



**Date:** 28 November 2025

To All Industry Professionals (via bcc)

Dear Sir/ Madam,

**CIRCULAR TO INDUSTRY PROFESSIONALS**

**RELAXATION TO BUILDING PLAN SUBMISSION REQUIREMENTS FOR ADDITION AND ALTERATION WORKS ON HDB PROPERTIES**

Following the stakeholders' engagement session with the Pro-Enterprise Office in May 2025, we are pleased to inform you that HDB has reviewed and further relaxed the requirements for building plan submissions for Addition and Alteration (A&A) works on HDB properties.

2. Building plan submissions to HDBCS will no longer be required for the following categories of works:

a. A&A Works to Commercial Properties

b. Town Council Improvement Works

Details of the revised processes are provided in Appendix B.

3. With this relaxation, Qualified Persons for Structural Works [QP(ST)] may now proceed with concurrent submissions to all relevant authorities while obtaining HDB's Landowner Endorsement for the proposed works.

4. This relaxation will take effect from 26 December 2025. For ongoing projects, QP(ST) are required to complete the existing building plan submission process.

5. For easy reference, the following information is included in the attached appendices:

- Appendix A** - Revised List of Projects Requiring Building Plan Submission to HDBCS
- Appendix B** - Flow Chart on Submission of A&A Works to HDB Commercial Properties  
- Flow Chart on Submission of Town Council Improvement Works
- Appendix C** - Sample of Declaration Forms Introduced for the Relaxation of A&A Processes

6. Please contact the following for any clarifications:

- Landowner Endorsements (Commercial Properties)** - Senior Commercial Properties Manager Terry Tan  
Terry\_GW\_Tan@hdb.gov.sg / +65 9071 8301
- Landowner Endorsements (Town Council Improvement Works)** - Property Land Group (Land)  
PLGLIMS@hdb.gov.sg
- Structural Submissions** - Engineer Melvin Cheong  
Melvin\_TJ\_Cheong@hdb.gov.sg / +65 6490 2496

Thank you.

Yours Faithfully

*( This is an electronic mail, no signature is required )*

Er. TEH POH SUAN

DIRECTOR, ENGINEERING SERVICES / CHIEF CIVIL & STRUCTURAL ENGINEER

BUILDING INFRASTRUCTURE GROUP

HOUSING & DEVELOPMENT BOARD

cc

President, Institution of Engineers, Singapore (IES)

President, Association of Consulting Engineers, Singapore (ACES)

