

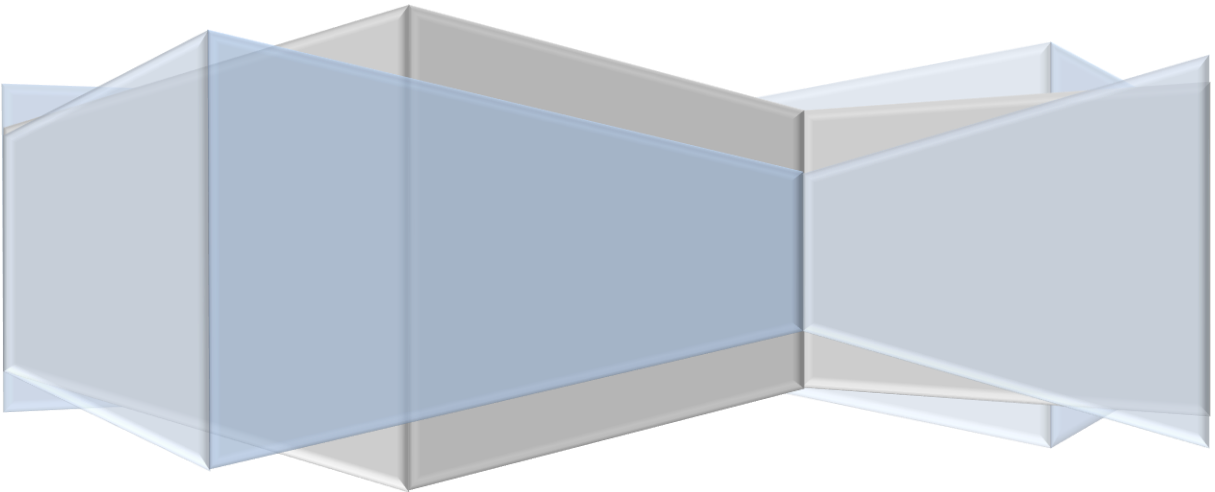
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# RENOVATION GUIDE FOR SHOP TENANT/OWNER

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dated Dec 2025

# FOREWORD

We warmly welcome you as a Tenant / Owner of HDB commercial premises.

This renovation guide is designed to provide you with an insight into your responsibilities as a Tenant / Owner, for the fitting out works, maintenance and upkeep of your shop. It is also intended to assist you in your renovation by providing the necessary information on the nature and extent of such works.

The information in this guide is not intended to supersede or replace any terms and conditions stipulated in the Tenancy Agreement / Agreement for Lease between Tenant / Owner and HDB, nor any official memos that are sent out in hardcopy/softcopy from time to time to you. Rather, this guide is meant as a general handbook and reference for you.

We hope that you find this guide useful and helpful. Should you have any feedback or suggestions on how to further improve it, please feel free to drop us a note at [go.gov.sg/hdb-write-to-us](http://go.gov.sg/hdb-write-to-us)

COMMERCIAL ASSET MANAGEMENT DEPARTMENT  
PROPERTIES AND LAND GROUP  
HOUSING & DEVELOPMENT BOARD

*(NOTE: The information in this renovation guide is current and correct at the time of issuance and is subject to any subsequent changes which HDB or any other relevant competent authority may make. HDB reserves the right to vary any of the terms stated in this handbook.)*

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## Tenant/Owner's Responsibilities for Fitting Out Works

Under the Tenancy Agreement (for rental shops) and Memorandum of Lease (for sold shops), shop tenant/owner are required to obtain HDB's prior approval before commencement of fitting out works. The approval will give shop tenant/owner the peace of mind that the works to be carried out are permissible and safe, and thereby avoiding the unnecessary cost and time of undoing the completed works.

Renovation applications must be made by a Qualified Person (QP) i.e. Registered Architect or Professional Engineer registered with Professional Engineer Board (PEB) who will ensure that the proposed works are in compliance with building regulations.

