

BUILDING PLAN CHECKLIST

B.P. NO:/.....

PROJECT TITLE :

N.A.	YES	Item
		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 Lembaga Arkitek Malaysia/ Lembaga Jurutera Malaysia (iii) full name (iv) full address (v) LAM/LJM registration no. and stamp (b) OWNER(S) / AGENT(S) - (i) signature(s) (ii) full name(s) (iii) full address (iv) company stamp
		2 SCALE TO DRAWINGS - [by-law 7(1)] Drawings to be drawn to the following scales: (a) site plans - not less than 1:1000 (b) key or location plans - any convenient scale (c) all other general building plans - not less than 1:100 (d) exception to (c) but not less than 1:200 (e) others as stated in the by-law.
		3 DRAWING REQUIREMENTS (a) All drawings submitted in respect of any building shall include title block which bears the following: - [by-law 7(2)] (i) description of the project (ii) locality (iii) the logo and name of the firm of the Submitting Person (iv) the above shall appear in ink in the original tracing. (b) All drawings shall have no blanco, inking & stickers <i>(except for signature and stamp)</i> (c) All drawings submitted shall be in ammonia prints. Inkjet prints on paper is not allowed.
		4 UNITS OF MEASUREMENT - [by-law 7(3)] (a) All drawings shall be drawn in metric.

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		5 PLAN REQUIREMENTS - [by-law 8(1)] - Shall contain the followings, unless inapplicable:
☐	☐	(a) SITE PLAN - [by-law 8(1)(a)] Shall contain the followings:
☐	☐	(i) proposed Lot and Section / Block number <i>(if sub-lots are indicated in the Title Block, the relevant lot no.(s) is to be underlined on the tracing and highlighted in the print)</i>
☐	☐	(ii) lot no. and section / block no. shown on the drawings shall tally with that shown in the extract of title
☐	☐	(iii) access to the site and name of the street
☐	☐	(iv) dimensions of lot(s)
☐	☐	(v) SURFACE WATER DRAINS & SEWERS - (refer to Health Requirements)
☐	☐	(vi) dimensions of clearances between proposed building and the boundaries
☐	☐	(vii) level of the proposed site: - existing ground level - proposed ground level
☐	☐	(viii) levels of the adjacent land: - existing ground level
☐	☐	(ix) location of existing fire hydrants and size of water mains available within 100m of the proposed buildings
☐	☐	(x) legends shown on drawings
☐	☐	(b) FLOOR PLAN - [by-law 8(1)(b)] Each floor plan shall indicate the following: <i>(except when other floors are repetitive or identical)</i>
☐	☐	(i) figured dimensions of the length and breadths of the building and rooms and thickness of the walls thereof
☐	☐	(ii) figured dimensions of the followings: - all doors and windows opening of the building - clear daylight area of air wells of the building - back areas and open spaces of the building
☐	☐	(iii) figured dimensions between walls, piers and stanchions on the foundation plan of the building
☐	☐	(iv) names and uses of rooms
☐	☐	(v) floor finishes <i>(min. requirement is cement screed, unless Council requires otherwise)</i>
☐	☐	(c) CROSS, LONGITUDINAL AND OTHER SECTIONS - [by-law 8(1)(c)] Shall show the followings:
☐	☐	(i) levels (to show both existing and proposed)
☐	☐	(ii) the level of the street, roadside drain and verandah way <i>(if building abuts a street)</i>
☐	☐	(iii) thickness of the followings, where required: - walls - partitions - floors - width and depth of foundations (refer to Council Engineer on structural drawings)
☐	☐	(iv) height of the followings: - storeys - staircases - doors and ventilating openings thereof (refer to Health Requirements) - windows and ventilating openings thereof (refer to Health Requirements)
☐	☐	(v) size, position and direction of floor joists and beams
☐	☐	(vi) construction of roof
☐	☐	(vii) material to be used in the construction of structure

