



CHECKLIST FOR THE SUBMISSION OF BUILDING PLAN

NO. ITEMS TO BE SUBMITTED

- | | |
|--|--------------------------|
| 1. Building Plan Drawing | ☐ |
| a. Residential | |
| b. Industrial / Commercial / Public / School / Hall / Shophouse/Others | |
| 2. Covering Letter from the Submitting Person | ☐ |
| 3. Building Plan Application Form | ☐ |
| 4. Form A | ☐ |
| 5. Form B | ☐ |
| (Only for Renovation / Extension of existing structure) | |
| 6. Latest Extract of land title/others supporting document | ☐ |
| 7. Survey Deposited Plan | ☐ |
| 8. Authorization / Appointment letter from land owner / developer to submitting person | ☐ |
| 9. Tenancy Agreement (renovation for usages other than the first approval only) | ☐ |
| 11. Form 24 and 49 (for incorporated company) | ☐ |
| 12. Building Plan Checklist | ☐ |
| a. Building Requirements | |
| b. Engineering Requirements | |
| c. Health Requirements | |
| 13. Calculation for walled up area and open area | ☐ |
| 14. Building Plan fees either in Company Cheque, Postal Order or Money Order & Cash | ☐ |

Disemak oleh Ketua Bahagian/Pegawai Bertanggungjawab;

.....
(Tandatangan)

Nama:

Tarikh:

Disahkan oleh Setiausaha;

.....
(Tandatangan)

Nama:

Tarikh:

Note: Tanda pada kotak

- | | | |
|----|---|-----------------|
| √ | - | Ada |
| X | - | Tiada |
| NA | - | Tidak berkaitan |