

## 2. Guidelines for Renovation Works

### 2.1. Introduction

The Renovation Guidelines for Pasir Ris One under the Design Build and Sell Scheme (DBSS) are intended to assist the home owners in their renovation works by providing the necessary information on the nature and extent of such works. They are also to preserve the distinctive aesthetic appearance of the building which shall enhance the image of Pasir Ris One.

### 2.2. Renovation

- a) Home owners are required under the Housing & Development (Renovation Control) Rules 2006 to engage an HDB Registered Renovation Contractor to carry out renovation works which shall be taken to mean alteration and addition work ("Works") to the unit. Home owners shall engage their own HDB Registered Renovation Contractors for the approved Works and pay all charges and costs thereof. 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 them. If the matter cannot be settled amicably, the parties may seek assistance through CASE or the Small Claims Tribunals. Alternatively, the parties could seek remedy through court proceedings.
- b) To check if the contractor is a HDB Registered Renovation Contractor, you may visit 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 smartphone. Alternatively, you can call the toll-free HDB Branch Service Line at 1800 225 5432 to verify their registration.
- c) In order not to jeopardise the issuance of the Certificate of Statutory Completion (CSC) for Pasir Ris One, the validity of the various warranties and performance criteria established for the mechanical and electrical installations, all Works carried out should be in accordance with HDB's renovation guidelines. (Please refer to paragraph 3.6(A) of this Handbook for a list of renovation works that require HDB's prior approval)
- d) Certain types of "Works" to the Unit can only be carried out with prior written approval from HDB. HDB will issue a permit for such Works before the HDB Registered Renovation Contractor can commence the Works. Please refer to the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) under "Living in HDB flats > Home Renovation > Knowing the Guidelines" for guidelines on building and sanitary works which require a permit.

- e) It is an offence under the Housing & Development (Renovation Control) Rules 2006 if home owner fails to engage an HDB Registered Renovation Contractor or obtain a renovation permit from HDB, (if applicable) or comply with renovation guidelines. On conviction, the home owner can be subject to a court fine of up to \$5,000. In addition to the payment of the court fine, the unauthorised Works must be removed and reinstated to its original condition.
- f) 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 for building and sanitary works in HDB flats (Please refer to the HDB InfoWEB for more details).

### **2.3. Application for Renovation Permit**

- a) Home owners are required to authorise his/her HDB Registered Renovation Contractor to submit the renovation application electronically on their behalf for renovation/electrical works that require HDB's prior approval. You will receive a one-time Short Message notification upon the submission of the renovation application/s by your appointed HDB Registered Renovation Contractor. Home owner's appointed HDB Registered Renovation Contractor is required to attach a copy of the acknowledgement form duly signed by flat owners during the submission of the renovation application. A copy of this form is available via the e-service under HDB downloadable form in the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg).
- 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 the application to the HDB Pasir Ris Branch managing your Unit.
- c) Types of renovation works such as demolition or construction non-structural walls require evaluation by HDB's Technical Department. Home owners are therefore required to submit the floor plan of the Unit showing the proposed renovation works. This floor plan has to be scanned together with the application for renovation works submitted electronically to HDB. Home owners can use the floor plan for their Unit types provided in the handing-over package given to all owners.
- d) The flat owner and the appointed HDB Registered Renovation Contractor shall at all times comply with any law, by-law rules and regulation governing the work and any related matters made by other competent authorities such as Ministry of Manpower (MOM), Building & Construction Authority (BCA), Urban Redevelopment Authority (URA), Fire Safety and Shelter Department (FSSD), National Environment Agency (NEA), Public Utilities Board (PUB), Energy Market Authority (EMA).

- e) Home owners are also required to open a Utilities Account (ie. Water & Electricity) with SP Services Ltd for their Units before a renovation permit can be granted by HDB.