To carry out renovation works i.e. alteration and addition work to the premises, you are required to engage licenced contractors listed in HDB Directory of Renovation Contractors. To check if the contractor is a HDB Registered Renovation Contractor, you may visit HDB InfoWEB.



The engagement of these contractors is strictly on a private basis between the shop tenant/owner and the contractors, and HDB is not privy to the contract. If there is any 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, the relevant parties may seek assistance through CASE or the Small Claims Tribunals. Alternatively, they could seek remedy through court proceedings.

## Notice of Alteration (NOA) Works

Shop tenant/owner must ensure that the NOA is displayed at prominent locations outside the premises for the entire duration of the renovation. For NOAs, please apply via <https://go.gov.sg/hdb-noa-application>

Renovation works are allowed from 9am - 6pm from Monday to Saturday. No works are allowed on Sunday and Public Holidays. Noisy works such as heavy hacking and extensive demolition works is only allowed between 9am - 5pm from Monday to Friday.

For minor works such as laying of floor/wall finishes, installation of shelves/racks, replacement of doors/windows, Notice of Alteration (NOA) must be obtained before commencement of works.

TYPE OF WORKS	✓ ALLOWED ON	X NOT ALLOWED ON
 <p><b>General Renovation</b> Plastering, laying of floor screed, painting &amp; other works that do not generate noise</p>	<p><b>Monday – Saturday</b> 9am – 6pm</p>	<p><b>Sunday and Public Holidays</b></p>
 <p><b>Noisy Renovation</b> Demolishing of walls, removing of wall/floor finishes, cutting of tiles and any works that involves excessive drilling and hammering</p>	<p><b>Monday – Friday</b> 9am – 5pm</p>	<p><b>Weekends, Public Holidays, and eve of major Public Holidays*</b></p>

*\*Public holidays such as New Year's Day, Chinese New Year, Deepavali, Hari Raya Puasa & Christmas Day*

The HDB Registered Renovation Contractor is to comply with the following terms and conditions:

- To ensure that the workers are always equipped with personal protective equipment (PPE).
- To engage workers certified by the BCA Academy in demolition works, ensuring they understand safety procedures, the use of approved tools, and the rules on what can and cannot be hacked as any unauthorised works may affect the structural integrity of the building and compromise the safety of the occupants in the block.
- Proper housekeeping must be carried out and the work site must be hoard up to prevent dust and noise from affecting members of the public
- To put in place appropriate measures for the safety of the residents / public moving into/out within the vicinity of the works e.g. directional signages.

## Proper Disposal of Renovation Debris

The HDB Registered Renovation Contractor is required to ensure that all the building materials, renovation waste or other discarded materials are properly disposed when carrying out renovation works in HDB commercial properties. There must not be any form of discharge/disposal of wastewater, terrazzo, slime, or other renovation debris onto or into any of the following and the common area within the HDB estate:

- Staircase/passageway
- Rainwater down pipe
- Sanitary/sewerage system
- Individual/centralised refuse chute
- Pneumatic waste conveyance system

All debris generated from the renovation works should not be placed outside the premises and must be removed immediately away from the site daily. All renovation works must be carried out within your own premises.

To apply for the placement of skip tank, the renovation contractor can approach our Branch or submit request via e-feedback form [HDB] Feedback Form > Car Park (Subject) > Use of Car Parks for Non-Parking Purpose (Category)]. Our Branch colleagues will assess the request and if approved, the renovation contractor must make payment before they can place the skip tank. After payment, the renovation contractor will be issued with a permit together with a copy of the terms and conditions and a "Notice of Placement of Skip Tank" to be displayed on the skip tank plastic cover.

## Approval and Supervision by Other Authorities

Shop tenant/owner is to open utility accounts (for water, electricity, and other utilities) with the relevant authorities before commencing the fitting out works. They are to engage:

- For water pipe services, a Public Utilities Board (PUB) Water Department's licensed water service plumber
- For gas service & electrical works, an Energy Market Authority's (EMA) licensed gas service/electrical worker

## Dos and Don'ts for Renovation

Shop tenant/owner are responsible for the renovation carried out in their units and they must ensure that the works carried out by their Contractors comply with the statutory requirements from all the relevant authorities and do not pose public nuisance, fire hazard, or encroach the common area.

