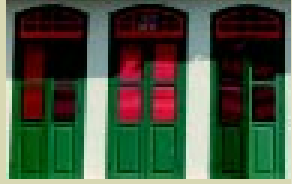


Build It Right

Ensure that your building works are authorised



One of the objectives of BCA is to make sure that the building works carried out comply with standards of safety and amenity prescribed in the Building Control Act & Building Control Regulations. This is achieved by requiring plans of building works to be submitted for approval.

Owners of private properties are often unsure about the need to get approval from the Building and Construction Authority (BCA) for alterations or additions to their properties. Sometimes, you may not be aware of or may have been misinformed by others about matters relating to building work permits.

This handy booklet provides simple guidelines on the need to submit plans for approval. Full compliance with the guidelines provided may save you from costly rectifications in the future.

For enquiries, contact us at:

Tel : 6325 7368

Email : bca_enquiry@bca.gov.sg

Or visit our website at:

www.bca.gov.sg

This booklet emphasises only building works that do not require approval from BCA. Owners should also check for the need to obtain clearances from other authorities or compliance with caveats and by-laws which may apply to their premises, including rules and regulations adopted by the management corporation. This booklet does not address the additional requirements as these vary from one premises to another, depending on the type of works to be done.

Contents

Minor building works which **do not require** approval of plans or permit to carry out building works from the Commissioner of Building Control **2 - 28**

• Lean-to extension	4
• Balcony, yard or terrace	5
• Partition or partition wall	6
• Non-Load bearing wall	7
• Earth retaining structure	8
• Boundary wall, boundary fence or gate	9
• Awning, windowhood or cantilevered roof	10 & 11
• Window or door	12
• Grilled door or roller shutter	13
• Floor or wall finishes	14
• Raised flooring	15
• False ceiling	16
• Timber roof and roof covering	17
• Trellis, pergola, shelter, gazebo	18
• Detached structure	19
• Stall or shed	20
• Air-conditioning works	21
• Box culvert	22
• Canal or drain	23
• Pipe rack or support	24
• Height restriction gantry	25
• Vault	26
• Plinth or platform	27
• Single storey shed or hut	28

What you should know about unauthorised building works on your property **29**

Questions & Answers **30**

List of minor building works which **do not require** approval of plans or permit to carry out building works from the Commissioner of Building Control

Residential Buildings Only

- (1) Erection of any single storey lean-to extension with roof covering of glazed or clay tiles, or of any lightweight material, in any detached, semi-detached, terrace or linked house.
- (2) The enclosing of a balcony, yard or terrace with windows and glass panels.

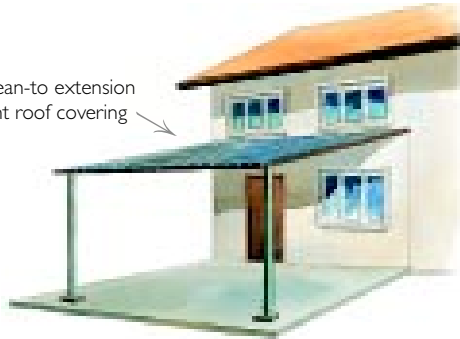
Residential and Other Buildings

- (3) Erection or alteration of any partition or partition wall in any detached, semi-detached, terrace or linked house.
- (4) The creation of any opening in a non-load bearing wall or the sealing up of any wall opening.
- (5) The demolition, restoration or reinstatement of any non-load bearing wall.
- (6) Retaining wall, or earth retaining structure, with a visible height of not more than 1 metre.
- (7) Boundary wall, boundary fence or gate.
- (8) Awning, windowhood or cantilevered roof constructed of glazed or clay tiles, and having a projection not exceeding 1.4 metres.
- (9) Awning, windowhood or cantilevered roof constructed of lightweight material, and having a horizontal projection not exceeding 3 metres.
- (10) Replacement or changing of windows and doors.
- (11) Installation of any grilled door or roller shutter.

