



MANDATORY REQUIRED DOCUMENTS FOR THE SUBMISSION OF BUILDING PLAN

NO. ITEMS TO BE SUBMITTED

1. Covering letter from the Submitting Person
2. Building Plan Drawing
 - a. Residential (4 sets for Land & Survey)
 - i. 1 set or more for Bomba (if necessary)
 - b. Industrial/Commercial/Public/School/Hall/Shop house/Others
 - i. 4 sets for Land & Survey
 - ii. 2 sets or more for Bomba
3. Land & Survey Requirements
 - a. Copy of Approved Subdivision Plan to be certified as true copy by consultant
 - b. A copy of Survey Plan to be certified as true copy by licensed surveyor if the Survey Plan was not yet approved by our Staff Surveyor.
 - c. Plotted Plan (the survey plan must be used as the base for the plotted plan to indicate building setback, permitted outbuilding, extension, patios and balconies etc.
 - d. A copy of extract of title
 - e. A copy of approved building plan (application for extension only)
 - f. Completed Part I and Part II of building plan submission Form
 - g. Approval plan & letter from SPA
4. Form A (Certificate of Building/ Structural Plans)
5. Form B (Only for Renovation/ Extension of Existing structure)
6. Authorization/ Letter from land owner/Developer to Submitting Person
7. Building Plan Checklist:-
 - a. Building Requirements
 - b. Engineering Requirements
 - c. Health Requirements
8. Calculation for walled up area and open area (calculation sheet)