The structural works involving any repairs, alterations and additions to an existing building must also not materially affect the key structural elements of the building.

Shop tenant/owner must take note that certain renovation works are strictly not allowed due to the following reasons:

- Works that overload the structure, impact the structural integrity and safety of the building such as hacking or coring of opening through beams, columns, and other structural members.
- Works that affect the external façade of the building or pose public safety such as hacking, alterations, or removal of reinforced concrete elements.
- Works that infringes lease/tenancy agreement such as converting the living quarters to commercial use without HDB's prior approval, removal of internal staircase when the living quarters has been converted for commercial use.

- Works that pose nuisance to the surrounding living environment such as signboards which are illuminated by means of flickering flashing lights.
- Works that violate fire safety requirements.

## Material Used in Fitting Out Works

We are committed to be a responsible corporate citizen by Reducing, Reusing and Recycling resources and effective waste management, to save operating cost, reduce pollution, conserve natural resources, and reduce workplace hazards.

We believe that everyone can do his or her part to conserve energy to preserve the earth environment. Hence, shop tenant/owner is highly encouraged to use green products e.g. energy efficient lighting, equipment and environmentally friendly materials in the fitting out works. The materials are to be certified by local authorities such as Singapore Green Building Council (SGBC) or Singapore Green Labelling Scheme (SGLS). Please refer to their websites for more details.

## Periodic Structural Inspection (PSI)

As mandated by Building & Construction Authority (BCA), periodic structural inspections (PSI) are required to ensure that buildings are properly maintained, continue to be safe for their intended use and occupation, and do not pose a safety risk to the occupants and members of the public. The frequency of inspection is once every 5 years for non-residential buildings (commercial block).

It is the responsibility of the shop owners/tenants to permit HDB and /or all authorised persons to enter the premises for all checks including PSI carried out by our appointed Professional Engineer; and maintain the interior of the premises including all fixtures & fittings in good & tenable condition. The shop owners/tenants are required to rectify any defect identified at their own costs to ensure that the premises and the buildings remain structurally safe for all the occupants.

Under the PSI regime introduced by BCA, a structural engineer is expected to carry out, with reasonable diligence, a visual inspection for the units. For cladded columns, the structural engineer will need to expose at least 30% of the cladded columns for inspection, and exercise professional judgement if more columns (>30%) need to be exposed to obtain a representative assessment.

Shop tenant/owner is advised not to install claddings or decorative panels to the structural elements as the appointed Professional Engineer [PE(Civil)] need to inspect the commercial premises under the Building Control Act. Should the shop tenant/owner clad the structural elements, they are required under the Act to remove some of them for inspection. All costs incurred for the dismantling and reinstatement of the cladding will be borne by the shop tenant/owner.

## Change of Use (COU) Requirements

For any change of use (COU), the shop tenant/owner is required to seek and obtain HDB's in-principle COU approval. If the proposed usage requires higher imposed load than the original design load, the shop tenant/owner is required to appoint a Professional Engineer [PE(Civil)] to check on the structural adequacy of the affected existing structural elements due to the proposed change of use.

The shop tenant/owner is required to strengthen the affected existing structure elements if the original design load is found to be inadequate to support the required higher imposed load of the proposed use. e.g. conversion of office premises to gym/fitness centre/institution uses.

The appointed PE(Civil) is required to submit the structural assessment report (with load calculation) to HDB for technical clearance if strengthening works is required for the affected existing structural elements.

Upon the completion of the structural adequacy check to confirm that the affected existing structural members can withstand the higher load of the proposed COU and HDB's COU approval has been obtained, the shop tenant/owner can then proceed to submit renovation application via CORENET.