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		8 SPACE, LIGHT AND VENTILATION [by-laws 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 or 40] All plans shall be drawn to show: (a) BALCONY PROJECTIONS WITH ROOFS OR AWNING - [by-law 29] (i) not exceeding 1.8m in depth from the external wall of the main building (<i>within the building line area may be allowed</i>) (ii) sides may be walled-up, provided that the walled-up area shall not be more than 60% of the total area of the vertical plans of the projections
		(b) WIDTH OF VERANDAH-WAY OR UNCOVERED FOOT-WAY FRONTING SHOPHOUSES - [by-law 31] (i) width of verandah-way or uncovered foot-way fronting shophouses shall not be less than 3 metres (<i>piers or columns to a maximum depth of 0.6metre from the boundary of the street may be allowed on such verandah-way or uncovered foot-way</i>) (ii) levels to be uniform, or (iii) change in levels along the foot-way between adjoining lots, steps to be provided with risers not exceeding 150mm and treads not less than 275mm or pedestrian ramp of a gradient not exceeding 1:10 <i>(Note: Item 18 of this Checklist shall take precedent in order to provide means of access for the disabled)</i> (c) Natural Lighting and Ventilation - [by-law 32] (refer to Health Requirements) - (i) Residential, business or other purposes buildings (except hospitals and schools) - [by-law 32(1)] (i.i) windows or doors opening to the exterior having a total area of not less than 10% of the clear floor area of such room (i.ii) openings to these doors and windows to be capable of allowing a free uninterrupted passage of air of not less than 5% of the clear floor area of such room (ii) Patients wards in hospital - [by-law 32(2)] (ii.i) windows having total area of not less than 15% of clear floor area of such room (ii.ii) openings to these windows capable of allowing free, uninterrupted passage of air of not less than 7 1/2% of such floor area (iii) School Classrooms - [by-law 32(3)] (iii.i) natural lighting and ventilation by way of windows having a total area of not less than 20% of clear floor area of such room (iii.ii) openings to these windows to be capable of allowing free, uninterrupted passage of air of not less than 10% of the clear floor area of such room (iv) Water-closet, latrine, urinal or bathroom - [by-law 32(4)] (iv.i) openings with a total area of not less than 0.2 square metre per water-closet, urinal, latrine or bathroom and such openings shall be capable of allowing free uninterrupted passage of air (v) Permanent mechanical ventilation [by-law 34(4)] is provided for and maintained in accordance with the requirements of Schedule C of the SBO 1994 in lieu of the above (vi) [by-law 34] - Where permanent air-conditioning is intended, there shall also be alternative approved means of ventilation within the air-condition enclosure. In case of air-conditioner system failure, there shall be not less than stipulated volume of fresh air be introduced into the enclosure area during such period. (vii) Provisions of Schedule C of the SBO 1994 shall apply to buildings where mechanical ventilation or air-conditioning system is installed [by-law 34(3)]

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☐	☐	(d) <u>AIR-WELLS [by-law 33]</u>
☐	☐	(i) minimum size of air-wells:
☐	☐	- up to 2 storeys in height - 7 m ² (including single storey)
☐	☐	- up to 4 storeys in height - 9 m ²
☐	☐	- up to 6 storeys in height - 11 m ²
☐	☐	- up to 8 storeys in height - 13 m ²
☐	☐	- more than 8 storeys in height - 15 m ² or more, as required by the Council
☐	☐	(ii) <u>air-wells for lavatories, water-closets and bathrooms</u>
☐	☐	minimum size:
☐	☐	- minimum width in any direction shall be 2 m
☐	☐	- up to 4 storeys in height - 4 m ²
☐	☐	- up to 6 storeys in height - 4.5 m ²
☐	☐	- up to 8 storeys in height - 5 m ²
☐	☐	- more than 8 storeys in height - 5.5 m ²
☐	☐	(e) <u>ROOM AREAS IN RESIDENTIAL BUILDINGS - [by-law 35]</u>
☐	☐	(i) <u>Habitable Rooms:</u>
☐	☐	- 1 st room - 11 m ² minimum
☐	☐	- 2 nd room - 9.5 m ² minimum
☐	☐	- all other rooms - 6.5 m ² minimum
☐	☐	(ii) width of all habitable rooms to be 2m minimum
☐	☐	(iii) <u>Kitchen - [by-law 35(3)]</u>
☐	☐	- area - 4.5 m ² minimum
☐	☐	- width - 1.5m ² minimum
☐	☐	(f) <u>LATRINES, WATER-CLOSETS AND BATHROOMS FOR ALL TYPES OF BUILDINGS</u>
☐	☐	- <u>[by-law 36]</u>
☐	☐	(i) <u>size of latrines or water-closets:</u>
☐	☐	- pedestal-type closet fittings - 1.5m x 0.75m minimum
☐	☐	- other types - 1.25m x 0.75m minimum
☐	☐	(ii) <u>size of bathrooms:</u>
☐	☐	(ii.i) bathroom only
☐	☐	- area - 1.5m ² minimum
☐	☐	- width - 0.75m minimum
☐	☐	(ii.ii) bathrooms with closet fittings
☐	☐	- area - 2m ² minimum
☐	☐	- width - 0.75m minimum
☐	☐	(g) <u>HEIGHT OF ROOMS - [by-laws 37, 38, 39, 40]</u>
☐	☐	(i) <u>Residential Buildings (other than shophouses):</u>
☐	☐	- living rooms and bedrooms - 2.8m minimum
☐	☐	- kitchens - 2.5m minimum
☐	☐	- bathrooms, water-closets, latrines, - 2.25m minimum
☐	☐	- porches, garages - 2.25m minimum
☐	☐	- balconies, verandahs - 2.25m minimum
☐	☐	- for sloping ceilings:
☐	☐	■ the lowest point of the ceiling is taken and same as above
☐	☐	■ no part of the room shall be less than 2m in height
☐	☐	(ii) <u>shop houses:</u>
☐	☐	- ground floor rooms - 3m minimum
☐	☐	- upper floor rooms - 2.5m minimum (if depth of the floor is less than 10.5m)
☐	☐	- upper floor rooms - 2.55m (if depth of the floor is more than 10.5m)