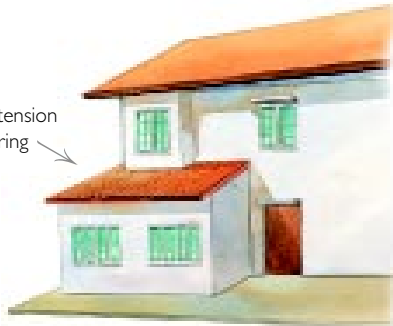
- (12) Replacement of existing floor and wall finishes.
- (13) Construction of any raised floor or the topping up of balconies, and the like, with lightweight materials.
- (14) Replacement or changing of any false ceiling with lightweight materials.
- (15) One to one replacement of timber roof and roof covering.
- (16) Single storey trellis, pergola, shelter, gazebo and the like.
- (17) Erection of any single storey detached booth, kiosk, guardhouse, bin centre, and the like, not exceeding an area of 10 square metres.
- (18) Stall or shed of lightweight material within any premises used for the purpose of holding a trade fair, fun fair or any exhibition.
- (19) All air-conditioning works.
- (20) Box culvert with a span not exceeding 5 metres and a depth not exceeding 1.5 metres.
- (21) Canal or drain not exceeding 1.5 metres in depth.
- (22) Pipe rack or support not exceeding 2 metres in height.
- (23) Height restriction gantry.
- (24) Concrete or brick vault used for housing underground tanks.
- (25) Plinth, platform or other base with a visible height not exceeding 1 metre from the ground level and erected for the purpose of supporting any mechanical plant, tank, equipment, machinery or other components (other than a building).
- (26) Erection of any single storey shed or hut not exceeding an area of 10 square metres for housing fuel tanks, mechanical or electrical equipment.

The following pages feature minor building works which **do not require** approval of plans or permit to carry out building works from the Commissioner of Building Control

Single storey lean-to extension with lightweight roof covering



Single storey lean-to extension with clay tiles roof covering



Lean-to Extension

- single storey lean-to extension with roof covering of glazed or clay tiles, or any lightweight material erected in any detached, semi-detached, terrace or linked house.
- subject to compliance with building set-back and area of coverage requirements under the Planning Act.



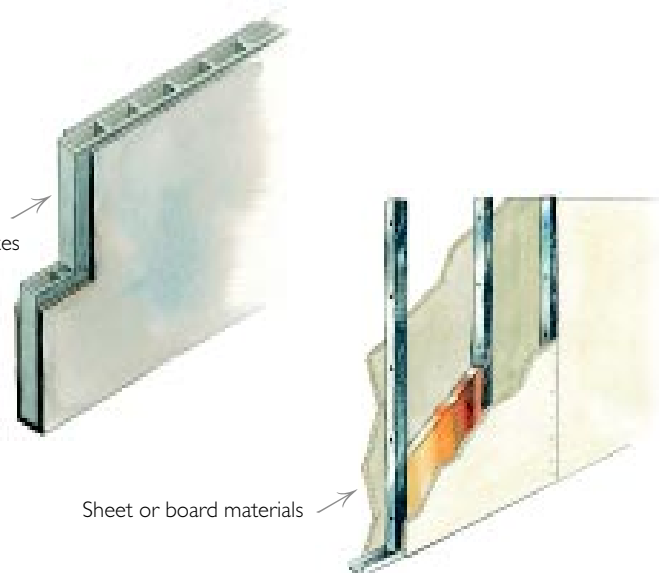
Residential building with some enclosed balconies

Enclosing of Balcony, Yard or Terrace in Residential Building

- with use of glass or window panels.



Enclosing of balcony
with glass panels



Any concrete product made of lightweight aggregates

Sheet or board materials

Erection or Alteration of Partition or Partition Wall

- in detached, semi-detached, terrace or linked house.
- in other buildings, with use of lightweight materials.

