

# Guide on Filling up of Permit Form



# Scenarios during Permit Application

1. Developer appoints Main contractor and Project QP
2. Developer appoints Main contractor who appoints Project QP (D&B)
3. Specialist builder engaged by Main Contractor under Project QP
4. Sub-contractor engaged by Main Contractor with different PE who is engaged by sub-contractor
5. Sub-contractor engaged by Main Contractor under project QP
6. 2<sup>nd</sup> contractor (e.g for demolition works) engaged by Developer directly



# Questions

Does **sub-contractor** need to apply Permit?

For **PE engaged by the sub-contractor**, how will he be appointed in the Permit since there is **no sub-contractor to appoint him?**

## Principles :

1. Builder is only appointed by Developer
2. QP(S) is appointed by Developer or Builder



# Summary of Different Scenarios

<p><b>1. Developer appoints Main contractor and Project QP</b></p> <p>✓ Apply Permit with Developer, Main Contractor and Project QP</p>	<p><b>2. Developer appoints Main contractor who appoints Project QP (D&amp;B)</b></p> <p>✓ Apply Permit with Developer, Main Contractor and Project QP appointed by Main Contractor</p>	<p><b>3. Specialist builder engaged by Main Contractor under project QP</b></p> <p>✓ Do not need a separate Permit. ✓ Submit appointment of Specialist Builder form.</p>
<p><b>4. Sub-contractor (for non-specialist building works) engaged by Main Contractor with different PE who is engaged by sub-contractor</b></p> <p>✓ Apply Permit with Developer, Main Contractor and PE as QP(S) appointed by Main Contractor*</p> <p>* PE do not have contractual relationship with main-con, but can still be appointed by main-con to supervise the sub-con works.</p>	<p><b>5. Sub-contractor engaged by Main Contractor under Project QP to carry out non-specialist building works</b></p> <p>✓ Do not need a separate Permit.</p>	<p><b>6. 2<sup>nd</sup> contractor (e.g for demolition works) engaged by Developer directly</b></p> <p>✓ Apply Permit with Developer, the 2<sup>nd</sup> contractor engaged by the developer and Project QP.</p> <p>✓ Do not need to apply if the 2<sup>nd</sup> contractor is novated to be under Main contractor before applying permit.</p>

# Permit Form

Permit Form:



Adobe Acrobat Document



**C. DECLARATION BY DEVELOPER**

I confirm that I have appointed the following:

(i) Er. \_\_\_\_\_ of PE Registration No.: \_\_\_\_\_ as the Qualified Person for supervision of structural works under Section 8(1)(b) of the Building Control Act.

(ii) Er. \_\_\_\_\_ of PE Registration No.: \_\_\_\_\_ as the Qualified Person for supervision of geotechnical works under Section 8(1)(d)(ii) of the Building Control Act.

(iii) \_\_\_\_\_ of UEN: \_\_\_\_\_ as the Builder under Section 8(1)(c) of the Building Control Act.

\_\_\_\_\_  
 Name & Address  
 UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorised Signatory  
 Name & Designation (if applicant is a company)  
 NRIC No.: \_\_\_\_\_ Date: \_\_\_\_\_

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**D. DECLARATION BY THE QUALIFIED PERSON FOR SUPERVISION OF STRUCTURAL WORKS**

I confirm that:

(i) I have been appointed as the Qualified Person for supervision of structural works under Section 8(1)(b) or 11(1)(d)(ii) of the Building Control Act in respect of the works described above by \_\_\_\_\_

(ii) I am not a partner, officer or employee of the builder or developer or any associate of the builder or developer (only applicable to project that requires an Accredited Checker).

(iii) I have appointed \_\_\_\_\_ (state total no.) of Resident Engineer(s) and \_\_\_\_\_ (state total no.) of Resident Technical Officer(s) to undertake:  
 Immediate supervision of critical structural works as required in Section 7(1)(c) of the Building Control Act  
 Full-time supervision of structural works as required in Section 7(1)(b) of the Building Control Act

(iv) the particulars of the site supervisors are as shown in section (E).