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☐	☐	(iii) <u>schools:</u> classrooms - 3m minimum headroom
☐	☐	(iv) <u>hospitals:</u> height of patients wards - 3m minimum
☐	☐	(v) <u>factory:</u> room where a person works - 3m minimum
☐	☐	(vi) <u>resort:</u>
☐	☐	- height of rooms where public have no access - 3.5m minimum (<i>exclude toilets, cloakrooms, corridors and bathrooms</i>)
☐	☐	- balconies:- levels between ceiling and floor shall be 3m minimum
☐	☐	(vii) <u>height of rooms, basement, etc. in other buildings – [by-law 39]</u>
☐	☐	- buildings other than those specified in by-laws 37 & 38, height of rooms on the ground floor shall not be less than 3m and on any floors above the ground floor shall not be less than 2.5m. - [by-law 39(1)]
☐	☐	- height of any basement shall not be less than 2.5m - [by-law 39(2)]
☐	☐	- where greater part of the ground floor is left open for use as carpark or covered garden or other similar purposes, the height of such ground shall not be less than 2.5m. - [by-law 39(3)]
☐	☐	- minimum headroom of any habitable room or space inside any building shall be 2m. - [by-law 39(4)]
☐	☐	- height of any verandah-way shall not be less than 3m. - [by-law 39(5)]
☐	☐	9 <u>PARTY WALLS</u>
☐	☐	(a) minimum thickness <u>not less than 200mm</u> and of <u>solid masonry</u>
☐	☐	(b) all party walls shall be carried above the upper surface of the roof to a distance of not less than 230mm at right angles to such surface (<i>to include roof of car porch / patio</i>).
☐	☐	(c) party walls to be extended up to the edge of the roof where the eaves extend beyond the external wall (<i>to include roof of car porch / patio</i>).
☐	☐	10 <u>OPENINGS IN PARTY WALLS – [by-law 64]</u>
☐	☐	(a) owner of the property shall give written permission
☐	☐	(b) consent and in accordance with the requirements of the Council
☐	☐	11 <u>NOTE IN THE DRAWINGS:</u>
☐	☐	The following shall be included in the drawings as notes:
☐	☐	(a) <u>Compliance with all relevant laws and policies</u> I, the Submitting Person, undertake and confirm that the Building Plans submitted herewith, comply with all the provisions under the Sarawak Buildings Ordinance, 1994 and its By-Laws (including amendment) and relevant policies of the Council concerned.
☐	☐	(b) <u>Prevention of Dampness</u> Compliance of by-law 61 of the SBBL 1994.
☐	☐	(c) <u>Recess and Chases in External Wall or Party Wall</u> Compliance of by-laws 65 and 66 of the SBBL 1994.
☐	☐	(d) <u>Securing External Panel Wall to Reinforced Concrete Frame</u> Compliance of by-law 72 of the SBBL 1994.

