

FAQs – LICENSING OF BUILDERS

Overview of Licensing of Builders

1. Why is there a need to license 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.

*All builders carrying out building works where plans are required to be approved by the Commissioner of Building Control and builders who work in specialist areas which have a high impact on public safety will require a Builder's Licence from 16 June 2009. The requirement applies to **both public and private** construction projects.*

There are two types of licences:

A) General Builder licence

For builders undertaking general building works, with 2 classes:

(a) Class 1 General Builder Licence (Allowed to undertake project of any value)

(b) Class 2 General Builder Licence (Restricted to undertake projects of \$6 million or less)

B) Specialist Builder licence

For builders undertaking any of the 6 types of specialist building works, listed below. Builders can register in more than one category if qualified.

(a) Piling works

(b) Ground support and stabilization works

(c) Site investigation work

(d) Structural steelwork

(e) Pre-cast concrete work

(f) In-situ post-tensioning work

2. 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.

3. 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.

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

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.

5. Where can I find more information on the Building Control (Amendment) Act 2007 on Licensing of Builders?

You may wish to visit the following links for more information regarding Licensing of Builders.

- [Building Control Act](#)
- [Building Control \(Licensing of Builders\) Regulations 2008](#)
- [Building Control \(Value of Significant General Building Work Projects\) Order 2008](#)
- [Building Control \(Estimated Final Price for Class 2 General Builder's Licence\) Order 2008](#)
- [Building Control \(Licensing of Builders\) \(Amendment\) Regulations 2009](#)
- [Building and Construction Authority \(Registration of Construction Personnel\) Regulations 2008](#)
- [Conditions of Builder's Licence](#)

6. What are the requirements?

Basically, the main requirements are

(a) Minimum paid up capital (for corporations only).

- *For Class 1 General Builder: Not less than \$300,000*
- *For Class 2 General Builder or Specialist Builder: Not less than \$25,000*

(b) Appointment of Approved Person (AP) with relevant working experience. The AP appointed will take charge and direct the management of the business in building works.

- *For a sole-proprietorship, AP should be the sole-proprietor*
- *For a partnership, AP should be one of the partners*
- *For a corporation, AP should be a director, or a member of the board of management, or an employee (being a person with similar duties and responsibilities of a director or member of its board of management)*

(c) Appointment of Technical Controller (TC) with relevant working experience. The TC appointed will oversee the execution and performance of any building works undertaken by the Builder.

You can download the simplified guide on conditions of licensing of builders from this link.

https://www.bca.gov.sg/BuildersLicensing/others/builderslicensing_guide.pdf

7. What are the duties of a General Builder?

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

- i) 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*
- ii) 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*
- iii) 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*
- iv) Have an adequate number of construction supervisors under him*
- v) Certify the completion of building works within 7 days*
- vi) Notify the Commissioner of Building Control of the appointment and termination of appointment of the Specialist Builders appointed by him*

8. What are the duties of an Approved Person and Technical Controller?

The appointment of trained personnel known as the AP and TC are compulsory and are for the purpose of licence application. The AP and TC have no specific duties stipulated in the Building Control and Regulations. The duties prescribed under the Building Control Act for builder would still need to be carried out by the Builder as a corporate entity. 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 Approved Person or Technical Controller for another Builder for the next 12 months.

9. How to register as a General Builder or Specialist Builder?

Please refer to the links below for more information on the registration requirements, application details and Builders' Licensing Scheme:

- *Builder Licensing requirements:*
http://www.bca.gov.sg/BuildersLicensing/others/builderslicensing_guide.pdf
- *About Builder Licensing:*
http://www.bca.gov.sg/BuildersLicensing/builders_licensing.html
- *eBACS Services:*
<https://www.bca.gov.sg/eBACS/>

10. Can General Builders carry out Specialist Works?

For projects where an Accredited Checker(AC) is **not required** (non-AC projects), General Builders can carry out all construction works, including the following specialist building works:

- a) All specialist building works associated with minor building works;
- b) Structural steelwork comprising
 - i) Fabrication and erection works for structures with cantilever length of not more than 3m,
 - ii) clear span of less than 6m and
 - iii) plan area not exceeding 150 sq. m
- c) Pre-cast concrete work comprising casting of pre-cast reinforced concrete slabs or planks on site.

For projects where an Accredited Checker(AC) is **required** (AC projects), General Builders can carry out all construction works **except for** the 6 specialist building works as stipulated in the Building Control Act and Regulations.

11. 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)

12. Besides Builder licensing, must my company also register with Contractor Registration System (CRS)?

While all builders that require a permit to start any building or specialised building works must be licensed under the Builders Licensing Scheme (BLS) which falls under the purview of the Building Control Act, only companies who wish to participate in construction tenders for the public sector or as sub-contractors in public sector projects must register with CRS which is administrated by BCA.