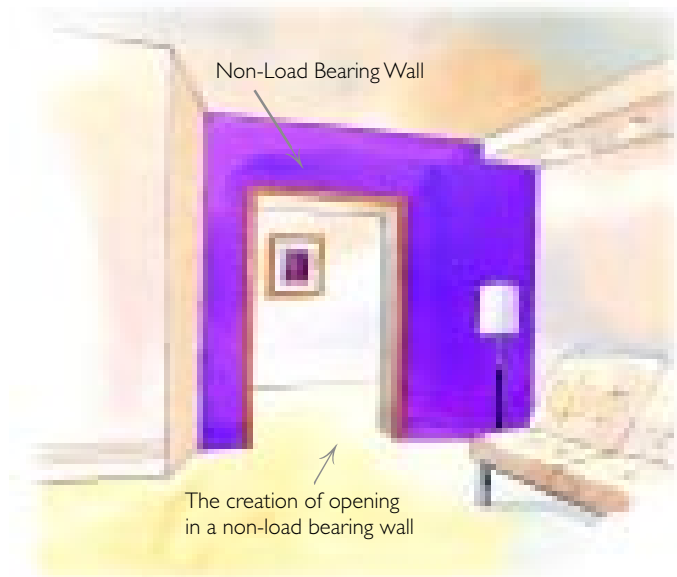
Note

Partition means a temporary or easily removable vertical panel of lightweight construction for the subdivision of spaces within a building.

Partition Wall means an internal wall used for the purpose of subdividing a storey of a building into sections and which supports no load other than its own weight.

Some examples of lightweight material

- Sheet or board material such as timber board, plywood, fibreboard, plasterboard, aluminium sheet, corrugated metal sheet or polycarbonate sheet;
- Concrete product made with lightweight aggregates such as pumice, perlite or vermiculite; or
- Hollow concrete block, hollow glass block, autoclaved aerated concrete block.



Works done to Non-Load Bearing Wall

- creation of any opening.
- sealing up of any opening.
- demolition, restoration or reinstatement.

Note

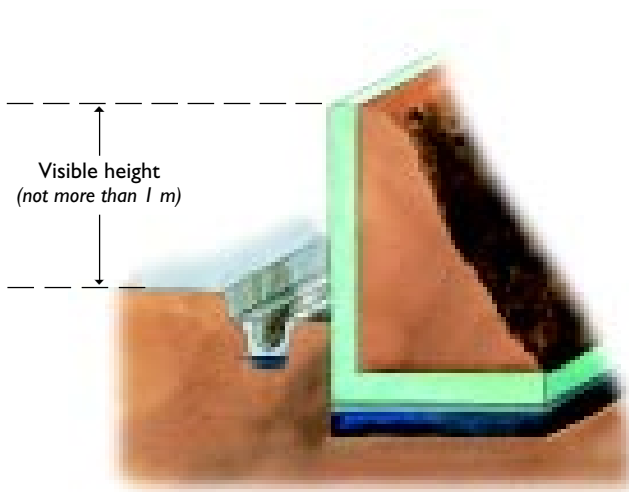
Non-Load Bearing Wall : a wall which supports no load other than its own weight.



Retaining wall

Retaining Wall or Earth Retaining Structure

- visible height not exceeding 1 metre.





Boundary wall/fence

Boundary Wall, Boundary Fence or Gate



Boundary wall/fence

Gate

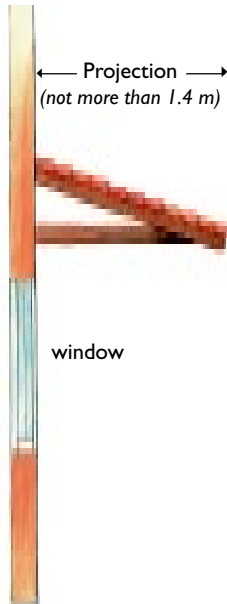




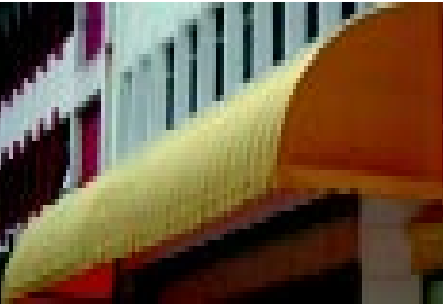
Cantilevered roof with clay tile finish

**Awning, Windowhood or Cantilevered Roof
Constructed of Glazed or Clay Tiles**

- the projection must not exceed 1.4 metres.



Windowhood with clay tile finish



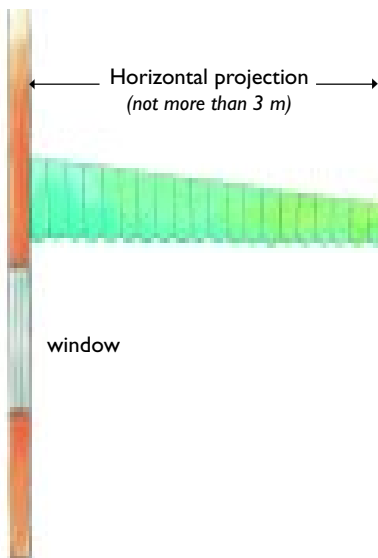
Awning of lightweight material



Cantilevered roof of lightweight material

**Awning, Windowhood or Cantilevered Roof
Constructed of Lightweight Material**

- the horizontal projection must not exceed 3 metres.