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☐	☐	(e) <u>External Panel Walls</u> Compliance of by-law 72 of the SBBL 1994.
☐	☐	(f) <u>Timber Buildings, Roofs, Staircases and Floors</u> Compliance of by-laws 80, 81, 82, 90, 91 of the SBBL 1994.
☐	☐	(g) <u>Storage of Gas Cylinders in Residential Buildings</u> Compliance of by-law 102 of the SBBL 1994.
☐	☐	(h) <u>Swimming Pools (Public and Private)</u> Compliance of by-laws 103 to 110 of the SBBL 1994.
☐	☐	(i) <u>SPECIAL PLACE TO HOUSE AIR-CONDITIONING PLANTS / UNITS</u> Compliance of by-law 110B of the SBBL 1994. The minimum recess depth shall not be less than 700mm.
☐	☐	(j) <u>BOMBA REQUIREMENTS</u> I, the Submitting Person, confirmed that all the requirements from BOMBA for this project are indicated in this Building Plan and are all in accordance with the BOMBA endorsed set of the Building Plan ref. No..... dated
☐	☐	12 <u>FENCES & BOUNDARY WALLS – [by-law 75]</u>
☐	☐	(a) <u>SOLID FENCING</u> (i) maximum height shall be 1.8m
☐	☐	(b) <u>NON-SOLID FENCING (defined as grill or chainlink fencing)</u> (i) maximum height shall be 2.75m
☐	☐	(c) where <u>levels between site and adjacent lots are different: -</u> (i) If height of retaining wall is 1.8m or more, no solid fencing/wall for the lot with higher ground level shall be allowed. However, fencing which is constructed to permit the passage of light and air to a maximum height of 2.75m from the ground of the higher lot shall be allowed. (ii) For retaining wall less than 1.8m, solid wall/fence shall be allowed to the lot with the higher ground. However, the maximum total height of the retaining wall and the solid fence / wall shall be 1.8m. Fence / Wall which does not exceed 2.75m in height, so as to permit the passage of light and air, shall be allowed.
☐	☐	13 <u>STAIRCASE – [by-laws 83 to 90]</u>
☐	☐	(a) <u>STRAIGHT FLIGHT</u> (i) tread - not less than 260mm (ii) riser - 180mm maximum (iii) dimensions of the riser and the tread shall be uniform and consistent throughout (iv) widths of staircases to be in accordance with by-law 155 (v) depth of landing shall not be less than the width of the staircases, except for straight flight staircases (vi) for straight flight staircase, the minimum depth of intermittent half landing shall be 900mm (vii) maximum no. of risers per flight allowed is 16 risers (except to residential buildings).
☐	☐	(b) <u>HANDRAILS - [by-law 84]</u> (i) all staircases shall be provided with at least a handrail, except for staircases less than 4 risers (ii) staircases exceeding 2.3m in width, shall be provided with intermediate handrail for every 2.3m width and equally spaced

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☐	☐	(iii) for all buildings (except residential buildings): – if the width of the staircase is 1.1m or more, a handrail shall be provided on both sides of the staircase.
☐	☐	(iv) Handrails shall not project more than 100mm from the finished wall surface
☐	☐	(v) Handrails to be located not less than 825mm and not more than 900mm measured from the nosing of the treads
☐	☐	(vi) Height of handrails at the landings shall not be less than 900mm
☐	☐	(c) <u>SPIRAL STAIRCASES / WINDERS - [by-law 86]</u>
☐	☐	(i) may be permitted as a <u>secondary staircase</u> in buildings where the height of topmost floor does not exceed 13m
☐	☐	(ii) tread requirements: – no part of the tread shall be less than 150mm deep – minimum depth of tread shall be 250mm measured at a point of 300mm from the narrowest edge
☐	☐	(iii) riser - 180mm maximum
☐	☐	(iv) Winders allowed for 2-storey residential house (<i>detached, semi-detached, terrace</i>) with single staircase. Requirements to follow (ii) and (iii) above.
☐	☐	(d) all staircases except timber staircases shall have a fire-resistance rating of not less than 2 hour – <u>[by-law 90(2)]</u>
☐	☐	(e) <u>STAIRCASE LANDINGS TO RESIDENTIAL BUILDINGS: - [by-law 85(1)]</u>
☐	☐	(i) shall be provided at vertical intervals of less than 4.3m
☐	☐	(ii) depth of landing shall be more than 900mm
☐	☐	(f) No part in any flight of staircase shall have less than 2 risers - <u>[by-law 85(2)]</u>
☐	☐	(g) <u>NO OBSTRUCTION IN STAIRCASES - [by-law 87]</u>
☐	☐	(i) No obstruction in any staircase between the topmost landing thereof and exit discharge on ground floor
☐	☐	(ii) No obstruction, other than handrails at staircases, corridor, passage or staircase on the level lower than 2m above the floor, or above any staircase
☐	☐	(h) <u>LIGHTING AND VENTILATION OF STAIRCASES - [by-law 88]</u>
☐	☐	(i) all staircases shall be properly lighted and ventilated according to the requirements of the Council
☐	☐	(i) <u>ENCLOSURE OF STAIRCASES IN A SHOP - [by-law 89]</u> – flight of stairs which has direct access to the street shall be enclosed with walls of incombustible material
☐	☐	(j) <u>TIMBER STAIRCASE - [by-law 90]</u>
☐	☐	(i) less than 3-storeys height
☐	☐	(ii) for residential buildings (<i>detached, semi-detached and terrace houses</i>)
☐	☐	(iii) upper floors of shophouses, other than from the ground floor to the upper floor, provided that it is located within the protected area for its full height
☐	☐	(iv) other similar types of buildings of limited fire risk at the discretion of the Council
☐	☐	(k) <u>HEADROOM CLEARANCE OF STAIRCASE TO FLOOR BEAMS, SLABS, ETC.</u>
☐	☐	(i) Minimum size of clear headroom between staircase and floor beams, slabs, etc. shall be 1.8m, measured perpendicular to the slope of the flight