For any COU whereby the existing use and the proposed use falls under different purpose group in the SCDF's fire code, the shop tenant/owner should seek SCDF's clearance to ensure fire safety compliance. For example, a music school and minimart are considered 2 different purpose groups. Hence, plan submission by a Qualified Person (QP) is required to ensure that the existing fire safety measures are adequate given that there is a change of use from minimart to music school. For more details, please refer to SCDF website.

## Renovation Works

Shop tenant/owner is required to appoint a Qualified Person (QP) to submit renovation application via CORENET and obtain clearances from the relevant authorities i.e. HDB, BCA and FSSD prior to the commencement of the renovation works.

No works are allowed to be carried out until approval/clearance are obtained from the relevant authorities. Shop Tenant/Owner is required to furnish approvals/clearances from the relevant authorities to HDB for record.

Type of works	Application Procedure	Processing Timeframe
Renovation items including electrical works*	To engage a Qualified Person (QP) to submit via CORENET e-Submission System for clearance with HDB	14 working days
Items under exemption list	Apply for NOA before work can commence	Lodge to notify HDB. Instant approval.

\*Please note that the granting of the additional electrical load will be subject to availability of the electrical supply and payment of a fee. In the event there is no spare electrical load, shop tenant/owner will need to operate the trades within the approved load

### Works under Exemption List

<ul style="list-style-type: none"> <li>• Conversion to pedestal/squat pan</li> <li>• Installation of suspended ceiling fan or wall fan</li> <li>• Installation of false ceiling</li> <li>• Installation of demarcation railing for low/ high-rise ORA</li> <li>• Installation of shelves/ racks</li> <li>• Installation/ replacement of any steel folding door, glass panel, or aluminium shutter at front entrance (without demolition of wall)</li> <li>• Installation of metal gate at front entrance/rear exit</li> <li>• Installation/ replacement of existing entrance/ exit doors/internal door</li> <li>• Installation of electrical wiring, lightings &amp; power points</li> </ul>	<ul style="list-style-type: none"> <li>• Installation/ replacement of windows</li> <li>• Installation/ replacement of sanitary piping</li> <li>• Replacement of toilet sanitary items</li> <li>• Installation/ reposition of sink/ wash basin</li> <li>• Installation of signboard/CCTV</li> <li>• Laying/ replacement of floor/ wall finishes</li> <li>• Laying of carpet/ laminate/ vinyl flooring</li> <li>• Installation of air cleaner system</li> <li>• Installation of machines/ equipment/ safe</li> <li>• Installation of portable grease trap</li> <li>• Installation of air-conditioning system (no duct work, place at service yard floor)</li> <li>• Installation/ removal of gypsum board (To obtain FSSD clearance)</li> </ul>
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Generally, the items in the exemption list have no impact on structural safety or the works are under FSSD's direct purview e.g. partitioning, fire compartmentation works etc. Hence, the shop tenant/owner is not required to submit via CORENET for those items listed in the exemption list. Nonetheless, it is still required to lodge via <https://go.gov.sg/hdb-noa-application> before commencement of works.

For all other works not under the exemption list, you are required to apply for NOA after the renovation application has been approved by HDB.

For any fittings & fixtures such as retractable awning, lightings, signboard & LPG at the common property, shop tenant/owner must seek clearance from Town Council prior to the installation at the common area.

For more information on the renovation of your premises, please visit <https://go.gov.sg/hdbshopsrenovations>

### Renovation Requirements for Certain Trades

Shop tenant/owner is to ensure that the exit lightings/emergency lights, manual fire alarm system, fire alarm system components, fire hose reel and fire extinguishers are maintained and serviced in accordance with the standards stipulated by FSSD. The shop tenant/owner also need to ensure that the built-in mechanical ventilation fans in

the toilets and handicapped toilet emergency call alarm system are regularly maintained and serviced.

In the event of any pipe/ceiling leaking, the shop tenant/owner is required to remove the partitions at their own cost for inspection and rectification works.

