

## **1.0 GUIDELINES FOR RENOVATION**

### **1.1 GENERAL**

- A) Home owners are required under the Housing & Development (Renovation Control) Rules 2006 to engage an HDB Registered Renovation Contractor to carry out renovation which shall be taken to mean alteration and addition work (“Works”) to the unit. Home owners shall engage their own HDB Registered Renovation Contractor for the approved works and pay all charges and cost thereof.

For window works, you would need to engage a BCA Approved Window Contractor listed with HDB to carry out the works.

The engagement of these contractors is strictly on a private basis between the flat owners and the contractors and HDB is not privy to the contract. If there is disagreement on the pricing, schedule or quality of the renovation, both parties would have to resolve the matter between themselves. If the matter cannot be settled amicably, they may seek assistance through CASE or the Small Claims Tribunals. Alternatively, they could seek remedy through court proceedings.

- B) Home owners can obtain the List of HDB Registered Renovation Contractors and List of BCA Approved Window Contractor listed with HDB in HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) under “Living in HDB flats > Home Renovation > Looking for Contractors” or via Mobile@HDB using a smart phone. Alternatively, you can call the toll-free HDB Service line at 1800-2255432 to verify their registration.
- C) Under Housing & Development (Renovation Control) Rules, it is an offence if home owners fail to engage an HDB Registered Renovation Contractor or obtain a renovation permit from HDB (if applicable) or comply with the guidelines/conditions governing the works. On conviction, the home owner can be subject to a court fine of up to S\$5,000. In addition to the payment of the court fine, all unauthorised works must be removed and reinstated to its original condition.
- D) Where a permit is not required for the proposed renovation item, home owners are still required to comply with the guidelines/conditions governing the items as set out in the guidelines.
- E) All renovation carried out should be in accordance with HDB’s renovation guidelines, in order not to jeopardize the issuance of Certificate of Statutory Completion (CSC) for LAKE VISTA @ YUAN CHING or affect or invalidate any of the warranties/performance criteria established for the mechanical and electrical installation.

### **1.2 APPLICATION FOR RENOVATION PERMIT**

- A) Home owners are required to authorise their HDB Registered Renovation Contractor to submit the renovation application on their behalf for renovation/electrical works that require HDB’s prior approval. Your appointed HDB Registered Renovation Contractor is required to attach a copy of the acknowledgement form duly signed by all the flat owners during the submission of the renovation application. A copy of this form can be downloaded from the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) under “Living in HDB flats > Home Renovation > Apply for Permit”.
- B) The HDB Registered Renovation Contractor is required to submit the application electronically via the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg). The HDB Registered Renovation Contractor needs to login to My HDBPage under “My Business > flat Renovation (For Contractors)” to apply for the renovation permit. In the event that electronic submission of the application is not available, the HDB Registered Renovation Contractor will have to download the application form and submit it to the HDB Jurong Branch Office.
- C) Home owner and the appointed HDB Registered Renovation Contractor shall at all times comply with any law, by-laws rules and regulation governing the work and any related matters made by other competent authorities such as MOM, BCA, URA, FSSD, NEA, PUB, EMA.
- D) For renovation such as demolition of walls, the HDB Registered Renovation Contractor is required to submit the floor plan of the Unit showing the proposed renovation for HDB’s evaluation. This floor plan has to be scanned together with the application for renovation submitted electronically to HDB. Home owners can make use the Unit floor plan provided in the handing-over package to show the proposed renovation, for the application of renovation permit.

- E) Home owners are required to open a Utilities Account (ie. Water and Electricity) with SP Services Ltd for their Units before a renovation permit from HDB can be granted by HDB.
- F) In addition to consent from HDB, home owners are required to seek Developer's consent for the proposed renovation which affect the facade of the building, if the Works are to be carried out before the issuance of the CSC or Legal Completion, whichever is earlier.

### **1.3 TERMS OF RENOVATION APPROVAL**

- A) The approved renovation must be completed within three (3) months from the approved renovation period date of the permit. The home owners are required to inform HDB Jurong West Branch upon the completion of the renovation.
- B) It is important for home owners and their HDB Registered Renovation Contractor to ensure that HDB's prior approval is obtained before commencement of the demolition / hacking of walls (be it partially or fully). The appointed HDB Registered Renovation Contractor is required to engage only certified workers to carry out the demolition / hacking of walls. This strict compliances are necessary as any unauthorised demolition / hacking may affect the structural integrity of the building and compromise the safety of occupants in the block.
- C) The home owners and their HDB Registered Renovation Contractor must display the Notice of Renovation outside the Unit for the entire period of the renovation.
- D) The HDB Registered Renovation Contractor is also required to keep the immediate neighbours (a minimum of two neighbouring Units surrounding your Unit) informed of the renovation (including works which do not require a renovation permit e.g. relaxed renovation items, any carpentry works) by serving them a notice. Such notice must be served at least three (3) days in advance before commencement of any renovation.

- E) The working hours for general and noisy renovation shall be:-

General renovation	-	8.00am to 6.00pm daily
Noisy renovation	-	9.00am to 5.00pm daily during weekdays

*Note: Noisy work such as cutting of tiles, drillings, demolition of walls and removal of wall/floor finishes. Such works are not allowed on Saturdays, Sundays and Public Holidays.*

- F) You are advised not to carry out any Do-It-Yourself (DIY) works involving drilling and hammering from 10.30pm to 7am as such works generate some amount of noise which may cause disturbance to your neighbours. If you are unable to keep within these limits, you should inform your neighbours beforehand.
- G) ONLY two (2) approved hand-held power tools or their approved equivalent may be used at any one time. The HDB Registered Renovation Contractor is not allowed to take more than three (3) consecutive days to demolish walls and/or removal of wall/floor finishes.
- H) The home owner is advised to exercise due care and caution at all times to ensure that no disturbance, nuisance or annoyance is caused to other in the housing estate. In addition, no objects or materials should be placed in such a way that it may endanger the safety of other home owners or member of the public.
- I) Home owners are responsible for the renovation in their unit. They must ensure that the renovation carried out by the HDB Registered Renovation Contractor are in accordance with HDB's requirements and in good workman-like manner.

### **1.4 APPROVAL AND SUPERVISION BY OTHER AUTHORITIES**

- A) Home owners must obtain prior approval for any alterations or extension of water or gas service pipes and for electrical installation and sanitary alterations from Energy Market Authority, Power Gas Pte Ltd and SP Services Ltd.
- B) Home owners and their HDB Registered Renovation Contractor are to engage:
  - i. Building and Construction Authority's (BCA) approved window contractor listed with Housing and Development Board (HDB) for any window works.

- ii. Public Utilities Board's (PUB) Water Department's licensed water service plumber for any water pipe services.
  - iii. Energy Market Authority's (EMA) licensed workers for any gas service or electrical works.
  - iv. Singapore Plumbing Society's (SPS) registered plumber for any sanitary works.
- C) Under the Building Control Regulations, for renovation that require the engagement of a Qualified Person (QP), home owners and their HDB Registered Renovation Contractor can engage one via the Professional Engineers (PE) Board website at [www.peb.gov.sg](http://www.peb.gov.sg) under the heading "Finding a PE".

### **1.5 A 3-YEAR RESTRICTION PERIOD ON REMOVAL OF WALL AND FLOOR TILES PROVIDED AT WET AREA**

- A) The bathrooms, kitchen and balcony are designated as wet area and a layer of waterproofing (where applicable) is laid below the cement screed/tiles of all wet areas. This is to prevent water from leaking through the flooring of the unit and affect the interior of the unit below.
- B) Home owners are not allowed to replace the wall/floor tiles provided at wet areas for a period of three (3) years (*i.e. commencing from the date of issuance of the Temporary Occupation Permit (TOP)*). Home owners may however lay new floor finishes over the existing floor finishes using adhesives subject to HDB's prevailing guidelines.
- C) Any alteration affecting the waterproofing and resulting in leakage to the lower floor Unit shall be rectified by the home owners concerned and at their own cost.

### **1.6 RESTRICTION AND SCOPE OF WORKS**

#### **1.6.1 Renovation That Are Not Allowed**

HDB regulates the types of renovation that is carried out in HDB flats. All renovation have to be carried out by HDB Registered Contractors (RRCs). Certain types of renovation need a permit from HDB before such work is allowed to be carried out.

However, some renovation is not allowed to be carried out due to the following reasons:

- a. Overloading the structure which may affect the structural integrity and safety of the building.
- b. Affecting the external facade /form of the building or public safety.
- c. Creating public nuisance, posing fire hazard or encroachment to public area.
- d. Infringing lease agreement, relevant statutory regulations or requirements, etc.

The list of renovation is not exhaustive and includes but not limited to the following are not allowed before or after issuance of CSC.

- a. Hacking, alterations and/or removal of structural members such as reinforced concrete wall, columns, beams, slabs, etc.
- b. Excessive overloading of the floor slab with a load greater than 150 kg for every metre square of floor area.
- c. Plastering of ceilings.
- d. Partitioning with combustible or toxic emission materials (e.g. plywood, plastics, asbestos, etc.)
- e. Raising of floor level exceeding the allowable thickness of 50mm (inclusive of floor tiles) using concrete.
- f. Constructing water tank in bathroom except ready-made fibreglass bathtub.