Registrar, Professional Engineers Board, Singapore

## APPENDIX A

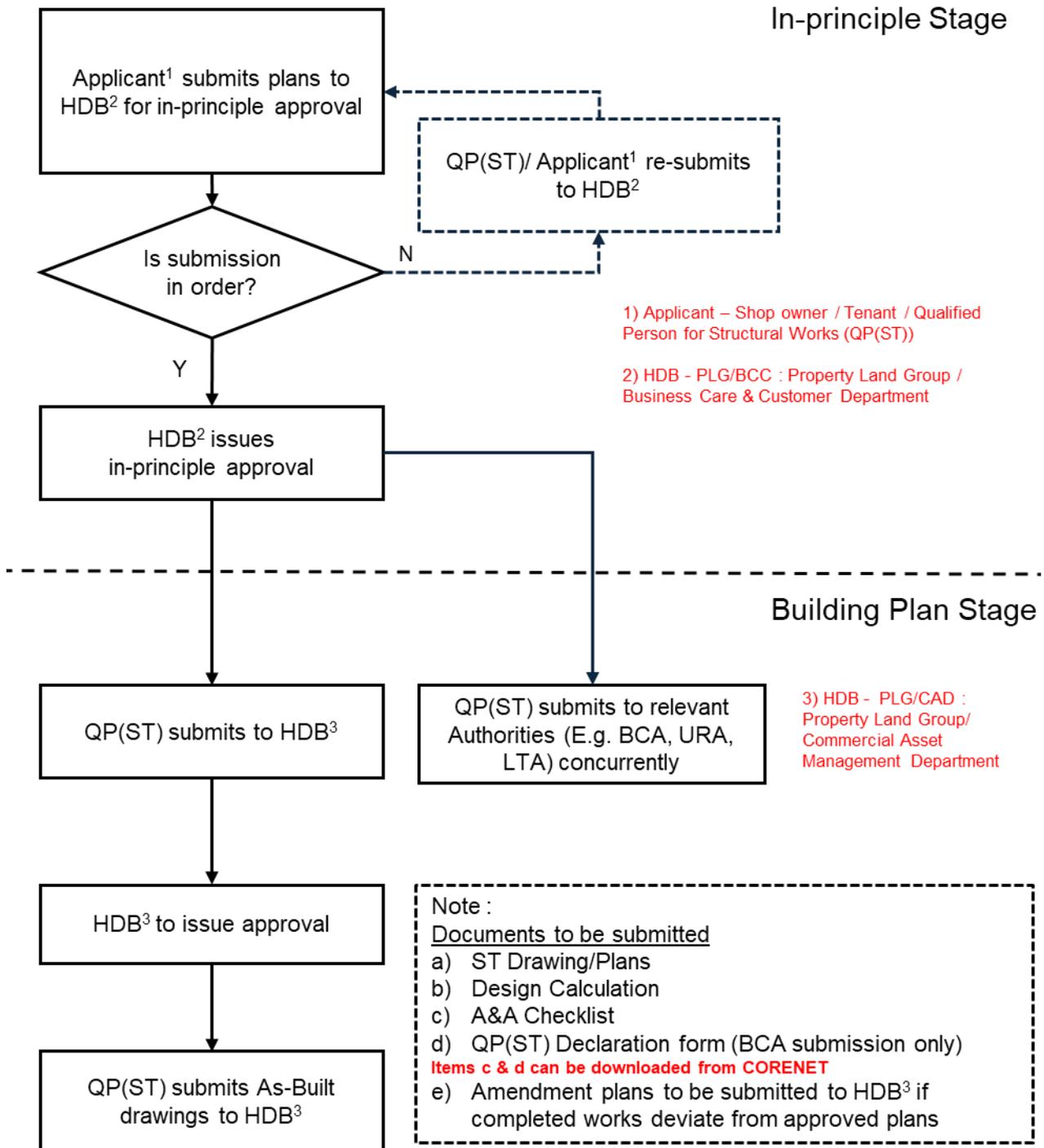
### LIST OF PROJECTS REQUIRING BUILDING PLAN SUBMISSION TO HDBCS, BUILDING INFRASTRUCTURE GROUP

List of projects	HDBCS
	Technical Clearance
1. New Development	Yes
2. Upgrading Programmes HIP/ ELUP/ ROH/ LUP	Yes
3. Addition and Alteration (A&A) Works	No
i.    Town Council Improvement Works e.g. Linkways, Pavilions	
ii.   A&A to void deck	No
iii.  A&A to Commercial Properties	No
iv.   Outdoor Refreshment Area	No