#### **2.4 Terms of Renovation Approval**

- a) The approved renovation must be completed within three (3) months from the date of the permit.
- b) It is important for home owners and their appointed HDB Registered Renovation Contractors 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 Contractors is required to engage only certified workers to carry out the demolition/hacking of walls. This strict compliance 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 owner and his/her HDB Registered Renovation Contractors must display the Notice of Renovation outside the Unit for the entire duration of the renovation.
- d) The HDB Registered Renovation Contractor is also required to keep the immediate neighbours (a minimum of two neighbouring Units surrounding the Unit) informed of the renovation (including works which do not require a renovation permit, eg. relaxed renovation items, any carpentry works) by serving them a notice. Such notice must be served at least three (3) days in advance before commencing any renovation.
- e) The home owner is advised to exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other owners in the housing estate.
- f) The home owner should avoid carrying out noisy Do-It-Yourself (DIY) household installations involving drilling / hammering from 10.30pm to 7am as such works causes noise which may cause disturbance to your neighbours. If you are unable to keep within these limits, you should inform your neighbours beforehand.
- g) The working hours for general renovation works shall only be carried out on **Mondays to Sundays between 8.00 am to 6.00 pm.**
- h) Noisy renovation works such as cutting of tiles, demolition of walls, removing wall/floor tiles and drilling works, etc. shall be restricted from **Mondays to Fridays between 9.00 am to 5.00 pm.**

**Such works are strictly not allowed to be carried out on Saturdays, Sundays and Public Holidays.**

- i) At any one time, only two (2) of the approved hand-held power tools or their approved equivalents are allowed to be used for the demolition of walls and/or removal of wall/floor finishes. Such demolition Works are not allowed to take more than three (3) consecutive days.
- j) Home owners are responsible for the renovation in their Unit. They must ensure that the Works carried out by the HDB Registered Renovation Contractors are in accordance with HDB's requirements and in good workman-like manner.
- k) The HDB Registered Renovation Contractors 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.
- l) Upon completion of the renovation works, home owners are required to inform HDB Pasir Ris Branch immediately.

## **2.5 Approval and Supervision by Other Authorities**

- a) Prior approval must be obtained from City Gas Pte Ltd and SP Services Ltd for any alterations or extensions of the gas service pipes and for electrical installations and alterations respectively.
- b) Home owners and their HDB Registered Renovation Contractor are to engage:
  - i. For water pipe services, a Public Utilities Board (PUB) Water Department's licensed water service plumber.
  - ii. For gas service works, an Energy Market Authority's (EMA) licensed gas service worker.
  - iii. For electrical works, an Energy Market Authority's (EMA) licensed electrical worker.
  - iv. For sanitary works, a Singapore Plumbing Society's (SPS) registered plumber.
  - v. For window works, a Building & Construction Authority's (BCA) approved window contractor registered with HDB.
- c) Under the Building Control Regulation, for renovations that require the engagement of a Qualified Person (QP), home owners and their HDB Registered Renovation Contractor can engage a QP via the Professional Engineers (PE) Board website at [www.peb.gov.sg](http://www.peb.gov.sg) under the heading "Finding a PE".

## 2.6 Do's and Don'ts for Renovation

Home owners are responsible for the renovation works carried out in their Units and to ensure that the Works carried out by their HDB Registered Renovation Contractors comply with HDB's requirements.

Home owners must ensure that the renovation works do not affect or invalidate any of the warranties for the Unit and/or common property of the building in which the Unit is comprised and do not jeopardise the insurance of Certificate of Statutory Completion (CSC). All renovation works must be carried out by HDB Registered Renovation Contractors.

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

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

### **A 3-year restriction period on removal of wall and floor tiles provided at Bathrooms**

The bathrooms in the Units are provided with wall and floor tiles. As these areas are designed to be wet areas, a waterproofing membrane has been laid on the cement screed before laying the floor tiles. This is to prevent water from leaking through the flooring of the Unit and affecting the interior of the Unit/s below.

Hence, all home owners are not allowed to replace the floor and wall tiles provided at the bathrooms for a period of three (3) years. Home owners may lay new floor finishes over the existing flooring using adhesives subject to HDB's prevailing guidelines.

The 3-year restriction period will commence from the date of issuance of the Temporary Occupation Permit (T.O.P.) or completion date of the project.