- g. Painting external part of building (ie. external balcony, common corridor walls and ceilings).
- h. Installing awning or other fixtures outside the Unit.
- i. Laying floor finishes outside entrance door without having recess area or step.
- j. Replacement of existing full height windows or  $\frac{3}{4}$  height windows.
- k. Removal or tampering of safety railing/grilles (internal and external) originally provided by Developer at balcony and air conditioner ledge.
- l. Partial or total enclosure including installation of external grilles at air-conditioner ledge.
- m. Change of use of air-conditioner ledge.
- n. Replacement of glazing of windows with colours that is different from the original or placement of reflective film (exceeding 20% reflectance) over existing window's glass panel.
- o. Do not seal off gas vent sleeve at kitchen box up.
- p. Installation of windows, wall, screen and/or structure of any form to enclose the balcony area. Only grilles of approved designs are allowed to be installed. Change of use is not allowed.
- q. Sealing up existing windows, main door and household shelter openings.
- r. Create openings in existing external walls.
- s. Any works that affects the external facade of the block.
- t. Installation of overhead grilles (ie. Caging up) at the balcony, where applicable.
- u. Installation of window unit air-conditioner.
- v. Relocation of sliding door at balcony.
- w. Removal or replacement of sliding door different from original provision at the balcony.
- x. Sealing up of all access panel.

**1.6.2 Renovation That Do Not Require Permit but are subject to HDB's Renovation Guidelines / Conditions governing the respective items**

**Please refer to the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) for more details on Renovation Guidelines**

- a. Replacement of main entrance gate to Unit. There should be no change to existing leaves size and shape of the gate.
- b. Installation of internal grilles behind windows and sliding doors.
- c. Laying vinyl tiles, carpet, linoleum floor finishes or laying finishes over existing floor finishes using adhesive only within the Unit. The thickness of floor tiles inclusive of adhesive must not exceed 13mm.
- d. Installing wall or scenic paper, santex or cement and sand or gypsum plastering, rockstone finish, spray painting to internal walls of Unit.
- e. Laying wall tiles on bare concrete surface provided up to ceiling height.
- f. Installation of light fittings.
- g. Placement of non-reflective solar film on balcony sliding doors and/or windows.
- h. Installation of bamboo chicks or venetian blinds or curtain rails internally.

- i. Installation of cornices and pelmet or decorative centre panel within the Unit.
- j. Installation/Replacement of false ceiling/box-up, where applicable, within the Unit. Care must be taken to ensure that the concealed piping is not damaged while replacing and/or installing the cornices and false ceilings.
- k. Replacement of existing water closet, basin and shower screen.  
*Note: Warranty for the floor and wall finishes will be void if there is any hacking to the floor/wall or any replacement of floor/wall finishes during the course of removing any of the sanitary items.*
- l. Minor drilling works.  
*Note : Care must be taken when drilling at areas near concealed water/sanitary pipe, electrical wiring.*

### 1.6.3 Renovation That Require HDB's Prior Approval

- a. Replacement of existing wall and/or floor finishes. (Note: Where waterproofing system is provided, warranty will be void upon any replacement of the existing wall and/or floor finishes.)
- b. Installation of grilles of approved design at balcony.
- c. Replacement of sliding door at balcony.
- d. Replacement of fire-rated main door.
- e. Repositioning of internal door entrances.
- f. Demolition/Hacking (be it partially or fully) of existing internal partition wall(s).
- g. Topping of balcony floor to level with living room using the light weight screed/block.

Where renovation are not reflected in this handbook/HDB InfoWeb or where measurements and technical details of the proposed work deviate from the requirements, Home owners are required to seek HDB's prior approval before commencement of works.

### 1.6.4 Renovation For Household Shelter (HS)

The household shelter in your HDB flat is designed and constructed to serve also as a civil defence shelter in times of emergency. They are specially designed and well-prepared to protect you and your loved ones in an emergency. The household shelter has strengthened walls, floor and ceiling and a steel door.

Like the other structural components of the flat, the following cannot be hacked or drilled during any renovation:-

- Reinforced walls
- Reinforced floor slab
- Ceiling
- Steel door

Certain finishes and fixtures are not permitted as they are not easily removable before an emergency. These may instead become hazards when you have to occupy during an emergency. Lighting, power point, telephone point and MATV outlet are also provided within the shelter. These are provided for you to communicate with the outside world.

#### Guidelines for Renovation in HDB Household Shelters (HS) Set Out By Singapore Civil Defence Force

<b>Types of Building Work</b>	<b>Subject to the Following Guidelines/ Conditions</b>
Laying of floor tiles with cement mortar in household shelter	Tiles shall be bonded to the floor with wet cement mortar.

Types of Building Work	Subject to the Following Guidelines/ Conditions
	<p>Total thickness of floor finishes and screed must not exceed 50 mm.</p> <p>Laying of tiles using adhesive is not allowed.</p> <p>Laying of 2nd layer of tiles is not allowed.</p>
Laying of vinyl or linoleum flooring	Not applicable.
Laying of maximum 100 mm floor skirting tiles with cement mortar in household shelter	<p>Skirting tiles shall be bonded to concrete surface with wet cement mortar</p> <p>Laying of tiles using adhesive is not allowed.</p> <p>Laying of 2nd layer of tiles is not allowed.</p>
Applying splatterdash or equivalent to the external face of HS wall only to provide rough surface for feature wall panels or wall tiles installation	Not applicable.
Painting of walls, ceiling or door	<p>Painting over the HS door notice, locking bolts or door seal is not allowed.</p> <p>The old paint coat on door and door frame are to be removed prior to repainting. This is to avoid an increase in paint thickness which will result in difficulties when closing and opening the door.</p> <p>The new paint coat must dried up completely before closing the door, as wet or damp paint will cause the door/rubber gasket to stick onto the door frame resulting in difficulty when opening the door.</p>
Painting on only the exterior face of the 6 mm fragmentation stainless steel plate of the ventilation sleeve	Not applicable.
Fixing of removable screws with non-metallic inserts not exceeding 50 mm deep for fixtures and equipment (for example, pictures, posters, cabinets, shelves, wall fan, ceiling lightings etc.)	<p>Such fixtures that are installed inside the HS will have to be removed by the owners within 48 hours upon notification.</p> <p>There is no restriction to the diameter of the non-metallic insert as long as it does not exceed 50 mm in length.</p> <p>It is the owner's responsibility to ensure that the strength of the insert is adequately provided for the intended purpose.</p>
Removal of the steel ventilation plate cover in the household shelter	<p>Steel plate (after removal) must be secured inside the shelter on one of the walls by using maximum 50 mm long removable screws in non-metallic inserts.</p> <p>After removal of the steel plate, the bolts and nuts must be installed back to the original position in its fully closed/locked positions.</p> <p>Up to 75% of the clear ventilation opening areas are allowed to be covered by removable aesthetics or architectural finishes or fixtures.</p>
Installation of false ceiling at the exterior of	There shall be one access panel of a minimum size of

Types of Building Work	Subject to the Following Guidelines/ Conditions
the HS at a level below the ventilation sleeves	600mm x 600mm to be provided directly below each ventilation sleeve.  Comply with the conditions for installation of false ceiling as stated in this guide.
Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features/fixtures by owners	Not applicable.

### Types of Work Not Permitted in Household Shelter (HS)

The following are not permitted in HDB flats:

- Laying of wall tiles or spray of rockstone finish, cement sand finish and gypsum plastering on the internal faces of HS walls including ceiling
- Laying of floor tiles using adhesive materials
- Laying of 2nd layer of tiles on floor or skirting tiles
- Installation of cornices within the HS
- Installation works with fixings using power driven nails into the internal HS walls
- Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the proper use of the HS
- Indiscriminate hacking and drilling of the HS walls, floor slabs and ceiling slabs, other than drilling into HS walls and ceiling slabs to affix removable screws on inserts, provided the depth of the insert shall not exceed 50 mm
- Hacking to both internal and external face of the household shelter walls to form key for tiling
- Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation
- Modifying, changing, removing or tampering of HS door
- Modifying, altering or tampering with any part of the ventilation openings, plates, and mounting devices such as bolts and nuts
- Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeve, ventilation sleeve, "O" ring rubber gasket and four or eight numbers of stainless steel bolts, which hold the steel plate to the sleeve

### **1.7 COMMON AREAS, PROPERTIES AND EQUIPMENTS**

- A) The renovation must be carried out within the unit and under no circumstances will any renovation be allowed to be carried out in the common areas.
- B) Home owners must ensure that their HDB Registered Renovation Contractor store all renovation materials within the Unit so as not to cause any obstruction to the common corridors, fire escape routes, etc.
- C) Home owners must ensure that their HDB Registered Renovation Contractor takes all necessary precautions to protect all existing common properties and equipment (particularly the lifts, passageways leading to the Unit)

during the renovation period. The Appointed Renovation Contractor shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface any structure that form part of the common property.

- D) Home owners must ensure that their HDB Registered Renovation Contractor provides adequate protection to lift walls, flooring and fittings (including the provision of appropriate protection covers; such as plywood, perspex or canvas) when using the lift.
- E) The HDB Registered Renovation Contractor must maintain the general cleanliness of the common properties during the renovation period on daily basis. Any unauthorised dumping detected are directed shall be cleaned up immediately to the satisfaction of the Jurong Town Council.

The HDB Registered Renovation Contractor shall be fully responsible for any damages and/or defects arising from their workers. Such damages shall be made good to the satisfaction of Jurong Town Council Main Office or the Town Council may deploy other contractors to make good the damages and/or defects at the cost of the Appointed HDB Registered Renovation Contractor. The cost incurred by the Town Council shall be forthwith recovered from the Appointed HDB Registered Renovation Contractor as a debt.