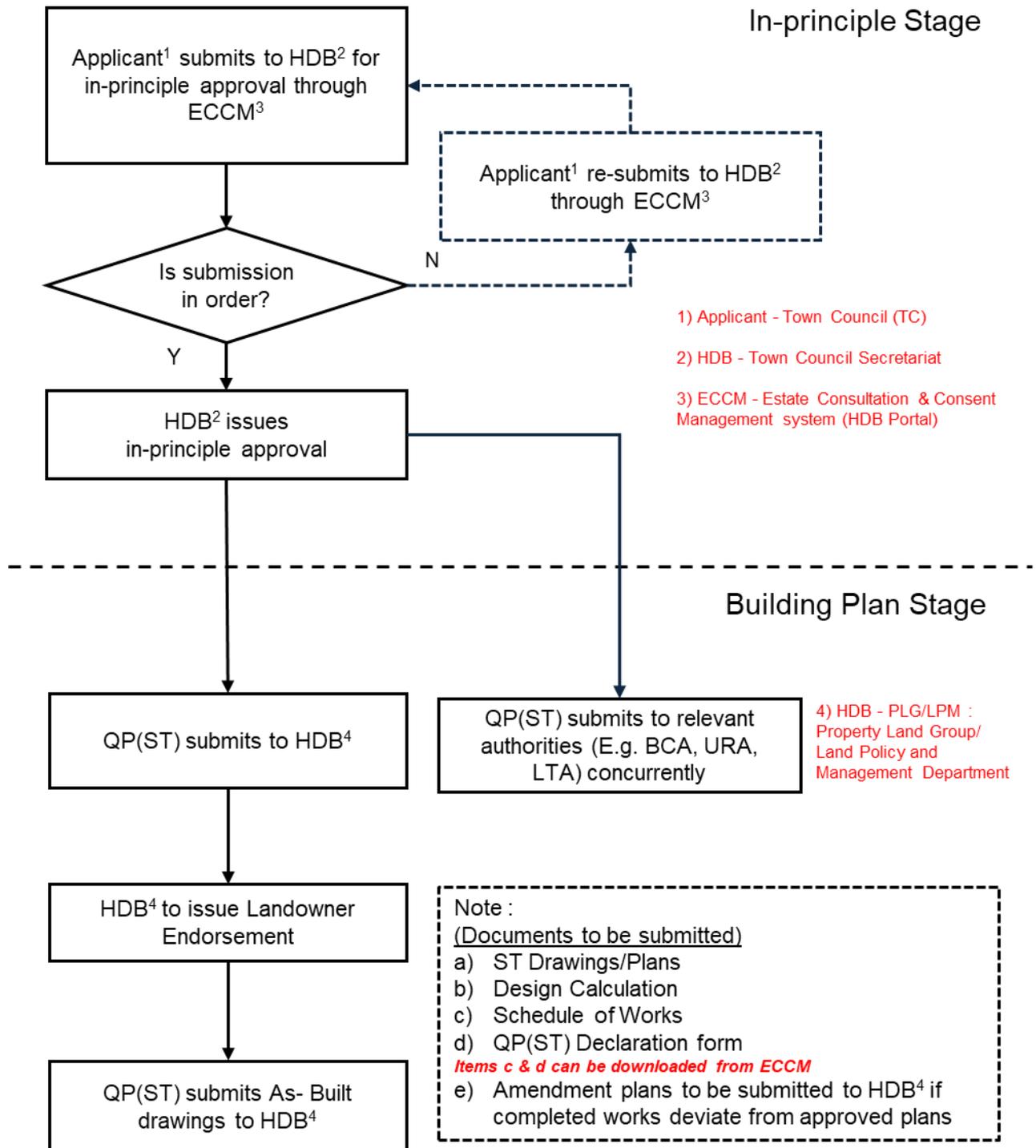
#### Notes:

- HIP                 - Home Improvement Programme
- ELUP              - Electrical Load Upgrading Programme
- ROH               - Remaking our Heartlands
- LUP                - Lift Upgrading Programme

**FLOW CHART ON SUBMISSION OF ADDITION & ALTERATION WORKS TO HDB COMMERCIAL PROPERTIES**



FLOW CHART ON SUBMISSION FOR TOWN-COUNCIL IMPROVEMENT WORKS



**CHECKLIST FOR HDB'S COMMERCIAL ADDITION & ALTERATION APPLICATIONS  
BY QUALIFIED PERSON FOR STRUCTURAL WORKS [QP(ST)]**

**Project Reference No:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

To: Properties & Land Group  
Housing & Development Board  
HDB Hub 480 Lorong 6 Toa Payoh  
Singapore 310480

- Instructions:**
- 1) All rows to be ticked according to the respective compliance.
  - 2) 1 set of structural plans (in dwg, dwf or pdf file format), each drawing endorsed by the QP(ST).
  - 3) 1 set of design calculations (in doc, xls or pdf file format).
  - 4) All documents shall be endorsed by the appointed QP(ST).
  - 5) For BCA submissions, QP(ST) shall endorse and submit the "QP(ST) Declaration form Commercial A&A works" together with this checklist.

