

BUILDING PLAN REGISTRATION CHECKLIST

(As per relevant items of the checklist issued by KASKA)

PMC/BLG/BA:

PROJECT TITLE : _____

S.P : _____

Owner / Agent : _____

N.A	YES	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	25 SUPPORTING DOCUMENTS REQUIRED: (a) Application Form (b) Form A (c) Form B (d) Ownership of the site and consent for application (Extract of title / Tenancy/ Agreement/ Sales & Purchase Agreement/ Memorandum of Transfer/ Other (e) Letter of Authorization - Certified true copy if Forms 24 and 49 (Company Act. 1965) (f) Photocopy of Survey Plan (g) Building plan submission fee calculation sheet with working calculation details by the SP (h) Summary of calculated fees for submission of Building Plan (i) Summary of calculated floor area (j) Registered owner/ Agent's signature on the application form, authorization letter and drawing (shall be tally with each other) (k) <u>CHANGE OF USE FROM ITS ORIGINAL APPROVED USAGE</u> (i) Letter of approval for the change of usage from L&S or SPA (ii) A copy of Approval Draft Plan from SPA (exclude alteration works)
<input type="checkbox"/>	<input type="checkbox"/>	26 MISCELLANEOUS (a) By-Law 6 (1) (i) No. of building plan requires: Three (3) sets for Local Authority (all type of building)/Two (2) sets for L&S/Three (3) sets for BOMBA (commercial, industrial, institutional and apartment/One (1) set for DOE (for industrial building with prescribed activity)/One (1) set for DCA (for building within height limitation area) (ii) Section 2 (1) – Interpretation for Quality Person & By-Law 2(1) - Registration of Quality Person with MPP - Validity of Registration with the Professional Bodies - Entitlement of Qualified Person (For registered Draught person)
<input type="checkbox"/>	<input type="checkbox"/>	1 PLANS TO BE SIGNED – [by-law 4(1)] All drawings to have the following: (a) Submitting Person - (i) Signature (<i>to be original on the prints</i>) (ii) signature is the same as the specimen signature with LAM/ LJM (iii) full name (iv) full address (v) LAM/ LJM registered no. and stamp. (b) Owner(s) / Agent (s) (i) Signature(s), (ii) full name (s), (iii) full address, (iv) application form and authorization letter by company
<input type="checkbox"/>	<input type="checkbox"/>	3 DRAWING REQUIREMENTS (a) [by-law 7(2)] (i) Description of the project (ii) locality, (iii) logo and name of firm (iv) the 3 items shall appear in ink in the original tracking (b) All drawings shall have no blanco, inking & stickers (except for signature and stamp) (c) All drawings submitted shall be in clear indelible print (ammonia prints). Inkjet prints on paper or photocopy are not allowed.

FOR OFFICIAL USE

A. REGISTRATION OF BUILDING PLAN

☐ 1. Accepted ☐ 2. Rejected

Processed by:

Initial: _____
 Date: _____

B. REJECTION OF SUBMISSION

Non-compliance items conveyed to S.P/ Agent/ Owner

Acknowledge by:

Initial: _____
 Name: _____
 Date: _____