## **1.8 DISPOSAL OF DEBRIS**

- A) The Jurong Town Council does not provide the haulage and debris removal service. The HDB Registered Renovation Contractors are required to ensure that building materials, renovation debris or other discarded materials are properly disposed when carrying out renovation in HDB flats.
- B) Disposal of debris/renovation garbage through any pipes or refuse chute is strictly prohibited. Home owners and/or Appointed HDB Registered Renovation Contractor shall be fully responsible for any damages and defects caused by the aforesaid act.
- C) The HDB Registered Renovation Contractor are required to pack the renovation debris into bags and place them into lorry for disposal at approved dumping ground and in accordance with National Environment Agency's (NEA) guidelines. No debris is allowed to be placed along the common area or staircase.

## **1.9 INJURY TO PERSONS AND DAMAGE TO BUILDING'S PROPERTY**

- A) Home owners and their HDB Registered Renovation Contractor shall be liable for any losses and/or damages arising out of or in the course of by reason of carrying out the renovation.
- B) Home owners shall indemnify and keep Hoi Hup Sunway Yuan Ching Pte Ltd and their Main Contractor, HDB and Jurong Town Council indemnified at all times against:
  - a. all claims and proceedings for any damage to destruction of property, injury or death of any person, costs and expenses; and
  - b. all losses, costs, charges, and damages which may be incurred or payable by Hoi Hup Sunway Yuan Ching Pte Ltd and their Main Contractor, HDB and Jurong Town Council

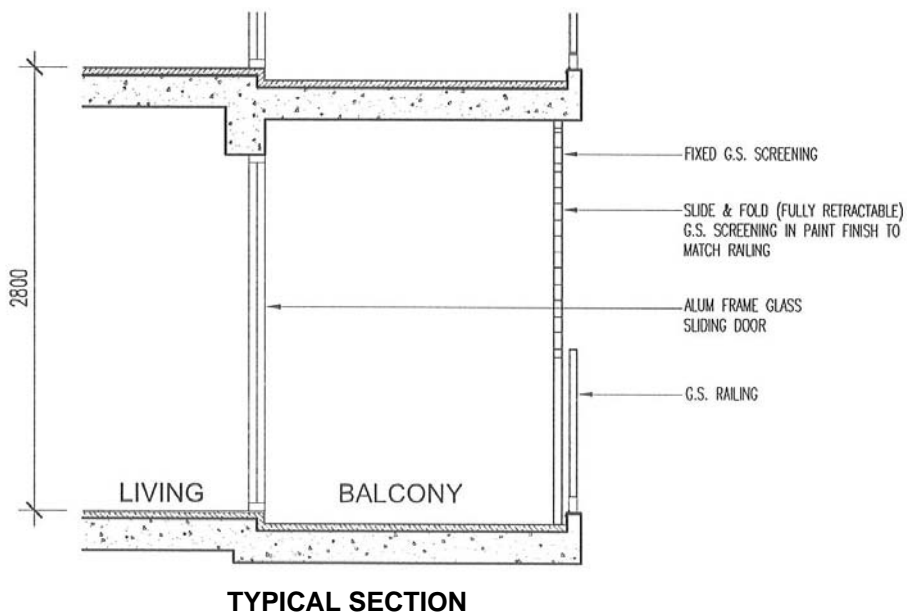
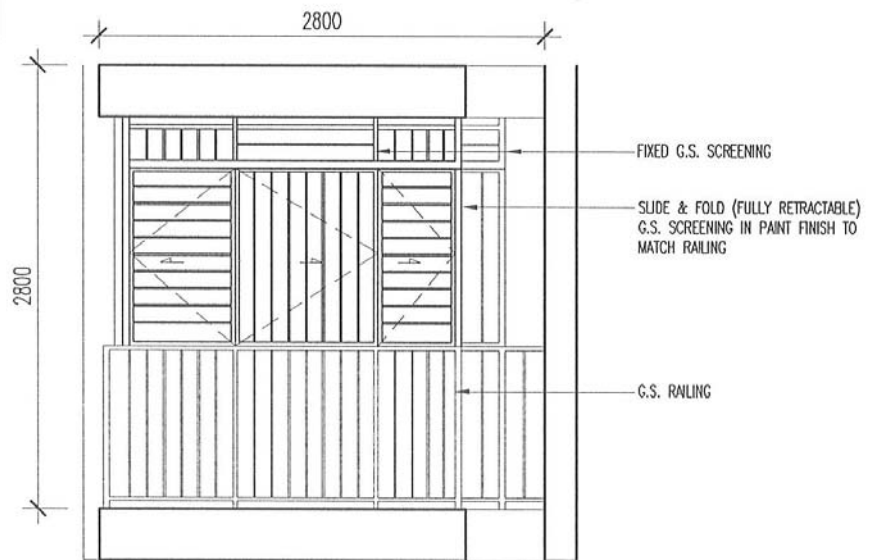
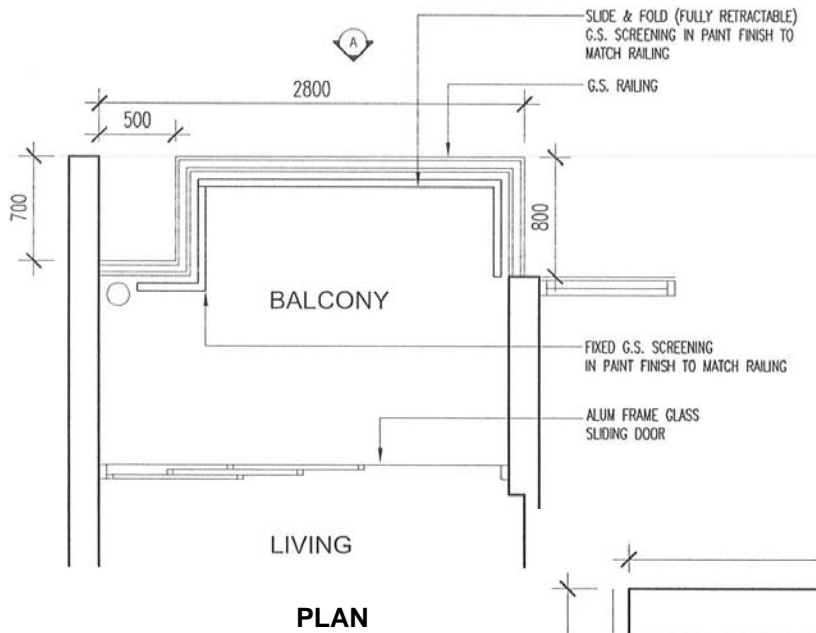
whether or not any of the above is due to any act neglect or default of the Home owners and howsoever arising from, in connection with or consequent to the execution of the renovation.



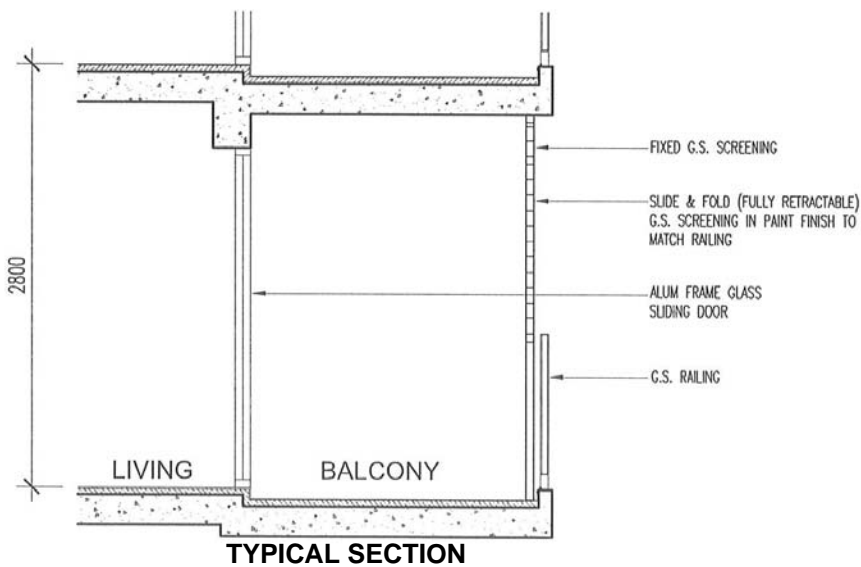
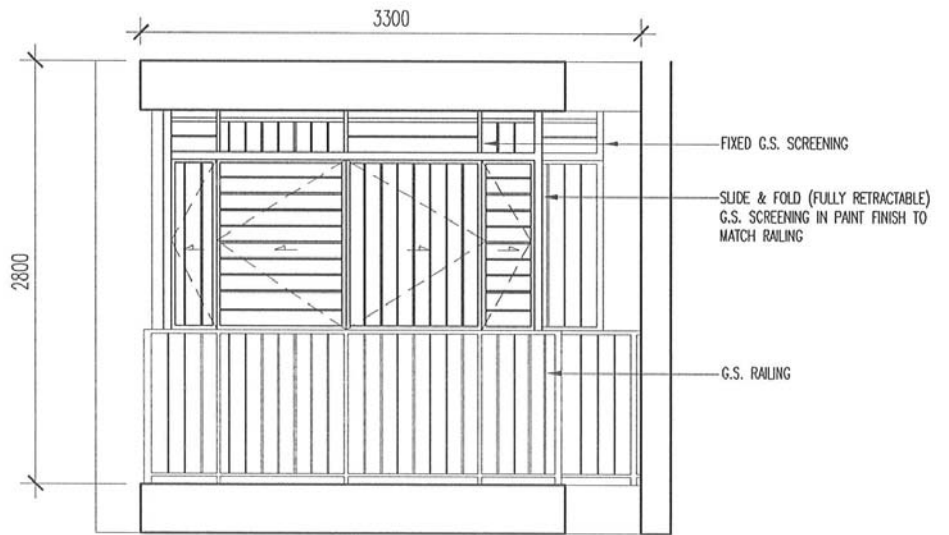
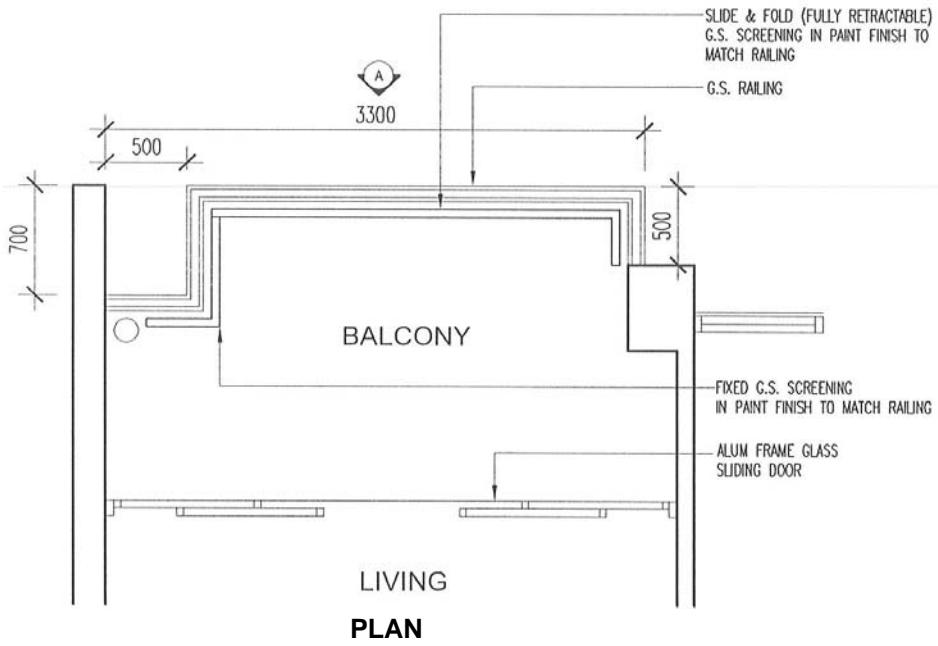
**Important Notes:**