Companies intending to apply for the following licences may be eligible to register under the following CRS categories:

Type of Builder Licence*	Workhead Eligibility and Grade of Registration for CRS
General Builder Class 1	CW01 (General Building) and CW02 (Civil Engineering) Grade A1 to B2

<i>General Builder Class 1 or 2*</i>	<i>CW01 (General Building) and CW02 (Civil Engineering) Grade C1 to C3</i>
<i>Specialist Builder (Piling Works)</i>	<i>CR08 (Piling Works), All grades</i>
<i>Specialist Builder (Pre-cast concrete works)</i>	<i>CR10 (Precast Concrete Works), All grades</i>
<i>Specialist Builder (Ground Support and Stabilisation works)</i>	<i>CR12 (Ground Support and Stabilisation Works) All grades</i>
<i>Specialist Builder (Site Investigation Work)</i>	<i>CR15 (Site Investigation Works) Single grade</i>

** Please note that sole proprietors, partnerships or limited liability partnerships are eligible for General Builder Class 2 license only.*

You may refer to the below link for more information on Contractor Registration

<https://www.bca.gov.sg/Professionals/Procurement/procurement.html>

Application Details

13. Can I act as the Approved Person and Technical Controller of a Company?

Yes, you can take on both roles provided that they are for the same Company. If you manage more than one Company, you can also register as the Approved Person of all the companies on the condition that you are not acting as a Technical Controller of any Company.

14. Can Technical Controller work for multiple firms?

No. The role of a Technical Controller is to supervise the actual construction works carried out on site. As such, He must not act as a Technical Controller for any other holder of licence if he is already registered as a Technical Controller of a company.

15. 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 register one Approved Person for all the licences or one Approved Person for each licence.

For the role of Technical Controller, a Builder may register more than 1 personnel as the Technical Controller of each licence.

16. 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 a case, you may wish to provide one more year of experience, in addition to the minimum required number of years stipulated in the Regulations. E.g. if you are holding a degree in Civil Engineering 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 the licence application. The details of your experience should be listed in a chronological order with the most recent ones first. Please note that the years of experience attained will be aggregated for application purposes.

17. 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 including having the sufficient experience (in terms of the number of years after attaining the qualification) as required under the Regulations. When submitting details of your experience, please state them in a chronological order with the most recent ones first. Please note that the years of experience attained will be aggregated for application purposes.

18. What is the prescribed course at BCA Academy, which an 'Approved Person' with no relevant 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. You can contact our BCAA at 6248 9999 or visit the below link for more details <https://www.bca.gov.sg/academy>

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

Yes. There is no restriction on the number of licenses that a Builder may seek so long the Builder meets the licensing requirements of each individual category.

20. If my company is only a subcontractor carrying out any of the 6 Specialist Building works, do I need to have specialist builder licence?

All builders carrying out building works where plans are required to be approved by the Commissioner of Building Control and builders who work in specialist areas which have a high impact on public safety will require a Builder's Licence. As such, no builder shall carry out general building works or specialist building works without a general builder's licence or specialist builder's licence under the Building Control (BC) Act.

You may wish to refer to the BC Act section 11 (Duties of Builders) and section 29A (Interpretation of this Part) for more information.

21. If my precast structural element is fabricated and supply from overseas, do I need to apply for specialist builder (Pre-cast concrete work) license?

All Builders who fabricate precast structural elements in Singapore are required to have a Specialist Builder (Pre-cast concrete work) licence (SB(PC)) since 16 Jun 2009.

If your company does not carry out the fabrication of precast structural elements in Singapore, it is not required to apply for a Specialist Builders (pre-cast concrete work) Licence. However, overseas fabrication would require a QP (Supervision), who can be the main project QP or QP appointed by the builder. A separate permit application is required for the supervision of precast concrete works.

In addition, as installation of pre-cast structural elements which have a high impact on public safety is regulated under the Building Control Act, you would also need a General Builder licence to carry out such work if you are the builder applying for the permit.

22. The person acting as Approved Person or Technical Controller for my class of license has resigned. Is it necessary to inform BCA to replace a new Approved Person or Technical Controller and how?

Yes. Under the Building Control Act Regulation 16(1), holder of the license concerned shall notify the Commissioner in writing of the person ceasing to carry out those duties within 28 days after such cessation. Failing to comply may result in revocation of your licence class under the Section 29J(1)(a).

You can download the following documents to update your appointment of AP and/or TC role and company particulars:

- i) http://www.bca.gov.sg/BuildersLicensing/others/builderslicensing_Terminate_Personnel.doc
(for builders who wish to update termination of Approved Person/Technical Controller)
- ii) http://www.bca.gov.sg/BuildersLicensing/others/CRS_BLS_003_New_Additional_Personnel.doc
(for builders who wish to update appointment of Approved Person/Technical Controller)
- iii) http://www.bca.gov.sg/BuildersLicensing/others/CRS_BLS_001_Update_of_Pass_Holder.doc (for licensed builders and registered contractors who wish to update their personnel's renewed Pass)
- iv) https://www.bca.gov.sg/BuildersLicensing/others/CRS_BLS_002_Change_in_Co_Particulars.doc
(for licensed builders and registered contractors who wish to update their address and contact details)

Please email the form(s) together with the personnel qualification, S-Pass, Employment Pass, etc. to bca_ebacs@bca.gov.sg