## A. Renovations that are NOT ALLOWED

The list of renovations is not exhaustive and includes but not limited to the following are NOT ALLOWED before or after issuance of Certificate of Completion (CSC).

- a) Painting of the external walls/railings of the balcony with colour that is different from the original.
- b) Painting external part of building. (e.g. common corridor walls and ceilings)
- c) Installation of windows, wall and/or structure of any form to enclose the balcony. Only grilles and operable screen of approved designs are allowed to be installed. (Please refer to the Approved Grilles Design for Balcony in **Annex B**)
- d) Installation of windows, grilles, wall screen, structure of any form to enclose the air-conditioner ledge.
- e) Installation of window unit Air-Conditioners and casement unit air-conditioners.
- f) Installing awning or other fixtures outside the Unit.
- g) Erection of additional one layer of wall behind existing railing; as the Gross Floor Area could be affected by the erection of such wall behind the balcony railing.
- h) Excessive overloading of the floor slab with a load greater than 150kg for every metre square of floor area.
- i) Removal/modification of the safety railing.
- j) Removal or replacement of sliding door different from original provision at the balcony.
- k) Drilling onto the safety railing at the Balcony.
- l) Drilling of holes through beams, columns and other structure members.
- m) Hacking, alterations or removal of column, beams, slabs or any reinforced concrete structures.
- n) Replacement of glazing of windows with colour that is different from the original.
- o) Replacement of existing full height windows, including 3/4 height windows.
- p) Sealing up existing window, main door and Household Shelter openings.
- q) Sealing up of any access panels, including the access panel to the Household Shelter.
- r) Create openings in existing external walls.
- s) Change of use of balcony and air-conditioner ledge.
- t) Covering up the gas louver above the kitchen cabinet.
- u) Constructing water tank in bathroom except ready-made fiberglass bathtub.
- v) Any works that affects the external facade of the housing estate.
- w) Placement of reflective film over existing window's glass panel resulting in daylight reflectance exceeding 20%.
- x) Plastering of ceilings.
- y) Partitioning with combustible or toxic emission materials (e.g. plywood, plastics, asbestos etc.)
- z) Raising of floor level exceeding the allowable thickness of 50mm (inclusive of floor tiles) using concrete.

## **B. Renovations works that DO NOT REQUIRE A PERMIT but subject to HDB's renovation conditions**

- a) Replacement of main gate to Unit.  
(Note: There should be no change to the existing size and shape of the gate)
- b) Installation of internal grilles behind windows and sliding doors.
- c) Installation of false ceiling and/or wallpaper.
- d) Installation of light fittings.
- e) Laying of floor tiles to balcony and bathrooms over existing finishes using adhesive only. The thickness of floor tiles inclusive of adhesive must not exceed 13mm.
- f) Repainting of internal walls & ceiling.
- g) Installation of cornices and pelmet.
- h) Laying of additional wall tiles up to ceiling height.
- i) Placing of additional split-unit air-con condensing unit beside the existing condensing unit at the air-con ledge.
- j) Lay carpet flooring.
- k) Placement of non-reflective film over existing window's glass panel.
- l) Replacement and/or installation of boxed-up and false ceiling.  
(Note: Care must be taken to ensure that the concealed air-condition piping is not damaged while replacing and/or installing the cornices and false ceilings.)
- m) 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.)
- n) Minor drilling works.  
(Note: Care must be taken when drilling at areas near to concealed water/sanitary/gas /pipe/electrical wiring.)

For renovation works that do not require a permit, home owners are required to comply with the guidelines/conditions governing the renovation works. Please refer to the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) under "Living in HDB Flats > Home Renovation > Knowing the Guidelines".

## **C. Renovation Works 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 existing floor/wall finishes)
- b) Replacement of sliding door at balcony.
- c) Replacement of main doors of non-similar detail.
- d) Installations of grilles of approved designs at balcony and yard openings.  
(Please refer to the Approved Grilles Design in Annex B)
- e) Replacement of fire-rated main door.
- f) Hacking/demolition (be it partially or fully) of existing internal partition wall(s).  
Where renovations are not reflected in this booklet / HDB InfoWEB or where measurements and technical details of the proposed work deviate from the requirements, owners are required to seek Developer's and/or HDB's prior approval before commencement of works.