- (i) HDB and Hoi Hup Sunway Yuan Ching Pte Ltd reserve their rights to vary the terms and conditions herein contained as and when they deem fit. Any approval granted shall be subject to the terms and conditions prevailing at the time of application for approval to HDB. Home owners shall observe and comply with such other rules and regulations as HDB and the Jurong Town Council Main Branch may from time to time implement in relation to the execution of the renovation in the Units.*
- (ii) The information contained in the Handbook remains correct and current at the time of printing. It is subject to change as may be required by the relevant authorities and/or at the sole discretion of HDB and Hoi Hup Sunway Yuan Ching Pte Ltd. All rights reserved. Any reproduction of this Handbook in whole or part without permission from HDB and Hoi Hup Sunway Yuan Ching Pte Ltd is strictly prohibited.*

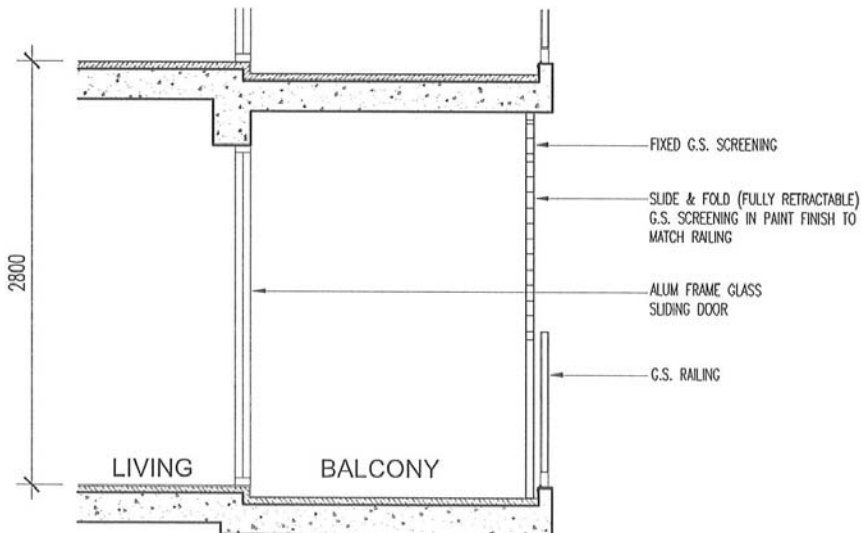
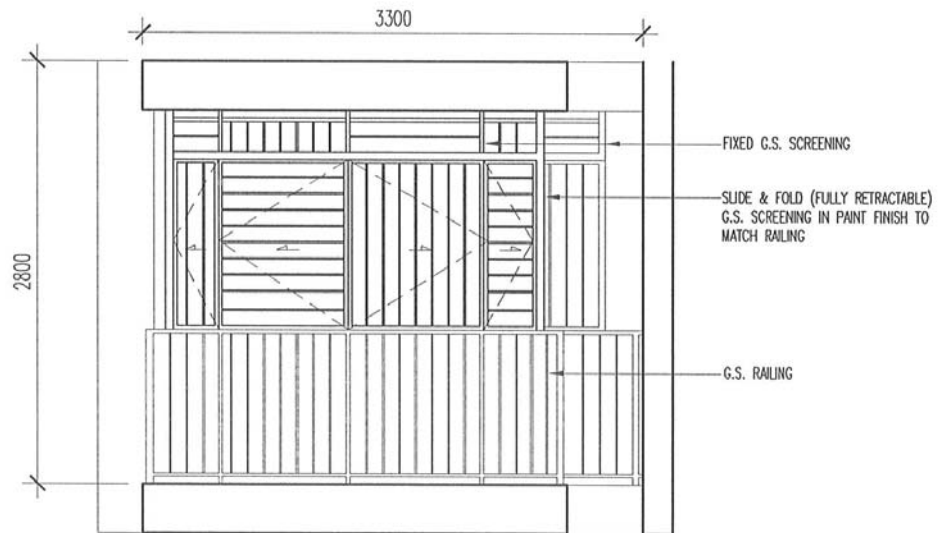
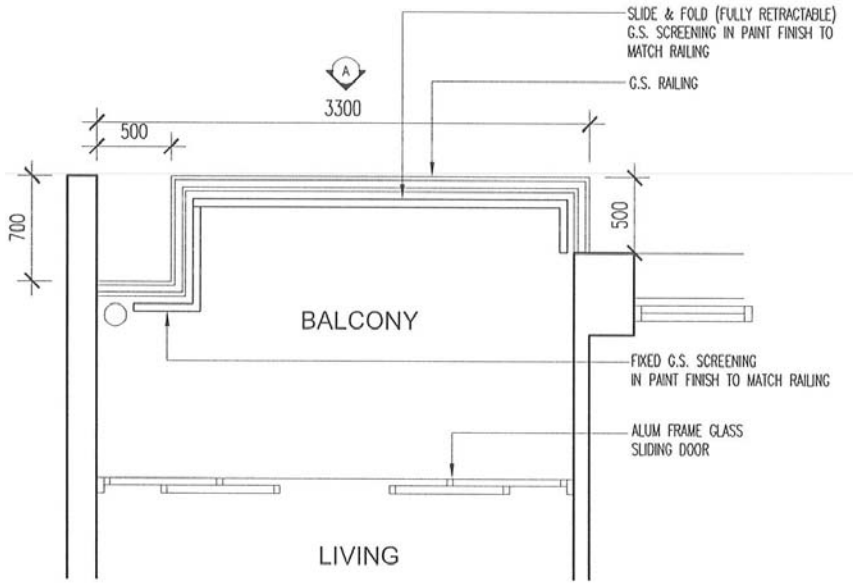
# LIVING BALCONY SCREEN DESIGN FOR UNIT TYPE A



