



## GUIDELINES ON CIVIL & STRUCTURAL PLAN SUBMISSION AND AS-BUILT PLAN SUBMISSION THROUGH ELECTRONIC SUBMISSION SYSTEM TO HDB (CIVIL & STRUCTURE)

A. Documents to be submitted	
Process	Items to be accompanied in the submission
QP submits	<p><b>Submission of Civil &amp; Structural Plans (1st Submission) :</b>  <i>(Piling and structural plans submission shall be made at least 3 months prior to commencement of the respective building foundation, sub-structure and super-structure works.)</i></p> <ul style="list-style-type: none"> <li>* 1 set of Civil &amp; Structural Plans (to submit only relevant layers, all unwanted layers to be cleared from the drawings)</li> <li>* 1 set of Building plans</li> <li>* 1 set of Design Calculations</li> <li>* 1 set of AC Design Calculations (if accredited checker is required)</li> <li>* Form HDB(C&amp;S)-QPAPP01 (Application For Technical Clearance of Civil &amp; Structural Plans / As-Built Plans)</li> <li>* QP Declaration Form (Appendix A of C&amp;S Design Brief)</li> </ul> <p><b><u>For Interim Upgrading Projects (IUP) &amp; TOWN COUNCIL COVERED LINKWAY / DROP-OFF PORCH / RAMP, the specific structural requirements on the design and detailing shall refer to :</u></b></p> <ul style="list-style-type: none"> <li>* HDB(C&amp;S)-Technical Requirements-TC_IUP</li> </ul> <p><b><u>For Specialist Works and Precinct Works submitted separately by another PE, the following document to be attached:</u></b></p> <ul style="list-style-type: none"> <li>* QP(ST)'s letter of <b>certification</b> to declare design compliance for the Specialist work</li> </ul>
QP re-submits <i>(if applicable)</i>	<p><b>Resubmission (if applicable) :</b></p> <ul style="list-style-type: none"> <li>* 1 set of #amended Civil &amp; Structural Plans</li> <li>* 1 set of amended Design Calculations</li> <li>* 1 set of AC amended Calculations (if applicable)</li> </ul>
QP submits	<p><b>Major Structural Amendment To Approved Plans (if applicable) :</b></p> <ul style="list-style-type: none"> <li>* 1 set of #amended Civil &amp; Structural Plans</li> <li>* 1 set of amended Design Calculations</li> <li>* 1 set of AC amended Calculations (if applicable)</li> <li>* Form HDB(C&amp;S)-QPAPP01</li> </ul>
QP submits	<p><b>Submission of As-Built Civil &amp; Structural Plans :</b>  <i>(As-built plans submission shall be made when all civil &amp; structural works are completed. For as-built submission of piling works, the piling plans shall be submitted within 28 days of completion of piling works.)</i></p> <ul style="list-style-type: none"> <li>* 1 complete set of ###As-built plans in .pdf format digitally signed by QP and AC (if required) after completion of all civil &amp; structural works</li> <li>* 1 set of supplementary design calculations for amendment, if applicable</li> <li>* 1 set of supplementary AC's / ACO's amended calculations, if applicable</li> <li>* Form HDB(C&amp;S)-QPAPP01</li> </ul>

**Note:**

Refer to Annex 1 for the workflow of the above process from plans submission for approval to as-built plan submission.

## B. Submission Guidelines

1. Guidelines on civil & structural plan submission and as-built plan submission through electronic submission system to HDB(C&S) can be downloaded from HDB InfoWEB at <http://www.hdb.gov.sg> under "**HDB Downloadable Forms**" or BCA's **ESPro System** - Corenet E-Submission For Professionals under "**HDBCS**" folder.
2. The limit of plan submission size of a project (not individual file) is 100MB. If overall plan submission size exceed the limit, the plans shall be submitted in different parts of smaller size. All these parts must be submitted under a same ES number. To achieve this, the first part shall be submitted with ES number and the subsequent parts shall be submitted using Correspondences.
3. For resubmission case to comply with comments or submission of supplementary documents to HDB(C&S), the QP is required to use correspondences instead of creating a new ES number.
4. # Amended plans shall demarcate clearly the amendment works or new works from the previous submitted plans by suitable markings.
5. ## For as-built submission of piling works, the piling plans (in digitally signed .pdf format) shall be submitted within 28 days of completion of those piling works showing the following details :
  - a) As-built pile penetration length, pile set (for driven piles), the location and type of pile load tests;
  - b) As-built pile eccentricities and QP's calculation to verify adequacy of structural and geotechnical resistance of the piles if as-built pile eccentricities exceed permissible tolerance;
  - c) QP's calculation to verify the adequacy of geotechnical resistance of the piles if the as-built penetration length is significantly less than its design length.

## C. Drawing Format and Guidelines

1. All plans shall be submitted in A1 size only and must be clear and legible for microfilming.
2. Drawing list & site layout plan shall be included on the first and second sheet of a complete set of plans respectively. In the case where drawing list is short, drawing list and site layout plan can be incorporated in the same plan on the first sheet of plans.
3. The drawing number as indicated on the bottom right hand corner of the drawing shall be clearly numbered consecutively.
4. The digital file name of the plan shall indicate the respective sheet number at the top right hand corner of each plan. E.g. Sheet 1 should have a file name 1\_xxxxxxx.pdf.

## D. Correspondence

Correspondence shall be addressed and mailed to:

GROUP DIRECTOR  
 Building & Infrastructure Group  
 Engineering Services Department  
 Housing & Development Board  
 HDB Hub 480 Lorong 6 Toa Payoh  
 Singapore 310480

## WORKFLOW FOR CIVIL AND STRUCTURAL PLANS SUBMISSION

C&S Plan submission to HDB(C&S)  
 QP submits :  
 -1 set of Civil & Structural plans in .pdf format or .dwg format  
 -1 set of Building Plans  
 -1 set of Design Calculations  
 -1 set of AC Design Calculations (If accredited checker is required)  
 -HDB(C&S)-QPAPP01 form  
 -QP Declaration Form (Appendix A of C&S Design Brief)

For Specialist Works and Precinct Works submitted separately by another PE :  
 -QP(ST)'s letter of certification to declare design compliance for the Specialist work