## **D. Permitted and Not Permitted Works for Household Shelters (HS)**

### **General**

There is a Household Shelter (HS) in each Unit. It is designed to protect the home owners during war or an emergency. It has strengthened walls, floor, ceiling and a specifically designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted in the Household Shelter (HS) as they are not easily removable and may become hazards during a war or emergency. Power point, telephone point and MATV outlet points are also provided in the Household Shelter (HS) to facilitate communications with external parties.

### **(i) Permitted Works in Household Shelter (HS) that DO NOT REQUIRE A PERMIT but are subject to Guidelines/Conditions set out by Singapore Civil Defense Force**

- a) Laying of vinyl or linoleum flooring.
- b) Where false ceiling, which is provided on the exterior of the HS, is to be installed at a level below the ventilation sleeves, there shall be one access panel of a minimum size of 600mm by 600mm provided directly below each ventilation sleeve.
- c) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of peacetime features/fixtures by owners.
- d) Laying of floor tiles with cement mortar.
- e) Laying of floor skirting tiles (up to maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- f) Painting of walls, ceiling or door, in case of HS door, home owners cannot cover up or paint over the HS door notice or door seal.
- g) Fixing of removable screws with non-metallic inserts not exceeding 50mm depth for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the home owners within 48 hours of notification.
- h) Removing of the fragmentation plates covering the ventilations openings may be carried out subject to the following conditions;
  - i. The plates (after removal) shall be securely mounted with removable screws in non-metallic inserts not exceeding 50mm depth on one of the internal face of HS walls.
  - ii. After the removal of plates, bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
  - iii. Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed provided that at least 25% of the total area, of the two (2) openings shall be left uncovered for the ventilation purposes during peacetime.



## **(ii) Not Permitted Works in HS**

- a) Laying of walls tiles or spraying of rockstone finish, cement sand finish and gypsum plastering on the internal faces of HS walls including ceiling.
- b) Laying of floor tiles using adhesive materials.
- c) Laying of 2<sup>nd</sup> layer of tiles on floor or skirting tiles.
- d) Installing of cornices within the HS.
- e) Installing works with fixings using power driven nails into the internal HS walls.
- f) Tampering with, removing or covering up the HS door notice. The HS door notice provides important information to the occupants on the proper use of the HS.
- g) 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 inserts shall not exceed 50mm.
- h) Hacking to both internal and external face of the HS walls to form key for tiling.
- i) Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
- j) Modifying, changing, removing or tampering of HS door.
- k) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- l) Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeve, the ventilation sleeve "O" ring rubber gasket and the four (4) or eight (8) numbers of stainless steel bolts, which hold the steel plate to the sleeve.

In addition to the information in this Handbook, you are advised to refer to the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg) under "Living in HDB Flats > Home Renovation for more information on home renovation in HDB flats.

HDB and the Developer reserve their respective rights to vary the terms and conditions herein contained as and when they deem fit.

Any approval granted shall subject to the terms and conditions prevailing at the time of application approval from HDB.

The home owners shall observe and comply with such other rules and regulations where HDB and the Town Council may from time to time implement in relation to the execution of the renovation works.

## **2.7 Injury to Persons and Damage to Building's Property**

- a) Home owners and their HDB Registered Renovation Contractors shall be liable for any losses and/or damages arising out of or in the course of or by reason of carrying out the renovation.
- b) Home owners shall indemnify and keep the developer and their Main Contractor, HDB and Pasir Ris – Punggol Town Council indemnified at all times against:

- i. all claims and proceedings for any damage to or destruction of property, injury or death of any person, costs and expenses; and
- ii. all losses, costs, charges, expenses, and damages which may be incurred or payable by Singxpress Kaylim Pte Ltd, their Main Contractor, HDB and Pasir Ris – Punggol Town Council.