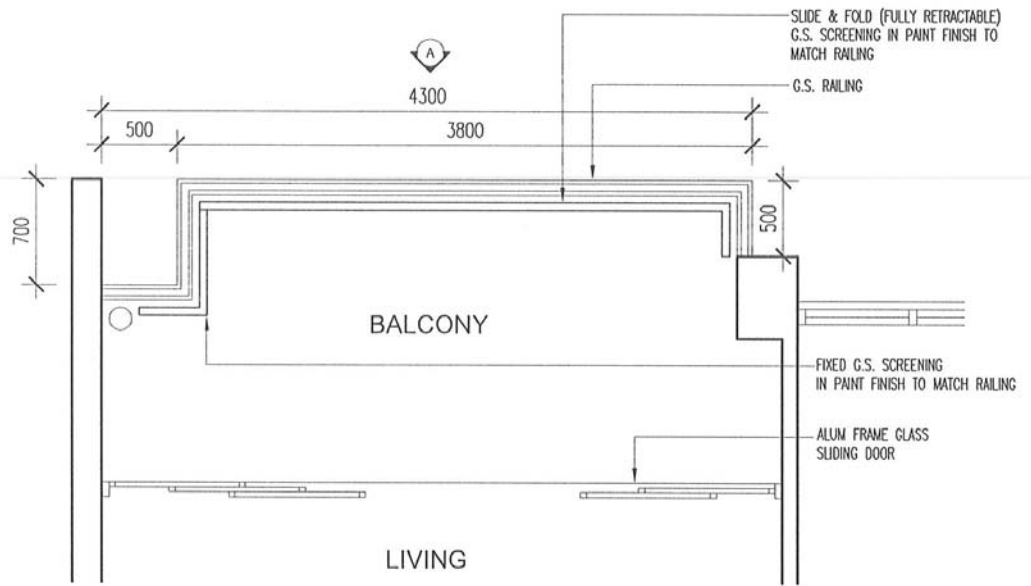
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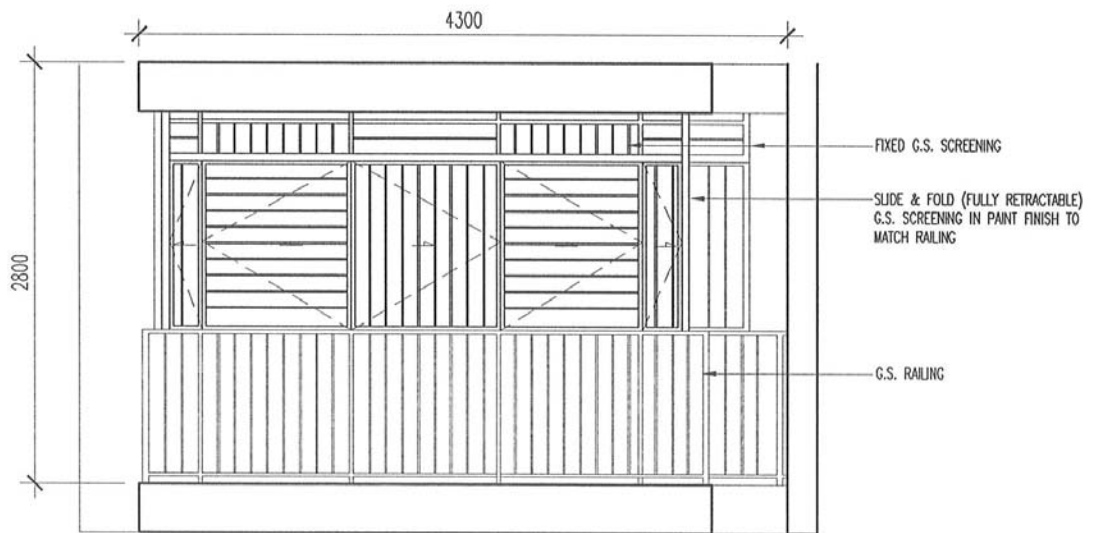
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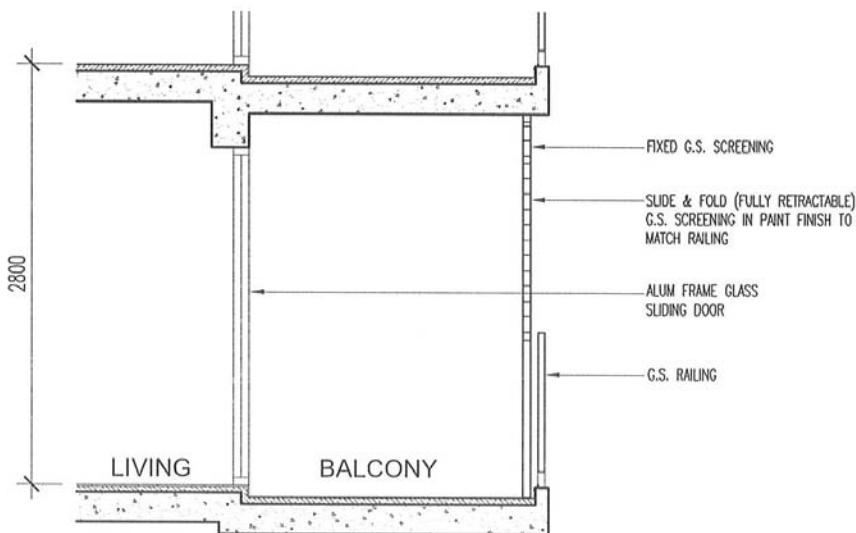
## LIVING BALCONY SCREEN DESIGN FOR UNIT TYPE C



**PLAN**

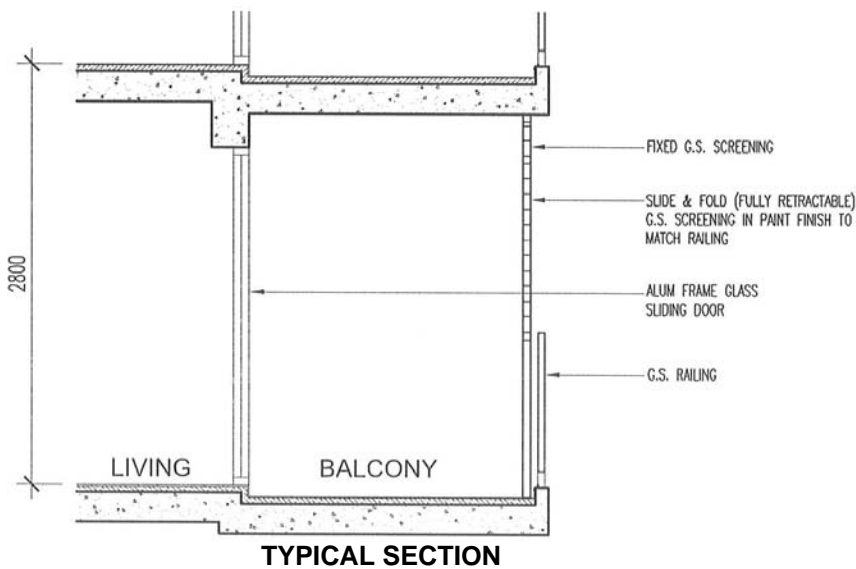
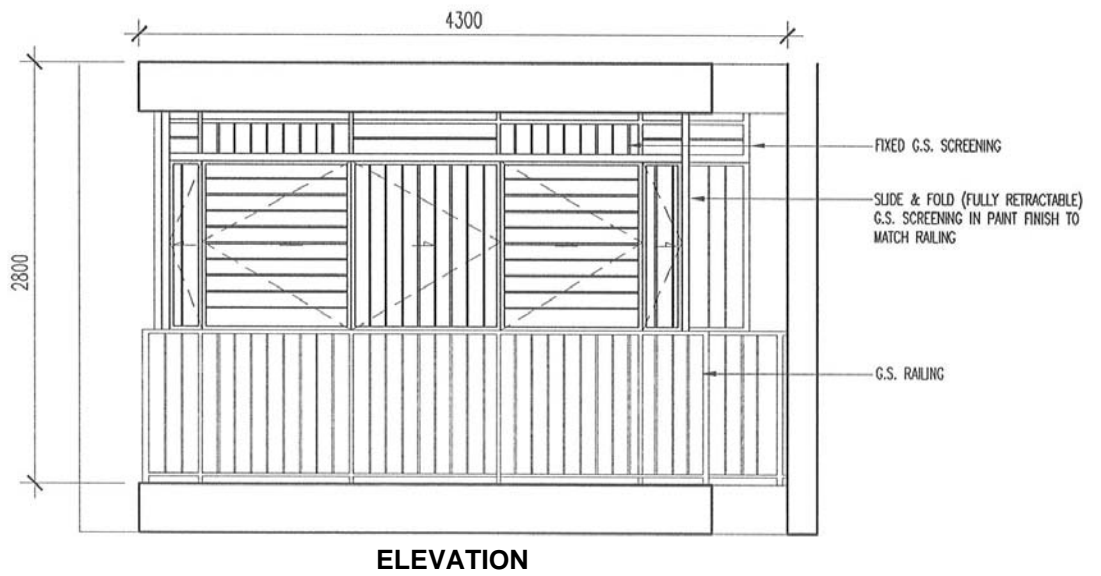
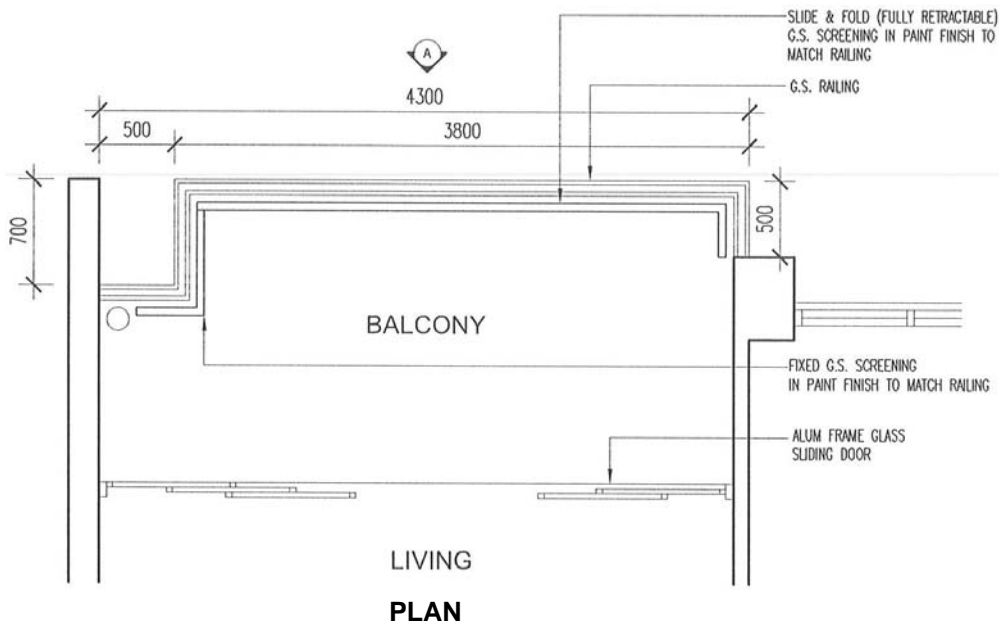


