Building and Construction Authority

BCA BC BMSC/CIR/2013/03

Building Management Department
Building Plan & Management Division
(#07-00)

14 January 2014

Chairperson/ Secretary
MCST Plan No. XXXX

Dear Sir/Madam

ADVISORY ON CONTROL OF RENOVATION WORKS INVOLVING DEMOLITION OF NON-STRUCTURAL ELEMENTS (OTHER THAN FLOOR TILES)

There had been recent cases of unauthorized demolition of structural elements during renovations works in strata-titled buildings. Such incidents can pose a risk to the structural stability of the building and endanger the occupants. Some of these cases resulted in Dangerous Building Orders being served on the Management Corporation (MC) to remove the danger and to restore the structural safety of the building. Such incidents could have been prevented with proper control by the MC and its managing agent (MA) over the type of renovation works undertaken.

2. Under section 37(4) of the Building Maintenance and Strata Management Act (BMSMA), the MC can impose conditions on the Subsidiary Proprietor (SP) to ensure that the integrity of the building's key structural elements (i.e. beams, columns and shear walls, etc.) is not affected before giving approval to any renovation works within individual strata lots. Therefore, to better control renovation works involving demolition works (other than hacking of floor tiles), MC is advised to ensure the following requirements are fulfilled before giving approval for the renovation works:-

(a) All demolition works involving structural elements require plan to be approved by the Commissioner of Building Control (CBC) and a permit for commencement granted by the CBC, and such works are to be supervised by a Qualified Person. These are requirements stipulated under Sections 5, 6 and 8 of the Building Control Act.

(b) For renovation works involving demolition of non-structural elements, other than floor tiles, the renovation plans should be endorsed by a Professional

Engineer (PE) in the Civil or Structural discipline certifying that no structural works are involved (suggested sample of PE's certification to be affixed onto the proposed renovation plans is in **Annex A**). All renovation plan submitted by SPs should show existing building structures and elements based on the original approved plans[1]; and

(c) All the demolition works, other than floor tiles, are to be carried out by contractors with trained workers certified by Building and Construction Authority Academy (BCAA). A sample of the certification is attached in **Annex B**.

3. In order to assist SPs in preparing their renovation plan based on the original approved plans, MC should keep a full set of approved structural plans which could be made available to the SPs for planning their renovation works.

4. MC should conduct spot checks during renovation works to ensure that the works are carried out in accordance with the renovation plan for which the approval was given. Whenever the structural reinforcement bars are exposed, the works shall be stopped and a PE shall be called in to assess and recommend the appropriate remedial measures. At the same time, BCA should be notified.

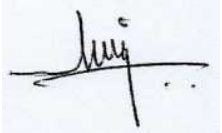
5. Please also note that the above should likewise be applicable to the MC for renovation works within the common property.

6. If you require any clarification, please contact the following officers:

a. Mr Han Wann Kuang at Tel: 6325 7375;
b. Miss Evonne Ong Yee Boon at Tel: 6325 8968.

Thank you.

Yours faithfully



LIM CHONG YONG
DIRECTOR
BUILDING MANAGEMENT DEPARTMENT
for COMMISSIONER OF BUILDINGS

[1] A copy of the approved plans can be purchased from BCA Legal Search Unit. Please refer to www.bca.gov.sg for application details.

Annex A

STANDARD CERTIFICATION BY THE PROFESSIONAL ENGINEER FOR RENOVATION WORKS INVOLVING DEMOLITION OF NON-STRUCTURAL ELEMENTS

I, _____, the Professional Engineer, appointed by the *Subsidiary-proprietor <name> of <address> / MCST <MCST no.>, have personally checked the approved structural plan and inspected the structural condition of the *building / unit no. _____ and hereby certify that no structural element will be altered or demolished in the proposed renovation works .

_____ _____

Professional Engineer Date
For Renovation Works
(Signature and Stamp)

*****_delete where appropriate_

Annex B

Building and Construction Authority

We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

CERTIFICATE
OF
SUCCESSFUL COMPLETION

SAMPLE

It is hereby certified that

(NRIC/Passport:)

has successfully passed the course work assessments in

Demolition Course for Renovation Contractors

on 5 September 2013

DEPUTY MANAGING DIRECTOR
BCA Academy

Certificate No. DRC/13/

5 September 2013