23. How can I check whether my personnel are eligible to be appointed as Approved Person or Technical Controller?

The requirements of the Approved Person and Technical Controller for the different licence types are as follows:

1) General Builder Class 1

A) Approved Person	
Course	Experience
Degree (in any field)	≥ 3 years (post-degree)
OR	
Diploma (in construction-related field)	≥ 5 years (post-diploma)
OR	
Course in 'Essential Knowledge for Licensed Builder'	≥ 10 years (in Singapore only)
B) Technical Controller	

Degree (in construction-related field)	≥ 5 years (post-degree)
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2) General Builder Class 2

A) Approved Person	
Course	Experience
Degree (in any field) or Diploma (in construction-related field)	≥ 3 years (post-degree/diploma)
OR	
Course in 'Essential Knowledge for Licensed Builder'	≥ 8 years (in Singapore only)
B) Technical Controller	
Degree/Diploma (in construction-related field)	≥ 5 years (post-degree/diploma)

3) Specialist Builder (for Piling Works, Ground Support and Stabilisation Works, Site Investigation Work, Structural Steelwork, Pre-Cast Concrete Work and In-Situ Post-Tensioning Work)

C) Approved Person	
Course	Experience
Degree (in any field) or Diploma (in construction-related field)	≥ 3 years (post-degree/diploma)
OR	
Course in 'Essential Knowledge for Licensed Builder'	≥ 8 years (in Singapore only)
D) Technical Controller	
Degree (in civil/structural engineering) from a <u>recognized institution</u>	≥ 5 years in that class of Specialist work (post-degree)

Hence, as a general guide,

- A) For General Builder's (GB) AP and TC, BCA will consider the qualification as long as the discipline is *construction related** from any institute.
- B) For Specialist Builder's (SB) AP, BCA will consider the qualification as long as the discipline is *construction related** from any institute.

**Construction-related field means the field of architecture, civil or structural engineering, mechanical or electrical engineering, construction or project management, quantity surveying or building science, facilities and estate management.*

However, for SB's TC, BCA will only consider the qualification from the field of civil or structural engineering and the universities must be approved by the following;

- i) Professional Engineers Board (PEB) – www.peb.gov.sg
- ii) Building and Construction Authority – http://www.bca.gov.sg/StructuralPlan/others/List_of_universities_for_RE.pdf

You may wish to refer to the below links for detail of the requirement of Approved Person and Technical Controller.

http://www.bca.gov.sg/BuilderBuildersLicensing/others/Builderslicensing_guide.pdf

24. My Company is currently holding a GB2 licence. How can I upgrade to GB1?

To change the class of your licence from GB2 to GB1, you are required to meet the licensing requirements of GB1: (a) Minimum Paid-up capital; (b) Qualification and experience of Approved Person and Technical Controller (see details in Q23)

25. My Company licence(s) is expiring soon. How can I renew my licence(s)?

BCA will send to all builders the Renewal notification 2 months before the expiry date. Please be reminded to submit the Renewal Application Form early to avoid the followings:

- a) A late fee of \$100 per licence will be imposed if the Renewal Application is received within 1 month before the expiry date.
- b) BCA may refuse to renew any application if the Renewal Application is submitted 14 days or less before the expiry date.

26. I did not receive any renewal notification from BCA and was charged a late fee of \$100. Can I appeal to waive the late fee of \$100?

Renewal notification is send to all builders 2 months before the expiry date via email based on the last registered email address provided to BCA. It is the responsibility of the builder to update BCA if there is a change in the email address in order to receive the notification accordingly.

In addition, under the Regulation 11 of the Building Control (Licensing of Builders) Regulations 2008, for renewal applications that were submitted with less than one month before the expiry date of the licence, the applicant must pay the relevant renewal fee plus a late fee of S\$100 (as specified in the First Schedule). As such, no waiver will be granted on the late fee of S\$100 imposed for the renewal of your company's Builder's Licence.

27. My application for the builders licensing has been rejected, can I appeal for a refund?

No. Any fee specified in the First Schedule that has been paid under the Building Control (Licensing of Builders) Regulations 2008 shall not be refundable, in whole or in part, even if the application for the licence is unsuccessful or the licence is revoke or suspended.

Outcome of Application

28. How do I check my application result?

The processing time for each application takes about 2 weeks if the application is duly completed with supporting documents. BCA will notify each applicant on the outcome of the application (downloadable from eBACS account) via email.

In addition, a copy of the Licence Certificate (optional) may be purchased from BCA. Payment for the certificate can only be made by Cashcard, Credit cards (Master/Visa) or NETS only

Alternatively, you may also check the outcome of application at <http://www.bca.gov.sg/BCADirectory>

29. I have received the outcome letter for my Builders' Licence application. Is there any other document to prove that my Company is a licensed Builder?

The outcome letter for the Builder's licence application (downloadable from eBACS account) would reflect whether a Builder is a licensed Builder. You can also visit <http://www.bca.gov.sg/BCADirectory> to check a Builder's status or purchase a copy of Licence

Certificate (optional) at \$30 per certificate from BCA counter located at 6th floor of 52 Jurong Gateway Road Singapore 608550 (above JEM).

30. 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.