

GUIDELINES ON IMMATERIAL CHANGES FOR NON-STRUCTURAL BUILDING WORKS

1. These guidelines outline what constitute immaterial changes for non-structural building works.
2. Where a deviation involves immaterial changes, there is no need for the QP to obtain prior plan approval before proceeding with construction. The QP is however required to incorporate such change into record plans, which are to be submitted upon completion of works. All other deviations (i.e. material changes) from the approved plans for non-structural works would require submission of amendment plans for approval before construction is allowed.

3. List of immaterial changes in non-structural building works

Clause D Barrier Free Accessibility

- Changes or obstruction in the barrier free access route which results in an increase of less than 20% of its original distance. Distance shall be taken between two nearest accessible spaces.
- Shifting of accessible car park lots such that it is still located nearest possible to an accessible entrance and / or lift lobby.

Clause E Staircases

- Changes to staircase tread and riser size as long as it is within compliance.
- Changes to the width of staircase as long as it is at least 900mm.

Clause G Ventilation

- Changes to the number, size and/or positions of windows and doors as long as it complies with the natural ventilation requirement.

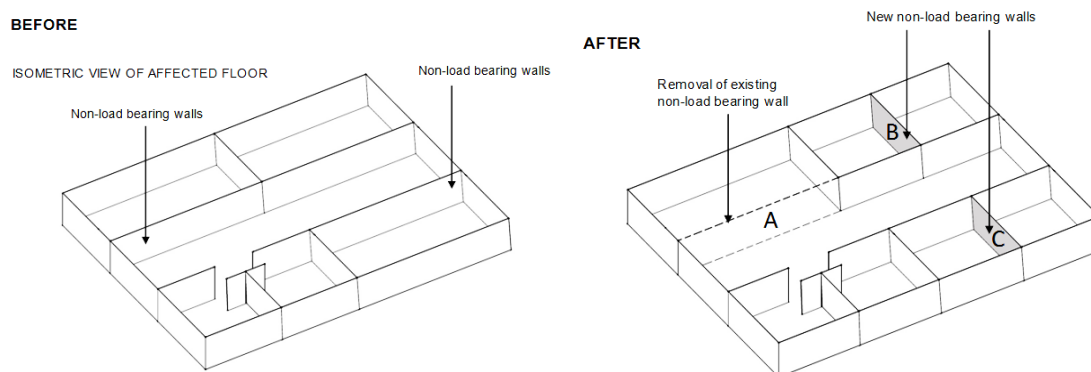
Clause I Energy efficiency

- Changes to the facade design as long as it does not exceed the RETV value of 25W/m² and ETTV value of 50W/m².

Others

- Changes to the area and/or positions of non-load bearing walls shall not make up more than 20% of the total area of non-load bearing walls on each affected floor (refer to Figure 1).
 - Changes to the size and position of plant/equipment rooms, store rooms or spaces not intended for human occupation.
 - Minor changes in size and position of lifts and escalators.
4. To determine if the deviation is immaterial, it shall be evaluated against all other clauses. For example, increase in the size of window is considered immaterial under clause G, Ventilation. However, if it affects clause I, Energy efficiency and results in the ETTV value exceeding 50 W/m², it would be regarded as a material change and amendment plan submission is required.

Figure 1 Example of immaterial changes involving non-load bearing walls



The total area of the new walls and / or removed walls shall not be more than 20% of the total area of the original non-load bearing walls on the affected floor.

$$\frac{\text{Sum of area of walls A, B and C}}{\text{Area of the original non-load bearing walls on the affected floor}} \times 100\% < 20\%$$

GUIDELINES ON BP SUBMISSION FOR UTILITIES FACILITIES

- For integrated and independent utilities facilities (e.g. substations and shelters for pumps and compressors, which are not intended for human occupation), these structures could be built based on approved structural plans. They could subsequently be included into the main BP submission.

[Note: QPs should notify BCA early on such facilities in their projects]

1. PROJECT REFERENCE NUMBER

The project reference number shall be issued in this format –

| | | | | | | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A/E | 1 | 2 | 3 | 4 | - | 0 | 0 | 0 | 0 | 1 | - | 2 | 0 | 1 | 4 | - | R | P | 0 | 1 |
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2. STANDARD CERTIFICATION FOR RECORD PLANS

I, _____, hereby certify that the preparation of these record plans are in accordance with the Building Control Regulations; the departures or deviations shown on these plans are in accordance with the provisions of the Act and Building Control Regulations; and they do not affect the objectives and performance requirements set out in the Fifth schedule of the Building Control Regulations relating to the plans approved pursuant to Section 5 of the Building Control Act.