\_\_\_\_\_  
 Address of Qualified Person  
 UEN: \_\_\_\_\_ Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 H/P no.: \_\_\_\_\_

\_\_\_\_\_  
 Stamp & Signature of Qualified Person  
 Date: \_\_\_\_\_

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**E. DECLARATION BY THE QUALIFIED PERSON FOR SUPERVISION (GEOTECHNICAL)**

I confirm that:

(i) I have been appointed as the Qualified Person for Supervision of geotechnical aspect of geotechnical building works under section 8(1)(d)(ii) or 11(1)(d)(iii)(B) of the Building Control Act in respect of the works described above by \_\_\_\_\_

(ii) I am not a partner, officer or employee of the builder or developer or any associate of the builder or developer (only applicable to project that requires an Accredited Checker).

(iii) I have appointed \_\_\_\_\_ (state total no.) of Resident Engineer(s) and \_\_\_\_\_ (state total no.) of Resident Technical Officer(s) to undertake Full-time supervision of structural works as required in Section 7(2)(b) of the Building Control Act.

(iv) the particulars of the site supervisors are as shown in section (E).

\_\_\_\_\_  
 Address of Qualified Person  
 UEN: \_\_\_\_\_ Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 H/P no.: \_\_\_\_\_

\_\_\_\_\_  
 Stamp & Signature of Qualified Person  
 Date: \_\_\_\_\_

## Declaration By Developer

Leave Blank if QP(S) and QPGeo(S) is appointed by Builder

Name of Builder in this permit  
 \*Note: this is firm name

## Declaration By QP(S) & QPGeo(S)

Same Developer or Builder that appoints him in this permit  
 \*Do not fill up sub-contractor



# Permit Form

**G. DECLARATION BY BUILDER / SPECIALIST BUILDER**

(1) \*I / We confirm that \*I am / we are appointed as the Builder under Section 8(1)(c) of the Building Control Act in respect of the works described above and \*I / we shall ensure that the building works are carried out in accordance with :

- (i) the provisions of this Act;
- (ii) subject to section 6A, the building regulations;
- (iii) the relevant plans approved by the Commissioner of Building Control; and
- (iv) any terms and conditions imposed by the Commissioner of Building Control

(2) \*I confirm that I have appointed the following:

- (i) Ex: \_\_\_\_\_ of PE Registration No: \_\_\_\_\_ as the Qualified Person for supervision of structural works under Section 8(1)(b) of the Building Control Act
- (ii) Ex: \_\_\_\_\_ of PE Registration No: \_\_\_\_\_ as the Qualified Person for supervision of geotechnical works under Section 8(1)(c)(i) of the Building Control Act.

3) \*I / we confirm that

- (i) \*I am / we are the Specialist Builder(s) for the following specialist building works \* and / or
 

<input type="checkbox"/> Piling works	<input type="checkbox"/> In-situ post-tensioning work
<input type="checkbox"/> Ground support and stabilization works	<input type="checkbox"/> Site investigation work (excluding instrumentation monitoring for projects involving Geotechnical Building Works)
<input type="checkbox"/> Structural steelwork	<input type="checkbox"/> Instrumentation monitoring for projects involving Geotechnical Building Works
<input type="checkbox"/> Pre-cast concrete work	
- (ii) \*I / we have appointed the Specialist Builder(s) for the following specialist building works:
 

<input type="checkbox"/> Piling works	<input type="checkbox"/> In-situ post-tensioning work
<input type="checkbox"/> Ground support and stabilization works	<input type="checkbox"/> Site investigation work (excluding instrumentation monitoring for projects involving Geotechnical Building Works)
<input type="checkbox"/> Structural steelwork	
<input type="checkbox"/> Pre-cast concrete work	

Attached is the notification form for the appointment of builder (Form BCA-BE-Builder Appointment)

(4) Under the Building Control (Buildability and Productivity) Regulations, submission of constructability score is:

- 'Applicable
 

<input type="checkbox"/> Constructability Score has been submitted. Constructability Score e-Submission No.: _____ Constructability Score: _____ points
<input type="checkbox"/> Will be submitted within 3 months from the date of issuance of permit to carry out structural works.
<input type="checkbox"/> Will be submitted within 6 months from the date of issuance of permit to carry out structural works (for Design & Build projects only). *The expected start date of the superstructure works is on _____
- 'Not Applicable
 