**List of Works**


S/No	Requirements	Compliance	
		Yes	Not Applicable (with Reason)
<b>1.</b>	<b>FOR ALL SUBMISSIONS</b>		
i.	Plan submission with block layout plan and location of unit clearly indicated.		
ii.	Locations of the proposed works shall be clearly indicated in submitted plans.		
iii.	Title block including the project title, address of the site, the name of Applicant, QP(ST)'s firm plus PE's certification & endorsement of the work.		
iv.	All the existing Reinforced Concrete (RC) columns and walls shall be indicated in bold and shall be tallied with the as-built structural plan.		
v.	All submitted forms, drawings and calculations shall be endorsed, certified, and signed by QP(ST).		

S/No	Requirements	Compliance	
		Yes	Not Applicable (with Reason)
vi.	As-built structural plans shall be attached in the submission.		
vii.	Proposed works shall be demarcated on the as-built drawings and colour coded as per the following: Cyan: Existing Magenta: Proposed Works Yellow: Demolished Works		
viii.	The total Superimposed Dead Loading (SDL) shall be at least 120 kg/m <sup>2</sup> in structural adequacy checks.		
ix.	Proper strengthening is provided for the affected structural elements (i.e. RC Beam / Slabs) due to increased loads.		
x.	All proposed works shall be clearly indicated and labelled on plan, showing the following: <ul style="list-style-type: none"> <li>- Sizes (e.g. diameters, section sizes)</li> <li>- Material Type (e.g. C32/40 Concrete, S275 steel)</li> <li>- Embedment depth for connections/fasteners (and their respective types, e.g. Mechanical or Chemical)</li> <li>- Piling schedule (if any)</li> </ul>		
xi.	All existing structural members (i.e. RC beams/Columns) shall not be hacked or tampered due to the proposed works. (Except for ground floor or first storey RC slabs for installation of sanitary works only)		
xii.	No coring through any existing structural members.		
xiii.	Minimum grade of concrete used in proposed new, or reinstatement works to be minimum Grade 40 (C32/40).		
xiv.	Reinforcement bars shall have a minimum characteristic yield strength of $f_{yk} = 500\text{N/mm}^2$ and comply to SS 560 or BS 4449. For welded fabric, the reinforcement shall comply with SS 561. BS EN 10080 shall apply for testing of all reinforcements.		
xv.	Minimum grade of structural steel sections shall be hot dip galvanized S275 steel.		
xvi.	Separators shall be provided when structural steel members and connections use/ are made up of different metals.		
xvii.	Trimming bars shall be provided for openings of slabs, clearly showing lapping lengths and size of bars used.		
<b>2.</b>	<b>REMOVAL OF NON-LOAD BEARING WALLS</b>		
i.	Existing structural members shall not be tampered with during the demolition of non-load bearing walls.		
ii.	Elevation views shall be provided to show extent of demolition with respect to existing RC slabs and beams.		
iii.	Locations of all proposed members that are demolished shall be clearly indicated on submitted plan.		
<b>3.</b>	<b>SANITARY WORKS</b>		
i.	Locations of all proposed routing of sanitary pipes shall be clearly indicated on submitted plan.		
ii.	Sectional views of the installation details for the proposed discharge pipes shall be provided.		
iii.	All proposed discharge pipes shall not be embedded within the structural slabs.		
iv.	Trimming bars shall be provided for new floor trap openings, clearly showing lapping lengths and size of bars used.		
v.	Proposed Pipes and works shall not penetrate through structural members (e.g. RC Beams, Columns)		
vi.	No coring through prestressed slabs and hollow-core slabs		
vii.	No conduits/pipes shall be embedded in existing structural members (e.g. RC slabs, Columns/Walls)		