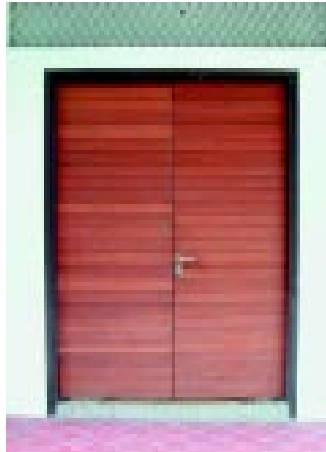
Window replaced or changed from sliding window to casement window

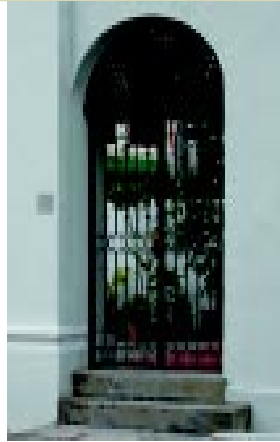
Replacement or Changing of Windows and Doors

Door replaced from metal door to wooden door



Door replaced from roller shutter to wooden door

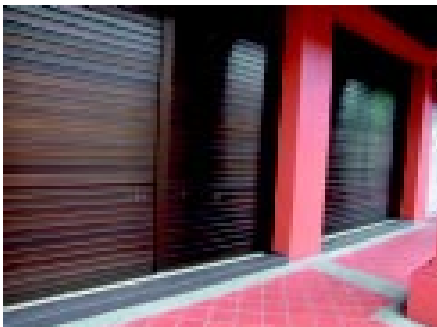




Grilled door

Installation of Grilled Door or Roller Shutter

Roller shutter





Existing floor finish replaced from tile to timber board

Existing floor finish replaced from tile to tile

Replacement of Existing Floor and Wall Finishes

Existing wall tile replaced from tile to tile





Topping up of balcony
with lightweight material

Raised Flooring

- raised flooring or topping up of balconies, and the like, constructed with lightweight materials.

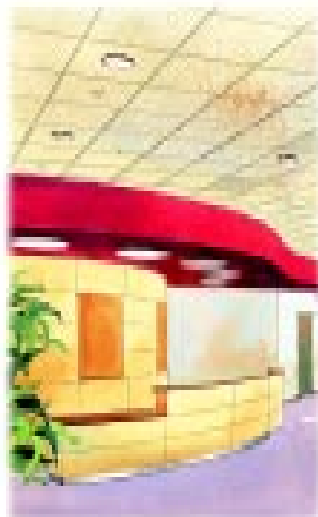


Raised flooring with lightweight material



Changing of false ceiling to one of similar material

Replacement or Changing of False Ceiling
- with lightweight material.