Whether or not any of the above is due to any act of negligence or default of the home owners and howsoever arising from, in connection with or consequent to the execution of the renovation works.

## **2.8 Common Properties and Equipment**

- a) The common areas and equipment are the property of HDB and provided mostly for your convenience and responsible use.
- b) Home owners must ensure that their HDB Registered Renovation Contractors takes full responsibility for the care of the common properties and equipment. The Contractors must remove all dirt and stains such as oil drops, paint works, sealant, etc. to the satisfaction of the Pasir Ris – Punggol Town Council.
- c) Home owners must ensure that their HDB Registered Renovation Contractors provides adequate protective coverings e.g. plywood, perspex or canvas at all times to the common properties such as the lifts.
- d) The Town Council may deploy other contractors to make good the damages and/or defects at the cost of contractor. The cost incurred by the Town Council shall be forthwith recovered from the contractor as debt.
- e) Renovation works must be carried out within the home owner's Unit. Under no circumstances will any Works be allowed to be carried out at the common areas. All equipment and materials must be strictly stored within the home owner's Unit and no storage space will be provided at the common areas.
- f) The workers employed by the HDB Registered Renovation Contractors are required to use the handheld tools specified in HDB's approved list or their equivalent which have been approved by HDB in the course of their work. No sledgehammers or any heavy-duty pneumatic equipment is allowed when carrying out the Works in any HDB flat.

## 2.9 Disposal of Debris

- a) No debris is allowed to be placed along the common areas or staircase.
- b) All temporary works, debris and surplus materials arising from the renovation works shall be disposed offsite and all surfaces must be cleaned to the satisfaction of the Pasir Ris – Punggol Town Council.
- c) All common areas are to be kept clean at all times. All dirt and stains at the common areas are to be removed immediately by the renovation contractor engaged by the home owner.
- d) Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
- e) No discharge of waste water, terrazzo slime or any building debris into the sewage system.

Home owners can visit the Pasir Ris – Punggol Town Council's website [www.prgg-tc.org.sg](http://www.prgg-tc.org.sg) for other services provided by them.

## 2.10 Restriction on Enclosure at Balcony

- a) The balcony space in the flat is approved as an outdoor space. It has to remain naturally ventilated at all times and cannot be enclosed.
- b) The installation of windows or full height glass panels at the balcony/s is thus not allowed.
- c) In the event that home owner is found to have installed unauthorized windows or full height glass panels at the balcony, it would constitute a breach of the conditions in the sales and purchase agreement and the home owner will have to remove these installations to avert legal action.

For more information refer to **Annex A** on the Notice on Restriction on Enclosure at Balcony.



## **NOTICE**

Residents of Pasir Ris One  
Blocks 530A, 530B, 530C & 530D Pasir Ris Drive 1

Date: April 2015

Dear Residents,

### **RESTRICTION ON ENCLOSURE AT BALCONY**

The balcony space in the flat is approved as an outdoor space. It has to remain naturally ventilated at all times and cannot be enclosed. The installation of windows or full height glass panels at the balconies is thus not allowed.

2 This restriction on the enclosure of the balcony has been clearly conveyed to all flat owners at various stages of the flat purchase viz. during the booking of the flat, in the sales and purchase agreement and near the collection of keys, where flat owners have acknowledged to abide by this restriction. This restriction is also reflected in the Residents' Handbook issued to flat owners during the collection of keys.

3 In the event that flat owner is found to have installed unauthorised windows or full height glass panels at the balcony, it would constitute a breach of the conditions in the sales and purchase agreement and the flat owner will have to remove these installations to avert legal action.

4 HDB recognises that some flat owners may wish to enclose their balcony for safety reasons. For this purpose, flat owners may consider installing invisible grilles or the approved balcony grille design indicated in the Residents' Handbook.

5 For further clarifications, you may contact HDB's officers in charge, Mr Khairol Anwar Bin Shamsuri at 65004464 or Mr Chong Wen Feng at 65004469.