Below is the list of pre-requisites for certain trades for shop tenant/owner's noting before carrying out any renovation works.

**(a) Self service laundry**

- Shop tenant/owner will need to study the feasibility of running any gas pipes along the common area such that it would not adversely affect the aesthetics of the common area.
- Shop tenant/owner has to ensure that the exhaust system is maintained in proper working condition at all times and does not cause any danger, disturbance or nuisance to neighbouring residents or members of the public.

**(b) Food court / eating house / sale of takeaway food**

- The tenant/owner is responsible for the cost of installing grease separator, exhaust system as well as the maintenance/repair of the grease traps, exhaust hoods and sewerage pipes. All receipts of the servicing and maintenance records shall be produced to HDB promptly upon request.
- The eating house tenant/owner must ensure that the size of the ORA must not be bigger than the Internal Refreshment Area (IRA). The Internal Refreshment Area (IRA) must be at least 50% of the trading area.
- The tenant/owner is to install and maintain a kitchen exhaust/ventilating system including:
  - Installing mechanism (e.g. UV, electronic air cleaner) for smell control
  - Installing exhaust dampeners/silencers for noise control
  - Installing wet-chemical Fire Suppression System for fire safety
  - Degrease and clean the entire (interior and exterior) kitchen exhaust duct and kitchen hood at least once every 12 months or more frequently if under heavy usage. The works shall be carried out by an exhaust specialist and the records of cleaning are to be kept for verification

**(c) Cakeshop / confectionary**

- The shop tenant/owner is to submit detailed plans of the exhaust/ducting system together with other renovation works for clearance prior to the commencement of the renovation works.

**(d) Fitness centre / gym**

- The tenant/owner is to list all the equipment that will be installed within the premises including all free weights and equipment.

- The tenant/owner is to obtain a certification from a Professional Engineer (PE) that the load imposed by the proposed usage does not exceed the original design load of the premises prior to installing the free weights and equipment in the premises. All costs in relation to obtaining the certification will be borne by the shop tenant/owner.
- The shop tenant/owner is to pay for the strengthening of the flooring or remove the free weights and equipment concerned if the proposed usage requires higher imposed load than the original design load.
- The shop tenant/owner is to soundproof the premises and provide sufficient rubber mats or other acoustic insulation materials to prevent or reduce the noise and/or damage from the free weights falling on the floor.

#### **(e) Painting of External Walls**

- The painting of the external walls of shops and social communal facilities (SCFs) is subject to the relevant Town Council's approval and prevailing guidelines for such works. For external walls that form part of the building facade (i.e. those without any common corridors in front), the painting shall follow the colour scheme of the building/building facade. For external walls that do not form part of the building facade (i.e. those with common corridors directly in front), deviation from the building colour scheme can be considered only at (i) the recessed area/external walls of the designated main entrance, up to 3 meters each side from the main entrance area, and (ii) the recessed area/external walls of side and rear entrances.

