

Development Planning

TYPICAL PROCESS FOR BUILDING PLAN SUBMISSION

DEVELOPMENT PLANNING

(High level)

Please Note:

- It is recommended to use the services of a registered Architect.

**TYPICAL PROCESS FOR BUILDING PLAN SUBMISSION
DEVELOPMENT PLANNING
(High level)**

Applicant

Corporate
Geo-Informatics
(CGIS)

Building
Development
Management
(BDM)



1

The applicant compiles the information required before submitting the application as per checklist provided by **Building Development Management (BDM), Metro Link**



2

The applicant obtains property related information such as zoning information and locality plans from the Corporate Geo-Informatics (CGIS) **Public Information Counter - 8th floor, Metro Centre, A Block**



3

The applicant submits the building plan application and the supporting documents at the **(BDM) Registration - Metro Link**



4

The **(BDM) Registration - Metro Link** verify all the documents received within one (1) working day



4(a)

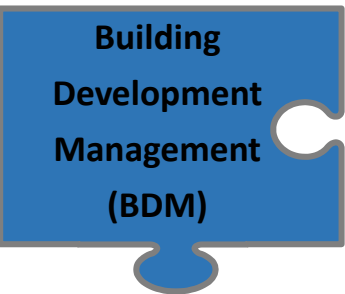
If any documents are outstanding:
The **(BDM) Registration - Metro Link** informs the applicant and resubmission is required

4(b)



If all documents are available:
The **(BDM) Registration - Metro Link** Calculate fees payable and provide the applicant with an invoice and the payment method

**TYPICAL PROCESS FOR BUILDING PLAN
EVALUATION AND APPROVAL
DEVELOPMENT PLANNING**



5

The (BDM) Registration - Metro Link confirms payment



6

The (BDM) Registration - Metro Link assembles a file



7

The (BDM) Registration - Metro Link create a new application and capture details in BAS (LIS) within one (1) working day:

- Documents received;
- Contact details;
- Building information
- Property Information



8

The Registration - Metro Link Verifies the information on the BAS (LIS) system with "In For Evaluation" status



9

The building application is allocated to a Plan Examiner – 6th floor, Metro Centre, A Block and the plan is evaluated



10

The building application is approved by the Plan Examiner – and informs applicant by letter. This process takes thirty (30) working days till completion.



NOTE: The building plan is valid for a year from date of approval



11

Plan Examiner – updates the BAS (LIS) with "Building Plan Approved" status



12

The file is sent to the Chief Building Inspector at the Regional Office



9(a)

If the plan is not approved: The applicant is informed and a resubmission is required



9(b)

The applicant corrects the building plan and resubmitted at the (BDM) Registration - Metro Link and re assessed by the Plan Examiner (continue from step 9)



TYPICAL PROCESS FOR BUILDING PLAN CONSTRUCTION DEVELOPMENT PLANNING

Building Development Management (BDM)



13

At the Regional office, **The Chief Building Inspector** receives the files and allocates to the area **Building Inspector**

NOTE: Building inspections are determined by the pace of construction

14

The owner or contractor is required to make an appointment with the **Building Inspector** for mandatory inspections such as Foundation, Open drain, Glaze and Roof etc.



15

The **Building Inspector** creates a detailed inspection report entry on **BAS**

17

The **Building Inspector** on request of the owner does a final inspection and updates BAS (LIS) with "Final Inspection Complete" status



16

The **Building Inspector** makes a follow up inspection



18

The **Building Inspector** requests the applicant to supply a compliance certificates such as plumbing, glass, electrical, fire, etc.

This process is completed within four (4) working days (subject to the submission of all the required documents)



TYPICAL PROCESS FOR BUILDING PLAN CLEARANCE DEVELOPMENT PLANNING

Building
Development
Management
(BDM)



19

The Building Inspector issues the applicant with an occupancy certificate



20



The building Inspector updates the BAS (LIS) with "Occupancy Certificate Issued" status



21



The Building Inspector archives the building plan

Valuation
Department



22

The Valuation department is notified by the LIS Workflow



23



The Valuation department is tasked to update the value and category and process it into the LIS

Revenue
Department



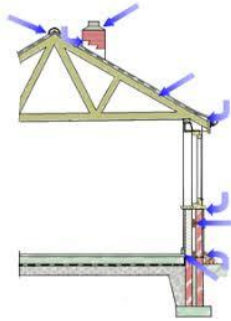
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The Property, owner and valuation information is updated and processed into SAP (Billing System) from LIS

TYPICAL PROCESS FOR ILLEGAL BUILDING WORK DEVELOPMENT PLANNING

Building Development Management (BDM)

1



When the Building Inspector discovers:

- Illegal building work or
- a deviation from the building plan or
- a non compliant building during routine inspection or
- a registered complaint



2



The Building Inspector serves the owner with a notice to stop building immediately and a follow up inspection is conducted



2(a)

If the owner complies with the notice, they must submit their building plans at the (BDM) Registration - metro link and follow the plan submission process

4



The Building Inspector makes a follow up inspection within 7 working days



3

The Building Inspector serves the client with a Letter of Demand (LOD) informing penalties (guided by the Act)



2(b)

If the owner still does not comply with the notice

5



If the owner still persists to ignore notices then Rates penalties are added



5(a)

LEGAL: Municipal Court and Civil Court charges



5(b)



The Property, owner and valuation information is updated and processed to the SAP (Billing System) from LIS