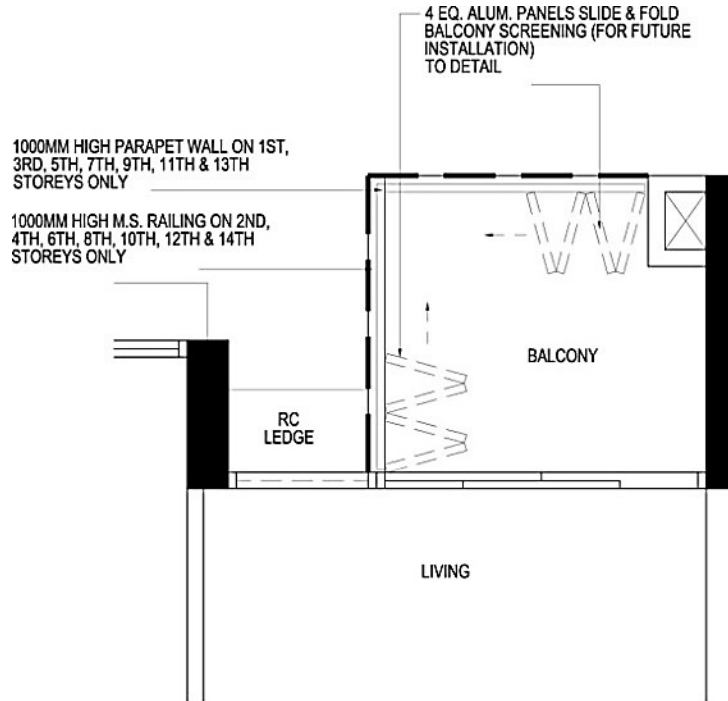
HOUSING AND DEVELOPMENT BOARD & URBAN REDEVELOPMENT AUTHORITY

## Annex B

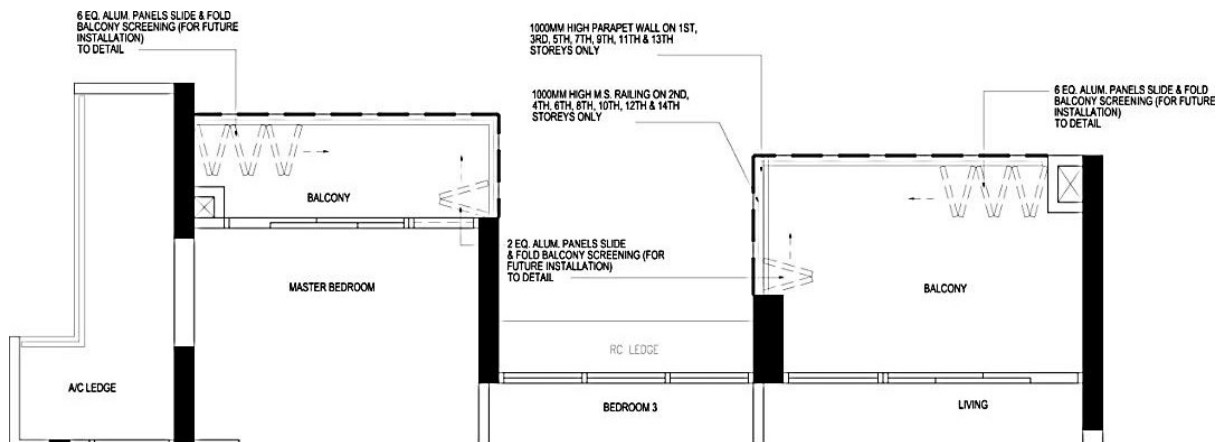
### Approved Grilles Designs for Balcony

The grilles are not fixed but retractable and the same grille design will be adopted whether it is parapet or railing.