<input type="checkbox"/> GFA < 5000m <sup>2</sup>
<input type="checkbox"/> Planning permission applied before 15 July 2011
<input type="checkbox"/> Waiver is obtained
<input type="checkbox"/> Exempted
<input type="checkbox"/> Project submitting an outcome-based proposal (2019 onwards)

(5) Number of workers for the worksite in this permit\* \_\_\_\_\_  
 \* Estimated maximum number of workers who may be at work in the worksite (include sub-contractors) during peak period of project

\*GFA: \_\_\_\_\_ Square metres  
 \*The planning permission was first applied on: \_\_\_\_\_

**Fill & sign by Main Contractor Technical Controller**

\_\_\_\_\_  
Signature of Technical Controller

\_\_\_\_\_  
Name of Technical Controller

UEN: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 Fax No: \_\_\_\_\_ H/P no: \_\_\_\_\_

\_\_\_\_\_  
NRIC No: \_\_\_\_\_ Date \_\_\_\_\_

**Declaration By Builder  
(Fill up by the builder appointed by developer in page 2)**

**Leave Blank if QP(S) and QPGeo(S) is appointed by Developer**

**Fill up only if the builder is also a Specialist Builder for the project, OR if the builder has appointed Specialist Builder at the time of permit application.**

**Signed by Builder TC  
\*It is not to be fill up by Sub-Con**



# Appointment of Specialist Builder Form

Appt of Specialist Builder Form:



Adobe Acrobat Document

This form may take you 10 minutes to complete. Form BCA-BE-Builder-Appointment

**NOTIFICATION OF APPOINTMENT OF BUILDER**  
[Section 8(1)(c), 8(1)(f)(ii), 11(1)(g) or 8(2)(b) of The Building Control Act]

Commissioner of Building Control  
Building and Construction Authority  
52 Juroong Gateway Road #11-01  
Singapore 608550

**Note:**  
\*For Geotechnical Building Works, only Developer can appoint a licensed Specialist Builder in site investigation works to monitor instruments measuring pore pressures for saturated and unsaturated levels, ground-water levels, ground movements or building movements and to measure forces, deformations or displacement.

**A. PROJECT DETAILS**

Project Ref. No.: \_\_\_\_\_ Permit Application Ref. No.: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
\_\_\_\_\_

TS / MK: \_\_\_\_\_ Lot / Plot: \_\_\_\_\_  
House No.: \_\_\_\_\_ Road: \_\_\_\_\_

Please indicate the types of specialist building works in this project:

<input type="checkbox"/> Piling works	<input type="checkbox"/> Pre-cast concrete work
<input type="checkbox"/> Ground support and stabilization works	<input type="checkbox"/> In-situ post-tensioning work
<input type="checkbox"/> Structural steelwork	<input type="checkbox"/> Site investigation work

**B. APPOINTMENT OF BUILDER(S) BY DEVELOPER**  
(To be completed by the Developer. If more than one Specialist Builder is appointed to carry out separate parts of the same type of specialist building works, you must also inform CBC of the additional Specialist Builder(s))

As required under the Building Control Act, \*I/we hereby appoint the following builder(s):

(i) \_\_\_\_\_ of UEN \_\_\_\_\_ as the General Builder under Section 8(1)(c) of the Building Control Act.

(ii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for piling works under Section 8(1)(c) of the Building Control Act

(iii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for ground support and stabilization works under Section 8(1)(c) of the Building Control Act

(iv) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for structural steelwork under Section 8(1)(c) of the Building Control Act

(v) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for pre-cast concrete work under Section 8(1)(c) of the Building Control Act

(vi) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for in-situ post-tensioning work under Section 8(1)(c) of the Building Control Act

(vii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for site investigation work under Section 8(1)(c) of the Building Control Act (excluding instrumentation monitoring for projects involving Geotechnical Building Works \*)

(viii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for instrumentation monitoring for projects involving Geotechnical Building Works \* under Section 8(1)(c)(ii) of the Building Control Act.