#### **Renovation Requirements for Civil Defence Shelter**

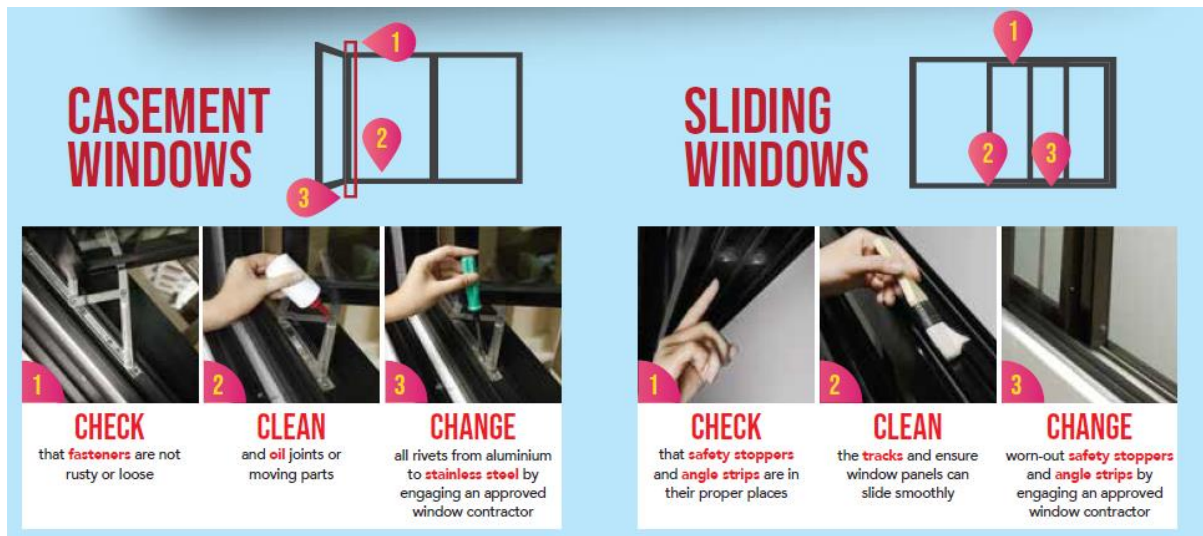
Any addition and alteration work (including aircon installation) in Civil Defence Shelter (CDS) are subject to approval by Fire Safety & Shelter Department (FSSD). The Tenant can only commence works upon written approval from FSSD. The Tenant is required to submit a copy of FSSD's approval to HDB for record and inform HDB prior to the commencement of the works.

For extension of any additional electrical circuit, the Distribution Board (DB) & related electrical cables must be installed in a separate trunking/conduit i.e. clearly distinguished from the original electrical installation. No modification of existing electrical circuit is allowed.

The Tenant is required to maintain and service the fire hose reel and fire alarm systems in accordance with the standards stipulated by FSSD.

#### **Window Safety, Installation and Maintenance**

Windows are constantly subjected to various weather elements, such as wind and rain, and may deteriorate over time due to wear and tear. Hence, it is important to check and maintain windows regularly to ensure safety. Shop owner/tenant should make window safety a priority by following these three steps: check, clean, change.



To ensure reliable work standards, shop tenant/owner will need to engage window contractors who are approved by the Building and Construction Authority (BCA) and listed with HDB for window installation / retrofitting / repair / replacement and / or maintenance needs. Upon completion of works, the window contractor will need to submit the window report to BCA. For more information, please visit <https://go.gov.sg/windowsafety>

If a window falls due to lack of maintenance, shop owner/tenant can face a fine of up to \$10,000 and/or jail term of up to one year or both.

## Submission of Application and Plans/Drawings

Shop tenant/owner is to submit their renovation application to carry out the fitting out works (except exemption items) via CORENET for evaluation. The supporting documents should include the following:

- Application forms and checklist for PE(Civil)
- Architectural and Structural drawings
- Computation details
- Floor layout plan drawn to scale indicating:
  - Trade(s) at the premises
  - Usage of all rooms/ areas/ compartments
- Section/ elevation view of proposed works (with dimensions & scaled)
- Details of the proposed works, including the types of materials/ constructions/installations and piping (if any).

All submitted drawings are to be signed by a Qualified Person (QP) or Professional Engineer (PE) who oversees the whole project to ensure that the proposed works comply to all the relevant codes.

For the submission of mechanical ventilation (MV) works, measures must be taken to minimize potential noise issues within the exhaust duct. The hoods and ducts for the exhaust shall have a clearance of 500mm from unprotected combustible materials. The exhaust duct should be provided with openings via access panels to facilitate maintenance.

The appointed QPs/representatives or shop tenants/owners may purchase building plans from Building Plan Office via email to [HDB\\_SOP@hdb.gov.sg](mailto:HDB_SOP@hdb.gov.sg). Please note that request for structural drawings must be accompanied with a copy of the relevant HDB letter (e.g. allocation, change of use and resale etc).

If you require further assistance, you may call our Commercial Properties General Enquiry Line at 6866-3073.