



**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)