Changing of false ceiling to one of similar material

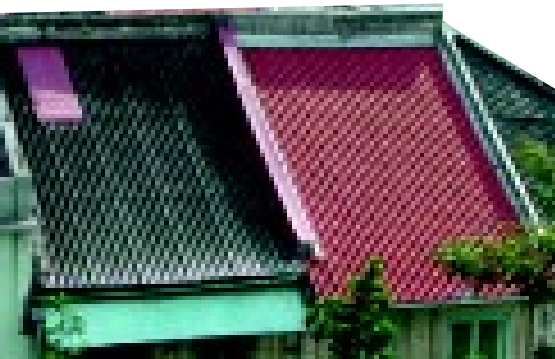


Roof Covering



Timber roof

One-to-one Replacement of Timber Roof and Roof Covering



Replacement of existing roof covering
with roof finish of similar type



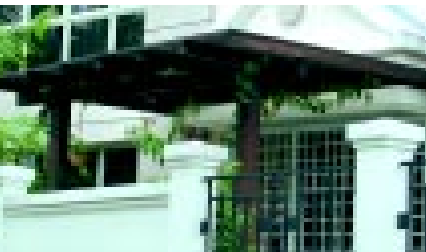
Trellis

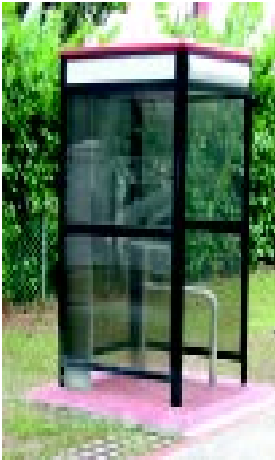


Shelter

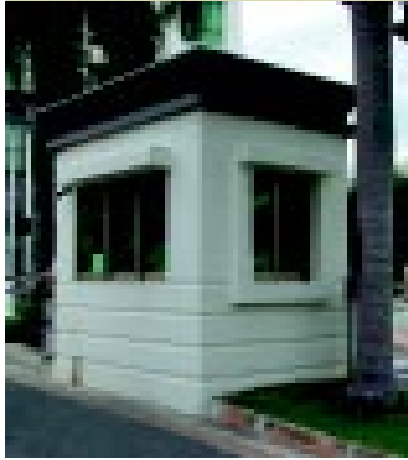
**Single Storey Trellis, Pergola, Shelter,
Gazebo and the like**

Pergola





Detached booth



Detached guardhouse

Detached Structure

- single detached booth, kiosk, guardhouse, bin centre, and the like, with an area not exceeding 10 square metres.

Detached bin centre





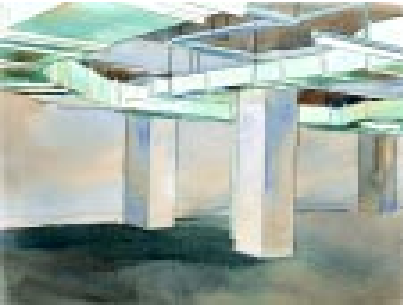
Stall

Stall or Shed of Lightweight Material

- within any premises for the purpose of holding trade fair, fun fair or exhibition.

Stall





Air-conditioning works

All Air-conditioning Works



Note

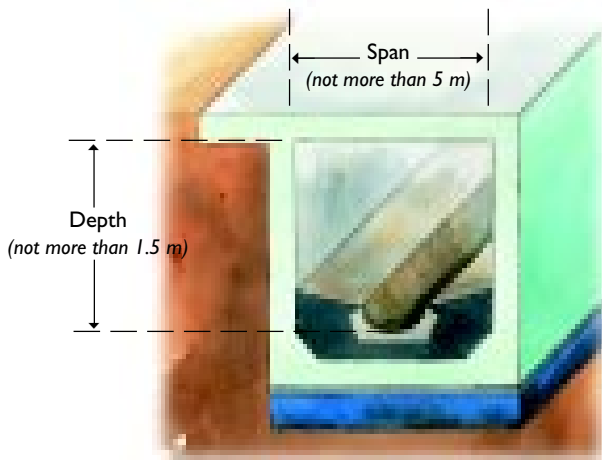
Bracket must be made of stainless steel and installed by CITI trained worker.



Box culvert (under construction)

Box Culvert

- span and depth not exceeding 5 metres and 1.5 metres respectively.