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☐	☐	14 <u>TIMBER ROOFS – [by-law 91]</u> (a) detail and specification of roof construction shall be indicated
☐	☐	15 <u>ACCESSIBLE FLAT ROOFS, BALCONIES, ETC. - [by-law 93]</u> (a) shall be protected along the edges with proper protective railings or parapets, not less than 1m height
☐	☐	16 <u>ACCESS TO ROOF SPACE - [by-law 94]</u> (a) Where space beneath a roof is enclosed by ceiling, access to such space shall be provided by way of trap door with minimum size of 0.75m x 0.75m
☐	☐	17 <u>LIFTS - [by-law 101]</u> (a) non-residential buildings exceeding 4-storey above or below the main access level, a minimum of one lift shall be provided (b) residential buildings exceeding 5-storey above or below the main access level, a minimum of one lift shall be provided
☐	☐	18 <u>BUILDING REQUIREMENTS FOR DISABLED PERSON - [by-law 110A]</u> (a) access and escape means and facilities for disabled person shall be provided for the followings: (i) any buildings or any part thereof where the public or a class of the public have access to, with or without any payment of fee (ii) residential building, other than a detached, semi-detached or terrace house (b) means of access and exit for disabled persons to get in and out of, and move within the buildings (<i>ramps and handrails, etc.</i>) (i) ramps: – clear internal width, with minimum size of 1200mm – curb not less than 100mm high shall be provided on the open side of the ramp – all ramps shall be provided with rest areas not less than 1200mm length at intervals of less than 6000mm measure clear of any rest areas – gradient of ramps shall be: ■ outdoor - 1:15 minimum (<i>located at convenient locations near entrances/exits, wherever applicable</i>) ■ indoor - 1:12 minimum (<i>located at convenient locations near entrances/exits, wherever applicable</i>) (ii) step ramp: – may be provided for the following: ■ entrance floor or any other floor which is less than 215mm above or below the adjacent street or finished ground level, or ■ change of level of less than 215mm within a building. – shall begin at a level less than 15mm above the adjacent street or finished ground or floor level (<i>as the case requires</i>) – located to enable the disabled persons to have an unobstructed view of traffic flow from any directions – maximum slope up to 1:6