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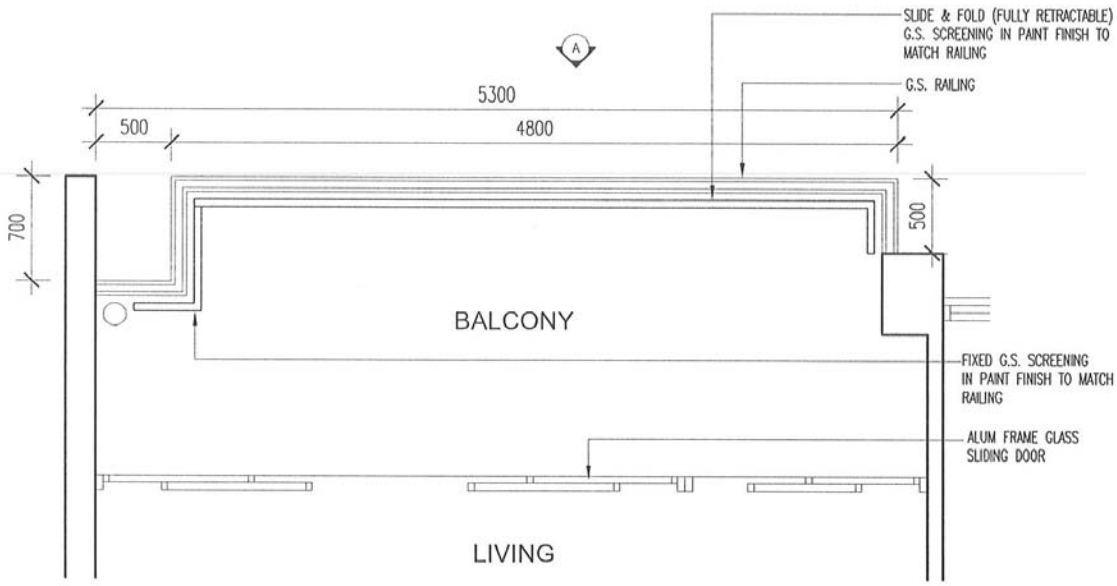


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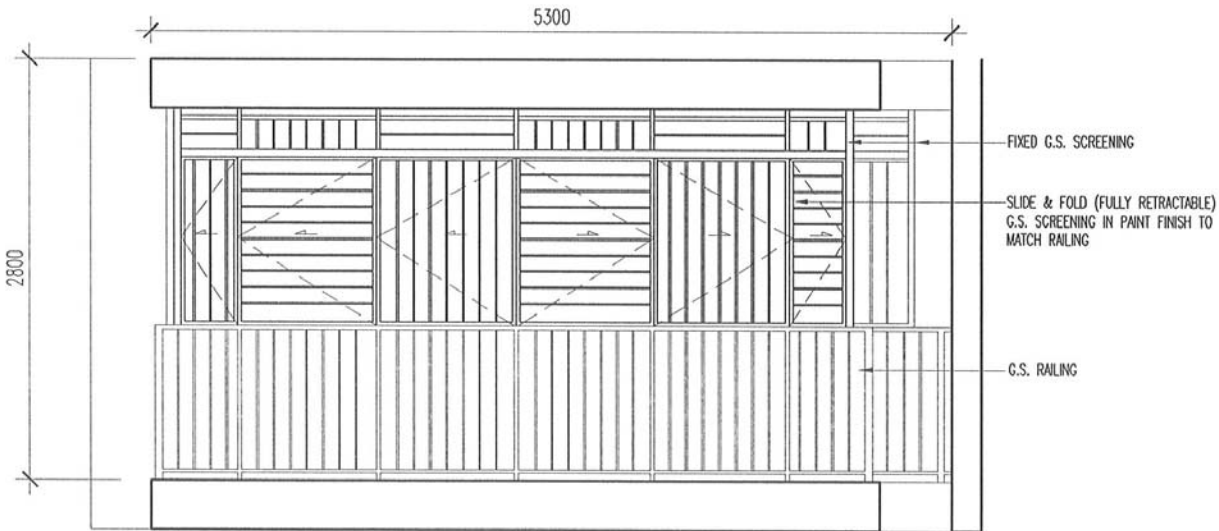
# LIVING BALCONY SCREEN DESIGN FOR UNIT TYPE C1



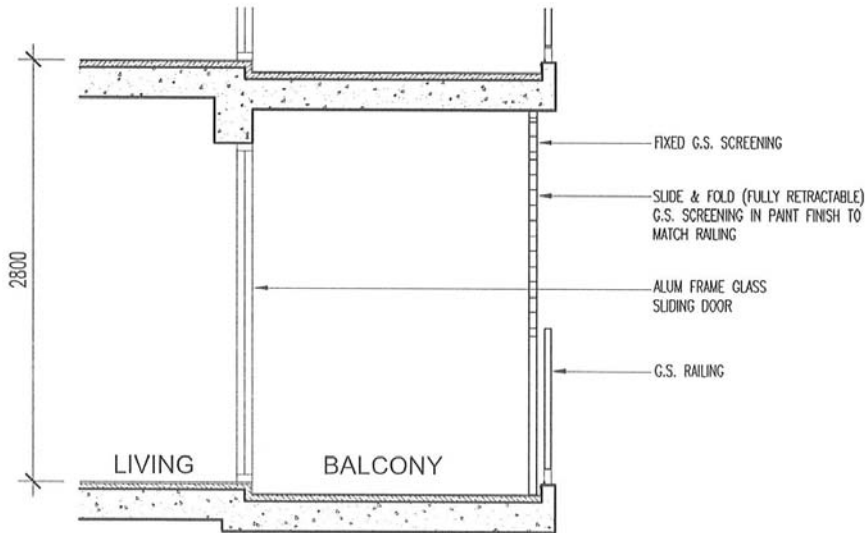
**LIVING BALCONY SCREEN DESIGN FOR UNIT TYPE C2**