\_\_\_\_\_  
Signature of Authorised Signatory

\_\_\_\_\_  
Name & Address of Company

\_\_\_\_\_  
Name & Designation (if developer is a company)

UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
H/P no.: \_\_\_\_\_ email address: \_\_\_\_\_ NRIC No.: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation Note that SB(I&M) for GBW can only be appointed by Developer

Appointment By Developer  
Developer to appoint Main Contractor as builder (for him to appoint other specialist builders)

Appoint SB(I&M) for GBW here



# Appointment of Specialist Builder Form

**C. APPOINTMENT OF SPECIALIST BUILDER(S)**  
(To be completed by the Builder)

\*I / we hereby notify that:

(a) \* I am / we are the Specialist Builder(s) for the following specialist building works comprised in this project \* and / or

<input type="checkbox"/> Piling works	<input type="checkbox"/> in-situ post-tensioning work
<input type="checkbox"/> Ground support and stabilization works	<input type="checkbox"/> Site investigation work (excluding instrumentation monitoring for projects involving Geotechnical Building Works #)
<input type="checkbox"/> Structural steelwork	<input type="checkbox"/> Instrumentation monitoring for projects involving Geotechnical Building Works #
<input type="checkbox"/> Pre-cast concrete work	

(b) \* I / we have appointed the Specialist Builder(s) for the following specialist building works comprised in this project:

(i) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for piling works

(ii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for ground support and stabilization works

(iii) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for structural steelwork

(iv) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for pre-cast concrete work

(v) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for in-situ post-tensioning work

(vi) \_\_\_\_\_ of UEN \_\_\_\_\_ as the Specialist Builder for site investigation work (excluding instrumentation monitoring for projects involving Geotechnical Building Works #)

\_\_\_\_\_  
Name & Address of Company

\_\_\_\_\_  
Name & Signature of Technical Controller

UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
H/P no.: \_\_\_\_\_ email address: \_\_\_\_\_ NRIC No.: \_\_\_\_\_ Date \_\_\_\_\_

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**D. DECLARATION BY SPECIALIST BUILDER(S) ON APPOINTMENT**  
(To be completed by the Specialist Builder)

\*I / We confirm that \*I am / we are the appointed Specialist Builder(s) to carry out the specialist building works as indicated in Section C and \*I / we shall ensure that the specialist building works are carried out in accordance with:

- (1) the provisions of this Act;
- (2) subject to section 6A, the building regulations;
- (3) the relevant plans approved by the Commissioner of Building Control; and
- (4) any terms and conditions imposed by the Commissioner of Building Control.

(i) Name & Address of Specialist Builder for piling works:

\_\_\_\_\_  
Name & Signature of Technical Controller

UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
H/P no.: \_\_\_\_\_ email address: \_\_\_\_\_ NRIC No.: \_\_\_\_\_ Date \_\_\_\_\_

(ii) Name & Address of Specialist Builder for ground support and stabilization works:

\_\_\_\_\_  
Name & Signature of Technical Controller

UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
H/P no.: \_\_\_\_\_ email address: \_\_\_\_\_ NRIC No.: \_\_\_\_\_ Date \_\_\_\_\_

(iii) Name & Address of Specialist Builder for structural steelwork:

\_\_\_\_\_  
Name & Signature of Technical Controller

UEN: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
H/P no.: \_\_\_\_\_ email address: \_\_\_\_\_ NRIC No.: \_\_\_\_\_ Date \_\_\_\_\_

## Appointment By Builder

For Main contractor to appoint himself as SB if he is also one

Main contractor to appoint the SBs here  
\*Note: firm names



# LU Form

## When shall LU form be submitted?

BCA-LU-NAPPQP01

THE BUILDING CONTROL ACT 1989	
APPOINTMENT AND AUTHORIZATION OF QUALIFIED PERSON(S) / ACCREDITED CHECKER / BUILDER	
To: Commissioner of Building Control Building and Construction Authority 52 Jurong Gateway Road, #11-01 Singapore 608550 Website: <a href="http://www.bca.gov.sg/">http://www.bca.gov.sg/</a>	<b>INSTRUCTIONS:</b> (1) This document shall be submitted (a) together with electronic applications for plan approvals under the Corenet e-Submission system as well as (b) together with hard copy applications for plan approvals, made to the Commissioner of Building Control under Section 5 of the Building Control Act 1989 ("Act"), and (c) when there is a change of QP or new QP appointed for the project. (2) Please inform each appointed Qualified Person / Accredited Checker / Builder of his appointment, and provide a copy of this document to each appointed Qualified Person / Accredited Checker / Builder. Each appointed Qualified Person / Accredited Checker / Builder should retain a copy of this document for reference. (3) <input type="checkbox"/> / * Please tick or delete as applicable. (4) Please fill this form in BLACK INK, for clarity during scanning.