S/No	Requirements	Compliance	
		Yes	Not Applicable (with Reason)
viii.	For non-suspended slabs, the proposed inspection chambers shall be independently supported, with details of the foundation shown in submitted drawings.		
ix.	For suspended slabs, the existing slab must be able to support the proposed inspection chambers with details of connection clearly shown in submitted drawings and structural adequacy checks provided in the design report.		
<b>4.</b>	<b>REMOVAL / CONSTRUCTION OF STAIRCASE/PROPOSED SLAB OVER EXISTING VOID</b>		
i.	The connection details from the proposed RC slab to the existing structures shall be clearly indicated in submitted plans.		
ii.	Structural adequacy checks shall be carried out for proposed slab over existing voids for all affected structural members (RC column, RC Beams, RC Slabs).		
iii.	As-built drawings showing affected structural members shall be included in the QP(ST)'s submitted design calculation report.		
<b>5a.</b>	<b>AIR-CONDITIONING UNIT (ACU) INSTALLATION WITH DUCT / EXHAUST DUCT INSTALLATION</b>		
i.	Locations of the proposed routing of air-con pipes and/or exhaust ducts shall be clearly indicated on plan.		
ii.	Weight of each ACU and Fan Coil Unit (FCU) clearly indicated on plans.		
iii.	Supporting details of ACU/FCU/exhaust ducts showing bolt sizes and types, penetration depths, edge distance, spacing and length of supporting rods or angles, weld sizes clearly indicated on plans.		
iv.	No conduits/pipes shall be embedded into the existing column/walls.		
v.	The proposed supporting system for the ducting works/ cabling works/ mounting brackets for the ACU, FCU and Mechanical Ventilation Exhaust System shall be adequately designed for and complied with statutory and regulatory requirements.		
vi.	Design calculations shall be included in the submission for the installation details of the FCUs.		
vii.	ACUs shall not be suspended from the ceiling.		
viii.	ACU/FCUs shall not be supported from refuse chute walls.		
ix.	The FCUs are suspended from steel members spanning the existing RC beam / column / wall or supported by steel brackets fixed on the RC beam / column / wall. Relevant calculations shall be provided in submitted drawings.		
<b>5b.</b>	<b>REQUIREMENTS FOR ACUs RESTING ON FIRST STOREY FLOOR SLAB:</b>		
i.	Location of proposed ACUs shall be clearly indicated on plan.		
ii.	The size of the proposed stub / plinth and steel plate supporting the ACUs shall be provided.		
iii.	Structural adequacy checks are submitted to show that the existing floor can take the proposed ACUs.		
<b>6.</b>	<b>INSTALLATION OF INDEPENDENT STRUCTURE (e.g. ORA, ATMs, etc.)</b>		
i.	The entire structure and proposed works are independently supported and shall not add new loads onto existing structures or foundation.		
ii.	Proposed footings adjacent to existing footings shall be located outside the 45° stress influence zone and the depths of proposed foundations shall not exceed those of the existing footings.		
iii.	Structures abutting the driveways shall be designed for accidental impact loadings.		

S/No	Requirements	Compliance	
		Yes	Not Applicable (with Reason)
<b>7.</b>	<b>INSTALLATION OF AWNINGS TO EXISTING STRUCTURE</b>		
i.	Connection details of Awnings have been provided in the drawings, where all dimensions are clearly shown.		
ii.	The proposed awning shall be designed to withstand the impact of a 5kg weight falling off from the topmost floor of the building.		
iii.	Existing beams are checked for torsion that is induced by the proposed awning.		