Typical 3R Unit Balcony Plan

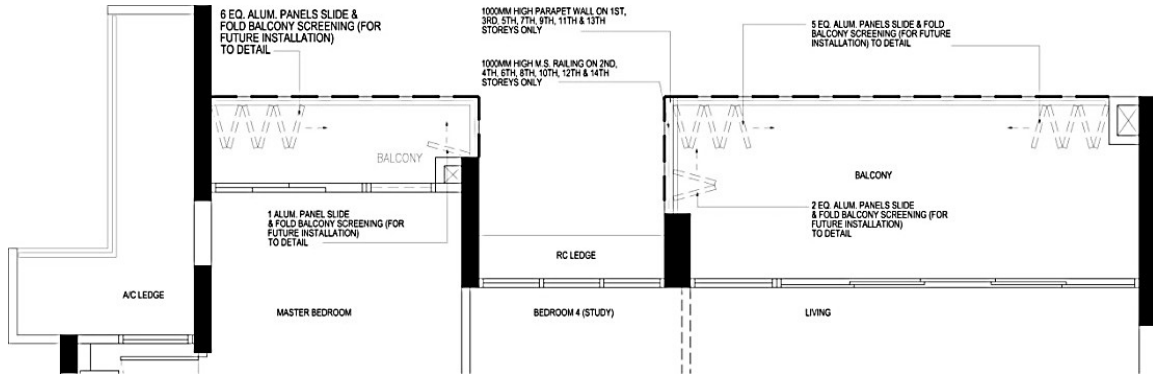


Typical 4R Unit Balcony Plan

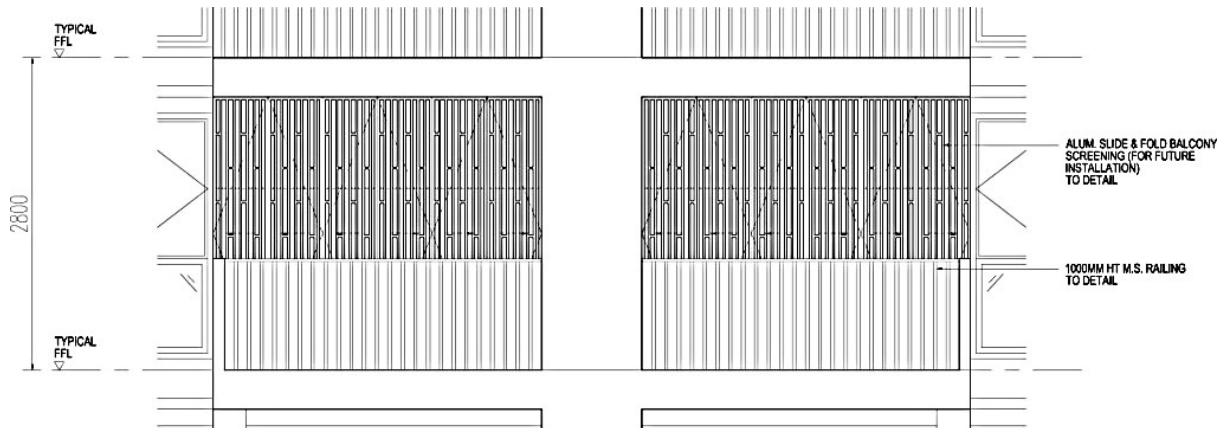


## Part of Annex B

### Typical 5R Unit Balcony Plan

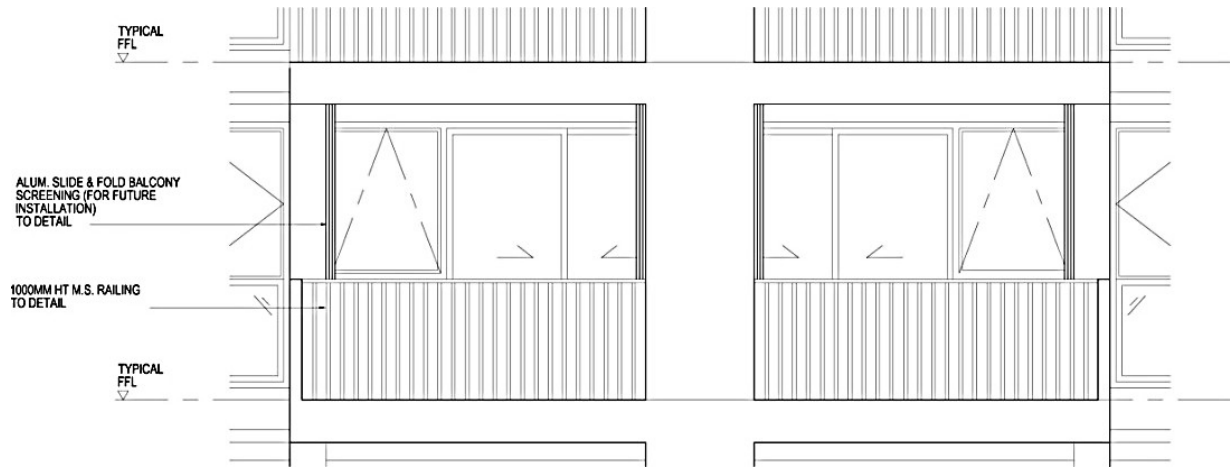


### Typical Elevation (Closed position)

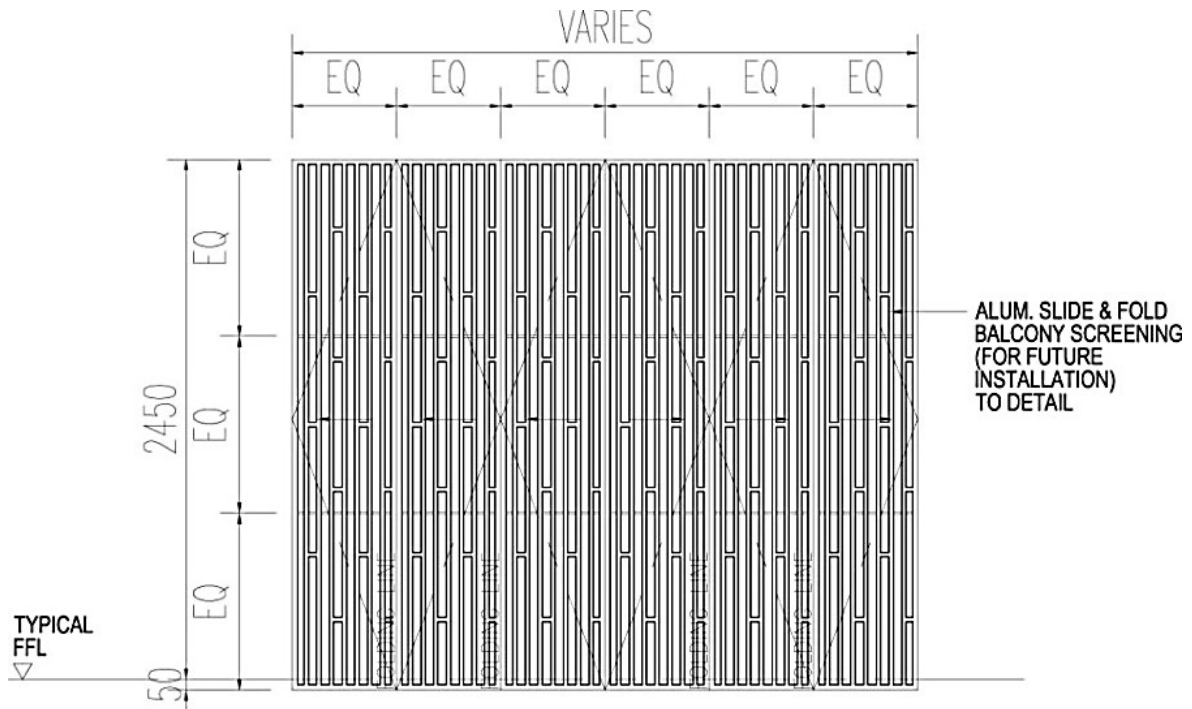


## Part of Annex B

### Typical Elevation (open position)



### Typical Grille Design



#### Notes:

- Sliding-folding grilles to be hollow section and similar color as unit's balcony railing
- Sliding-folding grilles can only be side and top mounted, without frame and vertical support
- No supported on railing is allowed
- Drawings are not to scale