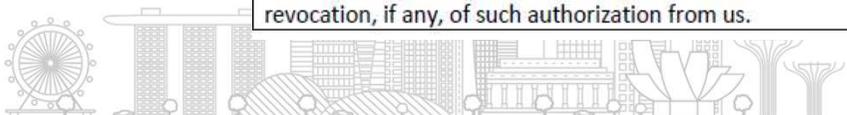
### AUTHORISATION

\* I / We hereby authorize the \*Qualified Person(s) appointed in Section B and Section C (where applicable) to submit, on \*my / our behalf, any application, notification or document related to the Building Works or such part of the Building Works for which the Qualified Person(s) are appointed (as may be applicable) bearing the above-stated Project Reference Number without \*my / our digital signature. This authorization shall continue to be in force until you receive a copy of written revocation, if any, of such authorization from us.

LU form shall be submitted for

- Plan approvals;
- Any application, notification or documents by QP on developer's behalf
- When there is a change of parties (QP/AC/builder) for the project
- Permit applications, for builder to declare he is engaged directly by the developer.

The LU authorization shall continue to be in force for the project. (no need to repeatedly submit the same form every submission but good to have)



# LU Form

## Scenario 1: If QP, QP(Geo) that makes the plan submission is appointed by Developer

- Developer will fill up **Section B**. Appointment of builder need not be fill up as the builder may not have been engaged.
- If there is AC, AC(Geo) for the project, they are appointed by Developer only (in **Section B**)

SECTION B - (To be completed by the Developer of the Building Works, where applicable)	
*I / we hereby appoint the following person(s) in respect of the Building Works:	
<input type="checkbox"/>	[ UEN. ]
as the builder to carry out the Building Works under Section 8(1)(c) of the Act.	
I declare that the builder has been directly engaged by me to perform the Building Works and is not a sub-contractor engaged by another builder or contractor.	
<input type="checkbox"/>	Mr/Ms [ BOA Reg. No. / PEB Reg. No.* ]
as the qualified person ("QP") to prepare the plans of the architectural works, being works that are not structural, mechanical & electrical engineering or geotechnical building works, in the Building Works and to supervise the carrying out of the architectural works in the Building Works, under Section 8(1)(a) and Section 8(1)(b) of the Act.	
<input type="checkbox"/>	Mr/Ms [ PEB Reg. No. ]

## Scenario 2: If QP, QP(Geo) that makes the plan submission is appointed by Builder

- Builder will fill up **Section C**. In addition, Developer need to appoint the builder in **Section B**.
- If there is AC, AC(Geo) for the project, they are appointed by Developer only (in **Section B**)

SECTION C - (To be completed by the Builder appointed by the Developer in Section B, where applicable)	
<input type="checkbox"/>	I declare that I am the builder directly engaged and appointed by the Developer to perform the Building Works. I am not a sub-contractor engaged by a builder or contractor.
*I / we hereby appoint the following person(s) in respect of the Building Works:	
<input type="checkbox"/>	Mr/Ms [ BOA Reg. No. / PEB Reg. No.* ]
as the QP to prepare the plans of the architectural works, being works that are not structural, mechanical & electrical engineering or geotechnical building works, in the Building Works and to supervise the carrying out of the architectural works in the Building Works, under Section 11(1)(d)(i) and Section 11(1)(d)(ii) of the Act.	
<input type="checkbox"/>	Mr/Ms [ PEB Reg. No. ]
as the QP to prepare the plans of the following mechanical & electrical engineering works in	

SECTION B - (To be completed by the Developer of the Building Works, where applicable)	
*I / we hereby appoint the following person(s) in respect of the Building Works:	
<input type="checkbox"/>	[ UEN. ]
as the builder to carry out the Building Works under Section 8(1)(c) of the Act.	
I declare that the builder has been directly engaged by me to perform the Building Works and is not a sub-contractor engaged by another builder or contractor.	

