissioner of Building Control of any contravention of the Act or Regulations relating to those building works of which the General Builder knows

- Keep a set of approved building and structural plans on site and make available of these plans to the specialist builders appointed for the same building works
- Have an adequate number of construction supervisors under him
- Certify the completion of building works within 7 days
- Notify the Commissioner of Building Control of the appointment and termination of appointment of the specialist builders appointed by him

Unlike site supervisors such as Resident Engineers, **Approved Person (AP)** and **Technical Controller(TC)** have no specific duties stipulated in the Building Control Act and Regulations. The appointments of AP and TC are for the purpose of application of Builder's Licences. However, if the licence of the General Builder or Specialist Builder in which they are appointed is revoked, the AP and TC involved will not be eligible to be appointed as AP or TC for another builder for the next 12 months.