**PLAN**

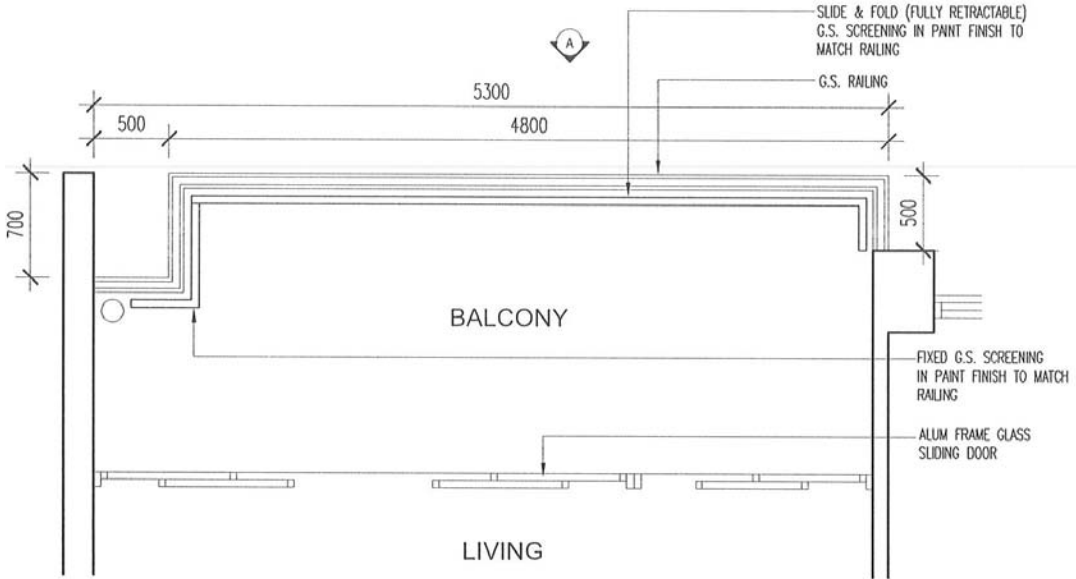


**ELEVATION**

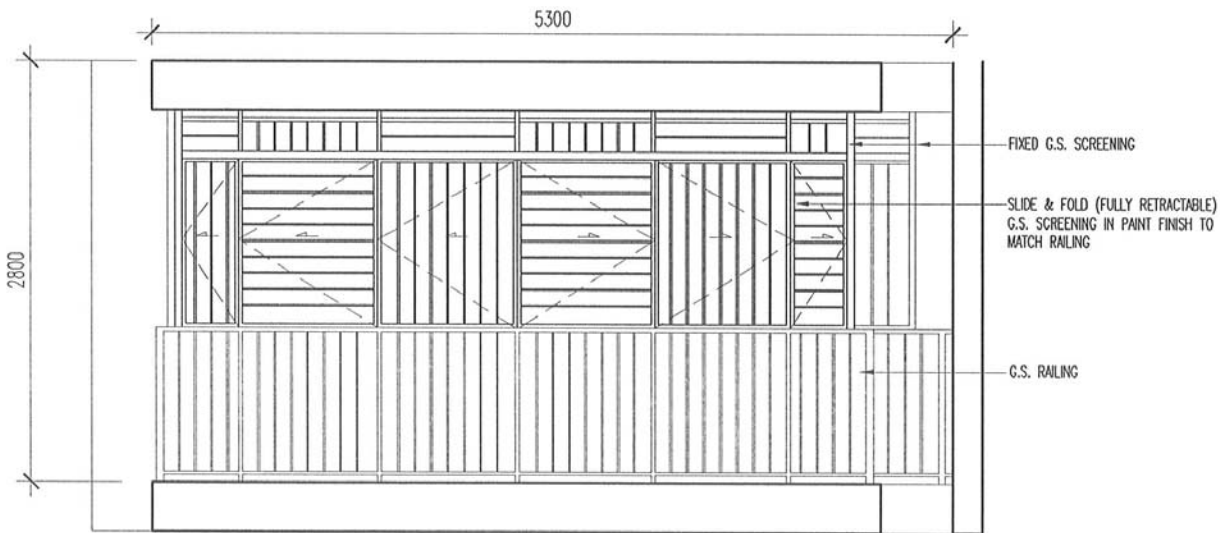


**TYPICAL SECTION**

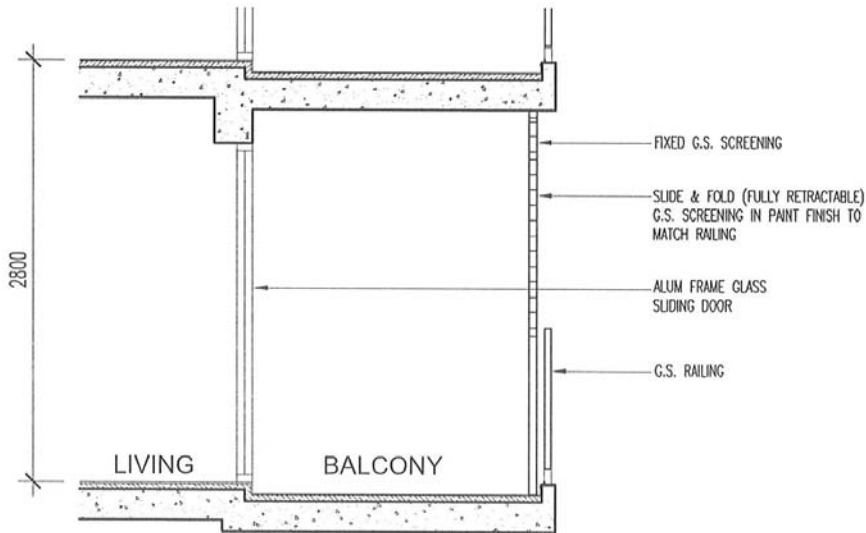
**LIVING BALCONY SCREEN DESIGN FOR UNIT TYPE C3**



**PLAN**



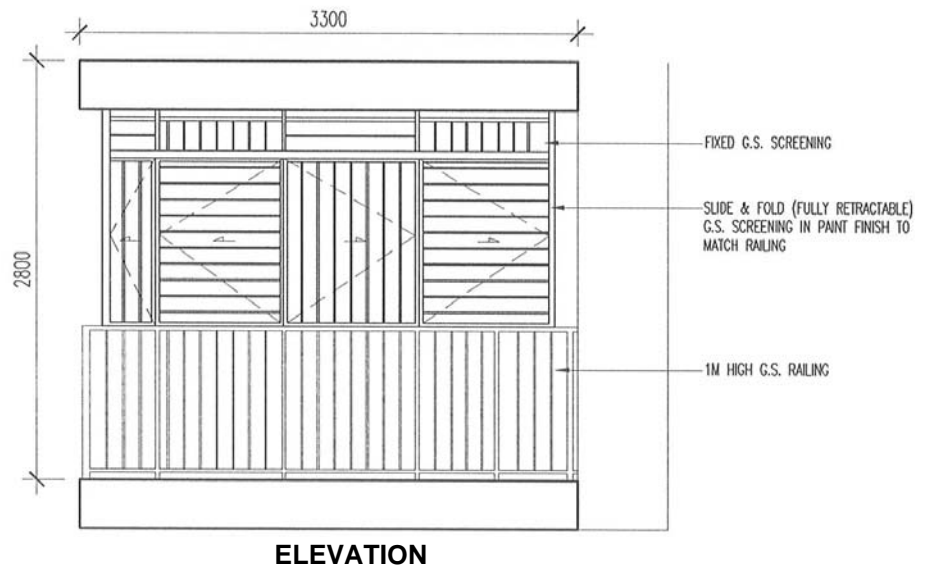
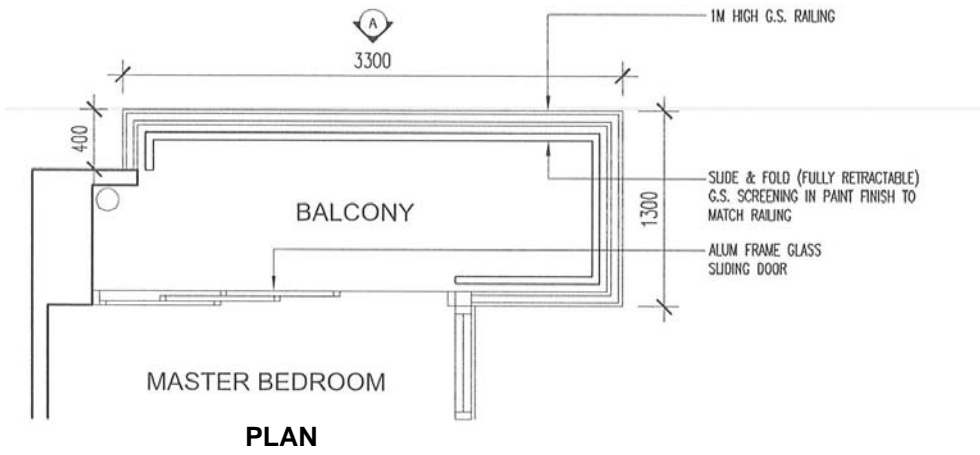
**ELEVATION**