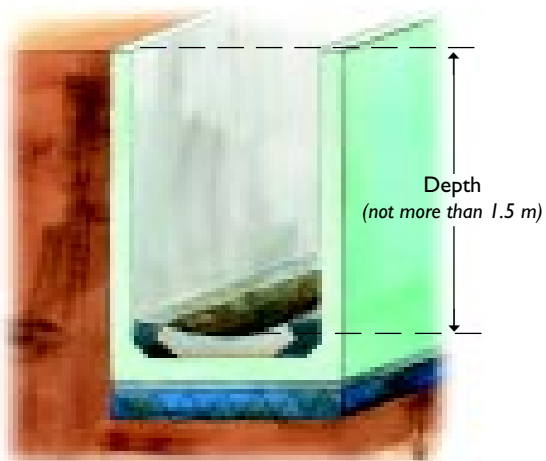
Drain



Canal

Canal or Drain

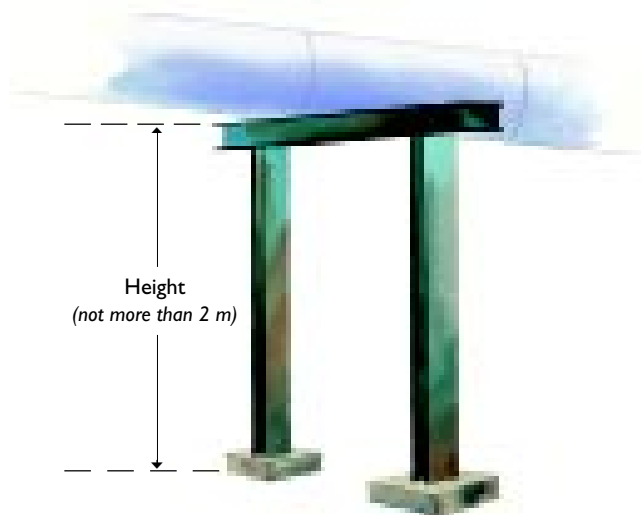
- depth not exceeding 1.5 metres.





Pipe support

Pipe Rack or Pipe Support
- height not exceeding 2 metres.





Gantry

Height Restriction Gantry



Vault (under construction)

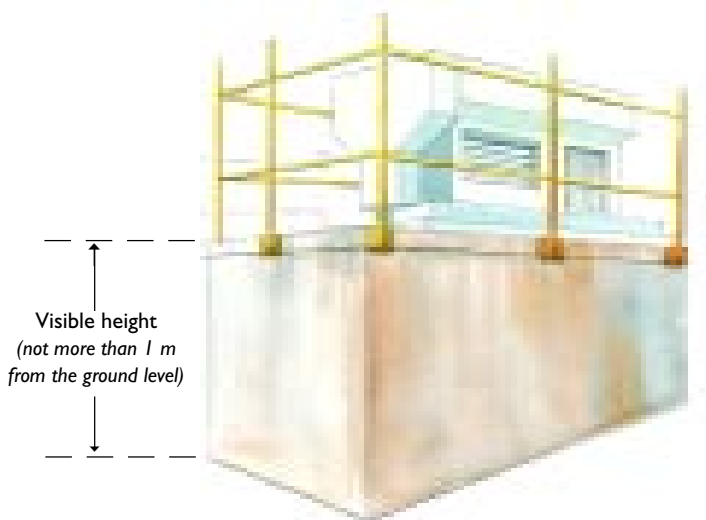


Cover over vault

Vault

- made of concrete or brick and used for housing underground tanks.





Plinth, Platform or other Base

- erected for the purpose of supporting any mechanical plant, tank, equipment, machinery or other components (other than a building).
- visible height not exceeding 1 metre from the ground level.



Single storey shed
(*covered area not exceeding 10 m²)

Single Storey Shed or Hut

- single storey shed or hut erected for housing fuel tanks, mechanical or electrical equipment.
- area not exceeding 10 square metres.*

What you should know about unauthorised building works on your property

The BCA will take enforcement actions when it detects unauthorised building works, in progress or completed, on your property. Depending on the extent of the building works, the BCA may choose to send out an advisory letter or issue an order (under Section 13, Chapter 29, of the Building Control Act) to the property owner or the person-in-charge.

The Advisory Letter

The advisory letter is issued to allow the property owner or the person-in-charge to regularise unauthorised building works which are likely to have been granted BCA approval had permission been sought (with modifications where necessary.) The owner or the person-in-charge must submit an application through a Qualified Person (QP), who is either a registered architect or a professional engineer. Alternatively, he/she may choose to demolish the unauthorised building works.

The Order

An order will be issued when the BCA deems that there has been a blatant disregard of the Building Control Act and Regulations. The order may require the owner or the person-in-charge to stop the building works, demolish them, or carry out such works necessary to comply with the Building Control Act and Regulations. Failure to comply with the order is an offence under the Building Control Act.

Follow-up action by the Owner/Person-in-charge

Upon receiving the BCA advisory letter, the owner/person-in-charge should engage a QP to assist him/her in applying for approval and clearances from the relevant authorities. The QP would advise him on getting written permission from the Urban Redevelopment Authority (URA) for the retention of the building works in question and approval or clearances from relevant authorities such as BCA, National Environment Agency (NEA), Land Transport Authority (LTA), etc, wherever necessary.