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☐ ☐ ☐	☐ ☐ ☐	(iii) Handrails: – handrails at both sides of the ramps and to be continuous – height shall be 840mm to 900mm (iv) wheelchair toilets – (minimum size of 1.5m x 2m) (v) means of escape to enable disabled persons to exit the building in emergency cases (vi) car parking lot(s) for the disabled persons
☐ ☐	☐ ☐	19 SPECIAL PLACE TO HOUSE AIR-CONDITIONING PLANTS / UNITS – [by-law 110B] (a) position of the plants/units: (i) to indicate on the plans and elevations (ii) to be hidden from public view (iii) provision for access to maintain and service air compressors (iv) to indicate position of overflow pipes from plants/units to drain (refer to Health Requirements) Note: - [by-law 110D(1)] <i>The Council may consider exemption to comply with by-law 110B subject to conditions.</i>
☐ ☐	☐ ☐	20 DRYING AREA – [by-law 110C] (a) residential floors for all buildings other than detached, semi-detached and terrace houses
☐ ☐	☐ ☐	21 THE FOLLOWING REQUIREMENTS SHALL BE COMPLIED FOR BUILDINGS THAT ARE NOT REFERRED TO BOMBA FOR COMMENT (a) VENTILATION OF STAIRCASE ENCLOSURES – [by-law 187] (i) all staircase enclosures shall be ventilated at each floor or landing level by: – permanent openings - or – openable windows to the outdoor air: ■ openable windows to have a free area of not less than 1 sq. m (ii) For buildings not exceeding 3-storey above ground level – [by-law 187(3)] – staircase enclosures may be unventilated if it has the following: ■ access to the staircase at all levels unless top floor is through ventilated lobbies (b) STAIRCASE ENCLOSURES BELOW GROUND LEVEL – [by-law 190] (i) shall be provided with suitable means of preventing the ingress of smoke
☐	☐	22 PLANS, ELEVATIONS, SECTIONS (a) details and dimensions shall tally with each other in all drawings
☐ ☐	☐ ☐	23 To indicate set backs of roof edge (<i>inclusive of gutters</i>) from site boundary if there is a truncation

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24 DIFFERENCE IN LEVELS BETWEEN SITE AND ADJACENT LOTS		
☐	☐	(a) if difference is more than 300mm , retaining wall details c/w boundary drains/sub-soil drains, shall be provided in the drawings
25 SUPPORTING DOCUMENTS REQUIRED:		
☐	☐	(a) APPLICATION FORM
☐	☐	(i) duly completed and signed by
☐	☐	- Submitting Person and
☐	☐	- land owner(s) / agent(s)
☐	☐	<i>(if there are more than one owner, at least one authorised in writing owner shall sign)</i>
☐	☐	(ii) signature of Submitting Person tally with that in Council's record
☐	☐	(iii) signature of landowner(s) / agent(s) tally with that in the Authorisation Letter
☐	☐	(b) "Form A" duly completed and signed by registered professional Architect/Engineer (for Proposed New Works)
☐	☐	(c) "Form B" duly completed and signed by registered professional Engineer (for Proposed Alteration Works)
☐	☐	(d) OWNERSHIP OF THE SITE AND CONSENT FOR APPLICATION
☐	☐	(i) certified true copy of land title / original copy of extract of title to show ownership or Power of Attorney, or
☐	☐	(ii) application by a tenant shall be accompanied with one set of certified true copy of Tenancy Agreement
☐	☐	(iii) application by new owner of the site, but new title has yet to be issued by the Land and Survey Department, a certified true copy of Sales and Purchase Agreement shall be attached <i>(each page to be certified)</i> or,
☐	☐	(iv) Application by new owner of the site, but new owner's name is yet to be registered in the land title, a certified true copy of the Memorandum of Transfer shall be attached <i>(each page to be certified)</i>
☐	☐	(v) If name(s) of the company in the Authorisation Letter is different to that mentioned in the land title/extract of title / Sales and Purchase Agreement, a certified true copy of letter from Companies Commission of Malaysia is required
☐	☐	(e) LETTER OF AUTHORISATION TO APPOINT SUBMITTING PERSON
☐	☐	(i) Authorization Letter to appoint qualified Submitting Person by registered land owner(s)/ agent(s):
☐	☐	- Original Letter with names and signature(s) of registered land owner(s) / agent(s)
☐	☐	- no blanco or amendments or rubbings shall be allowed on the letter
☐	☐	- date of the Authorisation Letter shall not be later than the date of submission of Building Plan in the Application Form
☐	☐	- Submitting Person in the letter shall be the name of the person and not the name of the consultant firm
☐	☐	- registered land owner(s) / agent(s) shall authorise only one Submitting Person in the letter
☐	☐	(ii) Person(s) signing the Authorisation Letter appointing Submitting Person shall be under the capacity of:
☐	☐	- person(s) owning the site
☐	☐	■ status of ownership of the site shall be indicated in the Authorisation Letter
☐	☐	■ all registered owners of the site shall affix signatures on the Authorisation Letter
☐	☐	■ all names of registered owners of the site on the Authorisation Letter shall be same with that shown in the land title / extract of title / Sale and Purchase Agreement