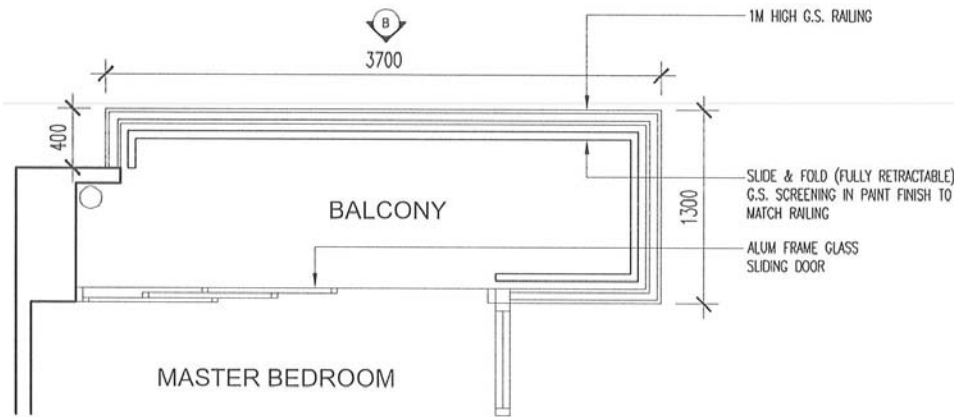
**TYPICAL SECTION**



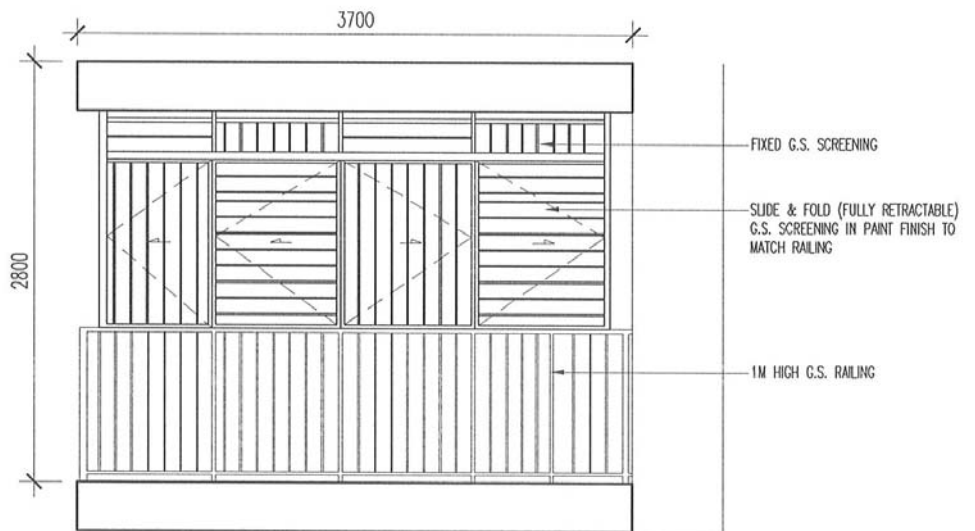
# MASTER BEDROOM BALCONY SCREEN DESIGN FOR UNIT TYPE B1



# MASTER BEDROOM BALCONY SCREEN DESIGN FOR UNIT TYPE C1 & C3

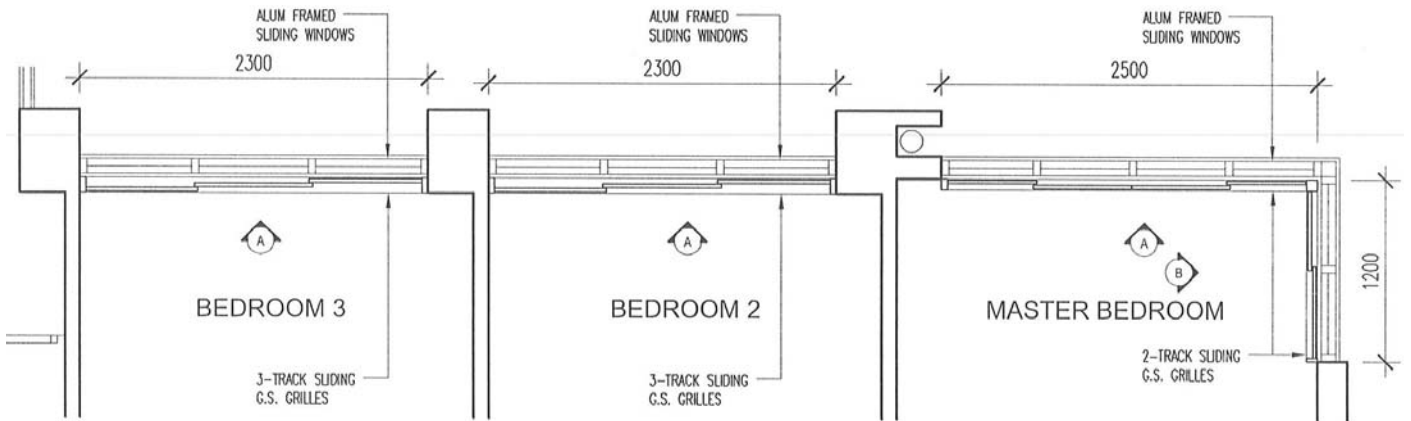


**PLAN**

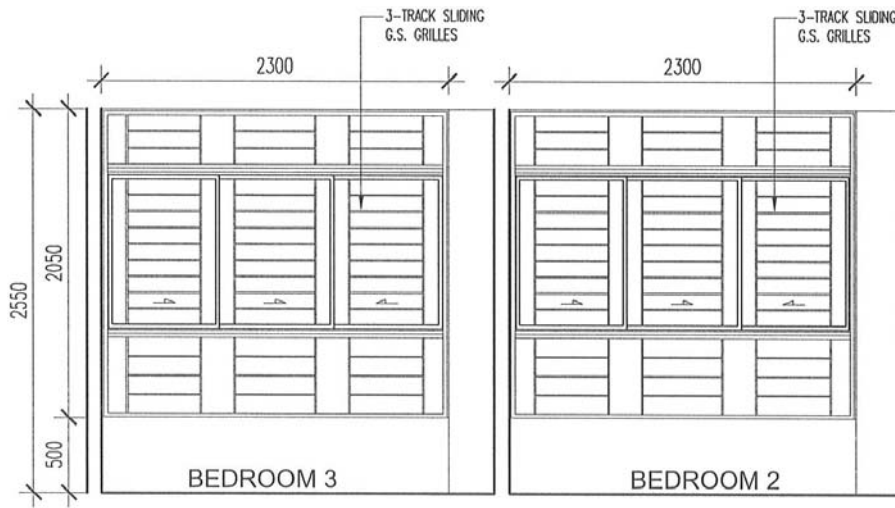


**ELEVATION**

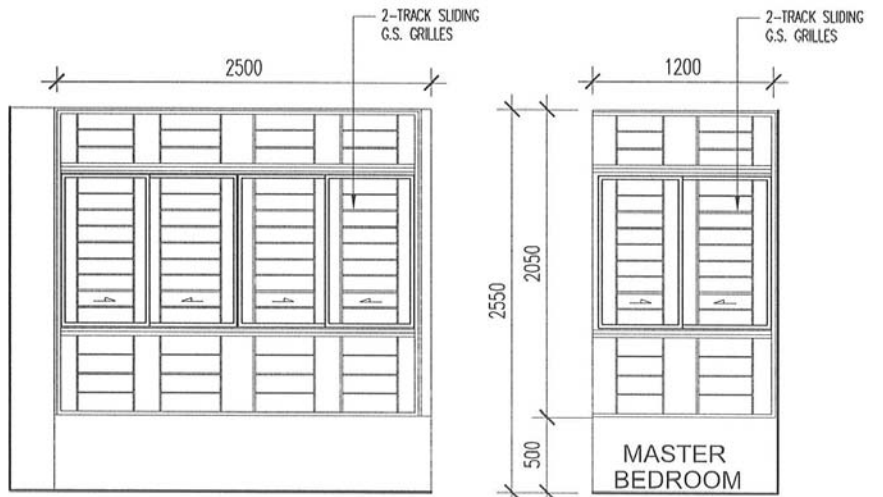
### BEDROOM GRILLE DESIGN FOR UNIT TYPE B



**PLAN**

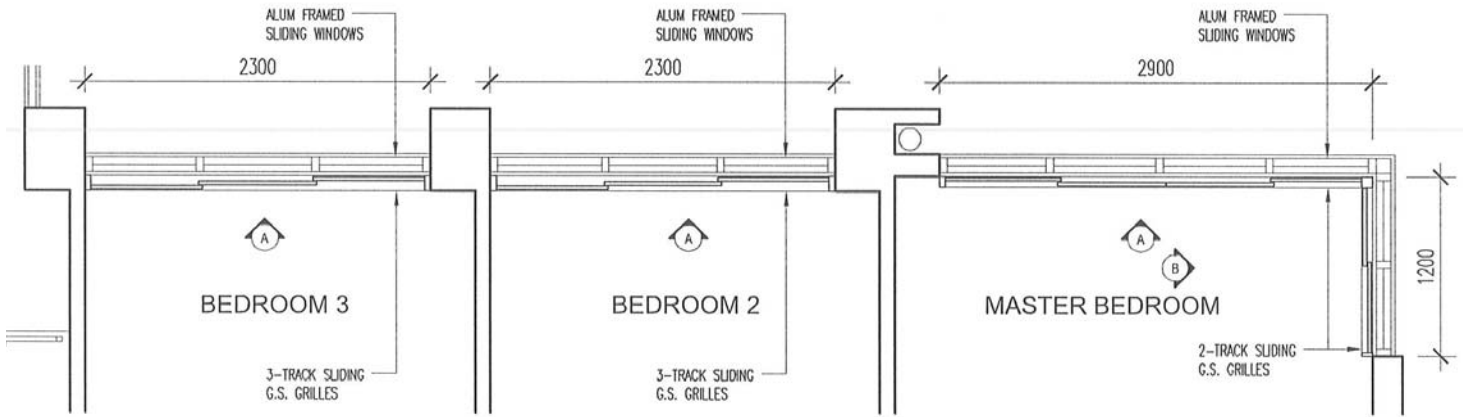


**ELEVATION A**

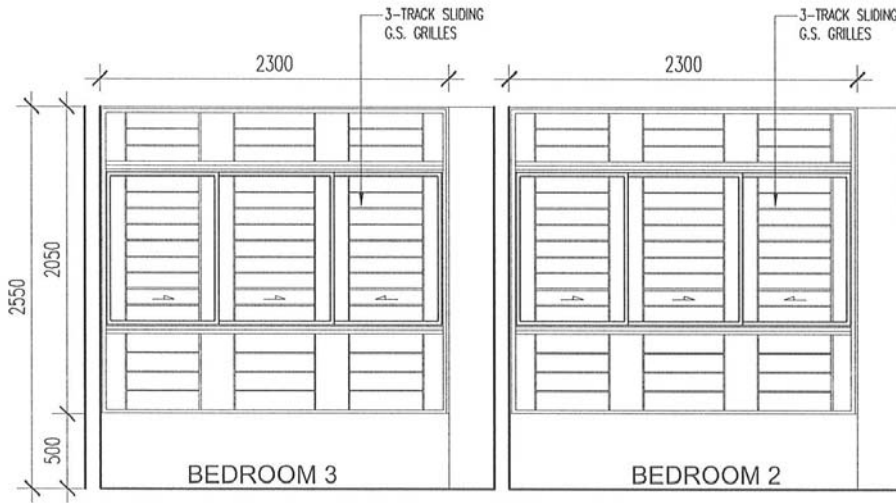


**ELEVATION B**

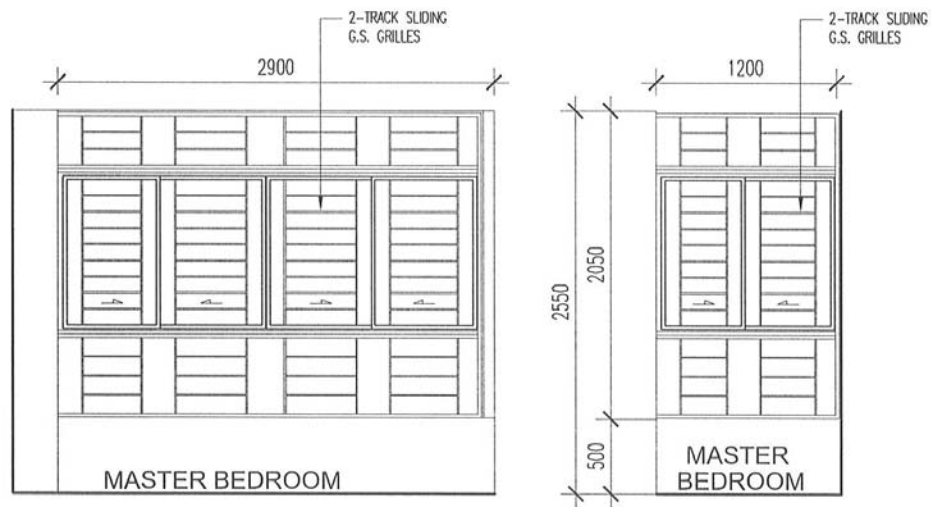
**BEDROOM GRILLE DESIGN FOR UNIT TYPE C & C2**



**PLAN**



**ELEVATION A**



**ELEVATION B**

### KITCHEN GRILLE DESIGN FOR UNIT TYPE Bs & Cs