I, \_\_\_\_\_ (Name/ PE No. \_\_\_\_\_) hereby declare that:

- 1) The information provided in the above checklist is true and correct.
- 2) All structural plans and design calculations in this submission are in accordance with regulatory, all prevailing Code of Practices and HDB requirements.
- 3) I have checked and confirmed that the submitted details are suitable, structurally sound and safe for the site conditions.
- 4) I will supervise the structural works which are to be carried out to my satisfaction and are completed in accordance with the relevant code of practices, HDB's prevailing conditions and requirements, the detailed structural plans and design calculations, and any other prevailing relevant regulatory requirements and conditions.
- 5) All affected structural members damaged during construction of the proposed works shall be reinstated to HDB's satisfaction.
- 6) Upon completion of works, the Certificate of Supervision shall be submitted to Properties & Land Group for record.

\_\_\_\_\_  
Name and Signature of Qualified Person (ST)

\_\_\_\_\_  
Address of QP(ST)

Tel No: \_\_\_\_\_

Reg No. (PE): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**DECLARATION FORM  
BY QUALIFIED PERSON FOR STRUCTURAL WORKS [QP(ST)]  
FOR HDB'S COMMERCIAL ADDITION & ALTERATION (A&A) WORKS**

**Project Reference No.:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

\_\_\_\_\_

<p>To: Properties &amp; Land Group Housing &amp; Development Board HDB Hub 480 Lorong 6 Toa Payoh Singapore 310480</p>	<p><u>Instruction:</u></p> <p>a) Structural plans and design calculations shall be submitted to the Properties &amp; Land Group.</p> <p>b) Upon completion of the works, as-built plans shall be submitted to the Properties &amp; Land Group for record.</p>
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I, \_\_\_\_\_, the Qualified Person for Structural Works [QP(ST)], hereby declare that –

- i) the QP(ST) Declaration for AA Checklist Form is duly completed and endorsed.
- ii) the proposed A&A works shall be designed in accordance with the prevailing Regulatory Requirements, Code of Practices and HDB Requirements.
- iii) the proposed A&A works shall not affect the building's structural stability and integrity.
- iv) the proposed A&A works shall not be carried out prior to the required approvals being obtained from all relevant authorities.
- v) the existing reinforced concrete/steel structural members shall not be tampered with when carrying out the proposed A&A works.
- vi) the structural works will be supervised to my satisfaction and completed in accordance with the approved plans.

<p>_____ Name and Signature of Qualified Person (ST)</p>	<p>_____ Address of Qualified Person (ST)</p>	
Tel No:	Reg No. (PE):	Date:
Email:		



<b>DECLARATION FORM BY QUALIFIED PERSON FOR STRUCTURAL WORKS [QP(ST)] FOR TOWN COUNCIL (TC) WORKS</b>		
<b>Project Reference No.:</b> _____		
<b>Project Title:</b> _____ _____		
<b>To:</b> Properties & Land Group Housing & Development Board HDB Hub 480 Lorong 6 Toa Payoh Singapore 310480	<b>Instruction:</b> a) Structural plans and design calculations shall be submitted to the Properties & Land Group. b) Upon completion of the works, as-built plans shall be submitted to the Properties & Land Group for record.	
I, _____, the Qualified Person for Structural Works [QP(ST)], hereby declare that – <ul style="list-style-type: none"> <li>i) the TC Schedule of Works is duly completed and endorsed.</li> <li>ii) the proposed TC works shall be designed in accordance with the prevailing Regulatory Requirements, Code of Practices and HDB Requirements.</li> <li>iii) the proposed TC works shall not affect the existing building's structural stability and integrity.</li> <li>iv) the proposed TC works shall not be carried out prior to the required approvals from the relevant authorities.</li> <li>v) the existing reinforced concrete/steel structural members shall not be tampered with when carrying out the proposed TC works.</li> <li>vi) the structural works will be supervised to my satisfaction and completed in accordance with the approved plans.</li> </ul>		
_____ <b>Name and Signature of Qualified Person (ST)</b>	_____ <b>Address of Qualified Person (ST)</b>	
<b>Tel No:</b>  <b>Email:</b>	<b>Reg No. (PE):</b>	<b>Date:</b>