The owner/person-in-charge is expected to comply with the advisory letter or order issued within the given time frame. If needed, he/she may request from the BCA for a time extension with adequate reasons. It remains the BCA's prerogative to grant the extension applied for.

When the owner/person-in-charge has obtained all required permission and clearances with the help of the QP, he/she must submit them to the BCA for consideration. There will be a penalty fee on this submission should approval be granted.

Failure to comply with BCA's advisory letter/order

Failure to comply with BCA's advisory letter/order is deemed an offence under the Building Control Act. The BCA may take court action against the owner or person-in-charge for the unauthorised building works.

Questions & Answers

Q 1 What would happen should I do nothing about the unauthorised additions and/or alterations on my property?

A 1 To have unauthorised building additions and/or alterations on your property may pose a safety hazard if the structures were not properly designed by a QP. Furthermore, it is also an offence under the Building Control Act. The Commissioner of Building Control can and would initiate enforcement action, which will require you to either remove or regularise those works on your property.

Q 2 How would I know if there are unauthorised building works on my property?

A 2 As a property owner, you may not be aware of unauthorised additions and/or alterations done to your building/property which you had purchased, unless careful investigation had been done before you purchased it.

To verify the presence of such building works on your property, you can compare the as-built conditions of the work against the approved plans.

Q 3 How can I obtain a copy of the approved plans?

A 3 You may purchase them from BCA at 2nd Storey, Tower Block MND Complex, 5 Maxwell Road. Before you proceed to purchase them, you could check whether approved plans of your property is available on microfilm from BCA's web site at www.bca.gov.sg.

In order to purchase the approved plans, you will need to submit form BPD_LS02 for Application for Document/Information from Building Control Records (which is also obtainable from BCA's web site at www.bca.gov.sg). Subsequently, either you or your authorised agent (who should bring along an authorisation letter from you) will have to bring along one of the following documents to prove ownership of the property in question before the microfilm could be handed over for viewing:

- (i) Title Deed; or
- (ii) Latest property tax bill (for the existing property in question);
or
- (iii) Notice of Transfer (Valid "Option to Purchase" is only accepted in the case of a prospective owner)

If you are buying a property, you may wish to request the seller to provide the approved plans for validation.

Q 4 How can I regularise the unauthorised building additions and/or alterations works on my property?

A 4 You should engage a QP to act on your behalf and submit the plans of the additions and/or alterations works, to the Commissioner of Building Control for approval. All other necessary approvals such as those from the URA and relevant authorities, must also be obtained.

Q 5 What should a potential buyer do to ensure the existing property is free from unauthorised structures ?

A 5 A potential buyer who is buying an existing property should check to ensure that it is free from unauthorised structures. Although legal search is one of the checks being routinely done by a conveyancing lawyer, such search alone does not necessarily ensure that the property is free from unauthorised structures. A routine legal search will only surface those unauthorised structures that have already been brought to BCA's attention. It is thus more appropriate for a potential buyer to engage a competent person (for example, an architect, engineer or building surveyor) to investigate whether the property is free from unauthorised structures by carrying out a site inspection and checking against approved plans.

Q 6 Would BCA take legal action against the seller who sold me the property bearing the unauthorised works?

A 6 BCA will have to take enforcement action against the current owner of the property since it is not possible to enforce an order on a third party to carry out removal or rectification of the unauthorised works at your premises. However, if there are sufficient evidence to prove that there are other parties involved in putting up the unauthorised works, BCA would also consider taking appropriate action against them.

Q 7 What should a new property owner be aware of before proceeding with the addition and/or alterations to the new property?

A 7 Quite often, new owners would proceed to carry out additions and/or alterations to their new property soon after they have obtained their keys to their properties. They normally do so without first verifying whether BCA approval is required. If the planned additions and/or alterations require BCA approval, but are carried out without the necessary approval, they can delay the issuance of the Certificate of Statutory Completion (CSC). Thus it is important that new owners limit their alteration works to those which do not require BCA approvals (as illustrated in this booklet) and check with the developer and project architect or professional engineer before carrying out any other major addition and/or alteration works.

The illustrations / photographs shown in this booklet are meant to be only a guide to the interpretation of the clauses in the exemption list and are by no means exhaustive.

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A MND Statutory Board

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