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N.A.	YES	Item
☒	☒	- <u>company/firm/association owning the site</u> ■ status of ownership of the site shall be indicated in the Authorisation Letter ■ company's stamp affixed on the Authorization Letter ■ signature of the person delegated to sign for the company/firm/ association (Certified true copy of company's resolution/minutes of meeting of association delegating the powers to such person shall be attached) ■ names of all registered companies (as owner(s) of the site) on the Authorization Letter shall tally with that shown in the land title / extract of title / Sales and Purchase Agreement ■ certified true copy of Forms 24 and 49 (Companies Act, 1965) - <u>Power of Attorney granted to the person(s) / firm(s) for the site</u> ■ this status shall be indicated in the Authorization Letter ■ Power of Attorney for the person(s) / firm(s) in the Authorization Letter shall tally with that indicated on the land title / extract of title, or a letter (original) from the registered owner(s) of the site granting the Power of Attorney for such purpose ■ names of all person(s)/firm(s) granted with Power of Attorney to sign Authorization Letter shall tally with that shown in the land title/extract of title ■ certified true copy of Forms 24 and 49 (Companies Act, 1965) - <u>tenant for the site</u> ■ a certified true copy of Tenancy Agreement to prove that alteration allowed; or ■ Letter of Consent for alteration of the property from the registered proprietor - <u>any other documents not mentioned above to support submission</u>
☐	☐	(f) photocopy of survey plan
☐	☐	(g) building plan submission fee calculation sheet with working calculation details by the Submitting Person
☐	☐	(h) summary of calculated fees for submission of Building Plan
☐	☐	(i) summary of calculated floor area
☐	☐	(j) <u>REGISTERED OWNER / AGENT'S SIGNATURE ON THE APPLICATION FORM, AUTHORISATION LETTER AND DRAWINGS</u> (i) Shall <u>tally</u> with each other
☒	☒	(k) <u>CHANGE OF USE FROM ITS ORIGINAL APPROVED USAGE</u> (i) letter of approval for the change of use from Land and Survey Department or State Planning Authority (ii) a copy of Approved Draft Plan from State Planning Authority (exclude alteration works)
☒	☒	(l) <u>CHILD CARE CENTRES</u> (i) letter of approval from Social Welfare Department (ii) all drawings to be endorsed (<i>signed and stamped</i>) by Social Welfare Department
☒	☒	(m) <u>TUITION CENTRES, KINDERGARTEN</u> (i) all drawings to be endorsed (<i>signed and stamped</i>) by Education Department
☒	☒	(n) <u>APPLICATION WITHIN SAMA JAYA FREE INDUSTRIAL ZONE, KUCHING</u> (i) all drawings to be endorsed (<i>signed and stamped</i>) by Ministry of Industrial Development
☐	☐	26 <u>MISCELLANEOUS</u> (a) all other requirements not mentioned above, but stated in the Sarawak Buildings Ordinance, 1994 (b) all photocopied documents shall be certified true copy by Commissioner for Oath or any other persons approved by the Council

BUILDING PLAN CHECKLIST

B.P. NO:/.....

I Submitting Person

I, the Submitting Person, hereby undertake that all information provided in the above Checklist are correct. I confirm that I have checked all the drawings and documents submitted under the above Building Plan registration no. against all the items of the Checklist above and any other items not mentioned, but stated under the Sarawak Buildings Ordinance 1994 and its By-laws (including amendments) and found them to comply.

I declare that I am still registered with LAM/LJM and this Council for the current year and the submission is within the approved limit of my registration.

Signature:.....

Name of Submitting Person:.....

LAM/LJM Registration No. and Stamp:

Date:.....

II COUNCIL'S REMARKS:

BUILDING PLAN CHECKLIST

B.P. NO:/.....

- Note** : - *To tick in box whichever is applicable*
- "YES" - *Complied with*
 - "N.A." - *Not applicable*
 - *All pages of the checklist to be signed and stamped by the submitting person*
 - *The checklist is to be attached to the drawings being checked and for filing*
 - *"LAM" is Lembaga Arkitek Malaysia*
 - *"LJM" is Lembaga Jurutera Malaysia*
 - *"SP" is Submitting Person*
 - *"SBBL" is Sarawak Building By-laws*