

**GUIDELINES ON BUILDING PLAN SUBMISSION
THROUGH ELECTRONIC SUBMISSION SYSTEM TO HDB(ARCH)**

A Documents to be submitted

Process	Items to be included in the submission
QP submits	<p>Submission of Building Plans (1st Submission) : <i>(Building plan submission shall be made at least 8 weeks before commencement of building works.)</i></p> <p>a Form HDB(ARCH)-QPAPP01 *</p> <p>b 1 set of Building Plans reflecting both building and fire safety works in .pdf format or .dwg format (to submit only relevant layers, all unwanted layers to be cleared from the drawings)</p> <p>c One set of Certified True Copy of URA approved DC layout plan, EDA form and Written Permission in .pdf format.</p>
QP re-submits (if applicable)	<p>Resubmission (if applicable) :</p> <p>* 1 set of #amended Building Plans</p>
QP submits	<p>Major Amendment To Approved Building Plans (if applicable) :</p> <p>* 1 set of #amended Building Plans</p> <p>* 1 set of Certified True Copy of Amendment to URA approved DC layout plan, EDA form and Written Permission in .pdf format. (if applicable)</p>
QP submits	<p>Application for HDB Compliance Certificate (at CSC stage) <i>(Application should be made before CSC application to BCA and after rectification works are completed)</i></p> <p>* Form HDB(ARCH)-QPAPP02</p> <p>* 1 complete drawing list (format follows Annex 2)</p> <p>* 1 complete set of ## Final As-built plans in .pdf format digitally signed by QP</p> <p>* 1 set of Certified True Copy of Amendment to URA approved DC layout plan, EDA form and Written Permission in .pdf format. (if applicable)</p> <p>* 1 set of photographs of rectified works (scanned in single pdf file)</p>

Note:

- Refer to Annex 1 for the relevant types of form to be downloaded for plan submission.
- Refer to Annex 3 for the workflow of the above process from plan submission to application of Compliance Certificate.
- HDB(ARCH) - submission channel for Architectural Works

B Submission Guidelines

- 1 Guidelines on building submission and application for Compliance Certificate through electronic submission system to HDB(ARCH) 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 "**HDBARCH**".
- 2 Building plans submitted should reflect both building and fire safety works.
- 3 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 the same ES number. To achieve this, the first part shall be submitted with ES number and the subsequent parts shall be submitted using Correspondences.
- 4 For resubmission case to comply with comments or submission of supplementary documents to HDB(ARCH), the QP is required to use correspondences instead of creating a new ES number.
- 5 # Amended plans shall demarcate clearly the amendment works or new works from the previous submitted plans by suitable markings.
- 6 ## For application of Compliance Certificate, QP shall submit the following documents:
 - (a) One set of final As-built plans (in digitally signed .pdf format) of building works
 - (b) As-built drawing list shall be updated

C Drawing Format and Guidelines

- 1 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. The drawing list shall be prepared in the format as shown in Annex 2.
- 2 The drawing number as indicated on the bottom right hand corner of the drawing shall be clearly numbered consecutively.
- 3 Please refer to Annex 5 for guidelines on Project Title description.

D Correspondence and enquiry

- 1 Correspondence shall be addressed and mailed to:

GROUP DIRECTOR
BUILDING QUALITY GROUP
Housing & Development Board
HDB Hub, 480 Lorong 6 Toa Payoh
Singapore 310480

- 2 For enquiry, please call Tel: 6490 3167 during office hours except Saturdays, Sundays & Public Holidays.

Forms for Building Plans Submission

Form	Description	E-Form Location
Building Plan Submission		
HDB(ARCH)-QPAPP01.XFD	Application for Technical Clearance / Compliance Certificate of Architectural Plans	Off-line (EsPro)

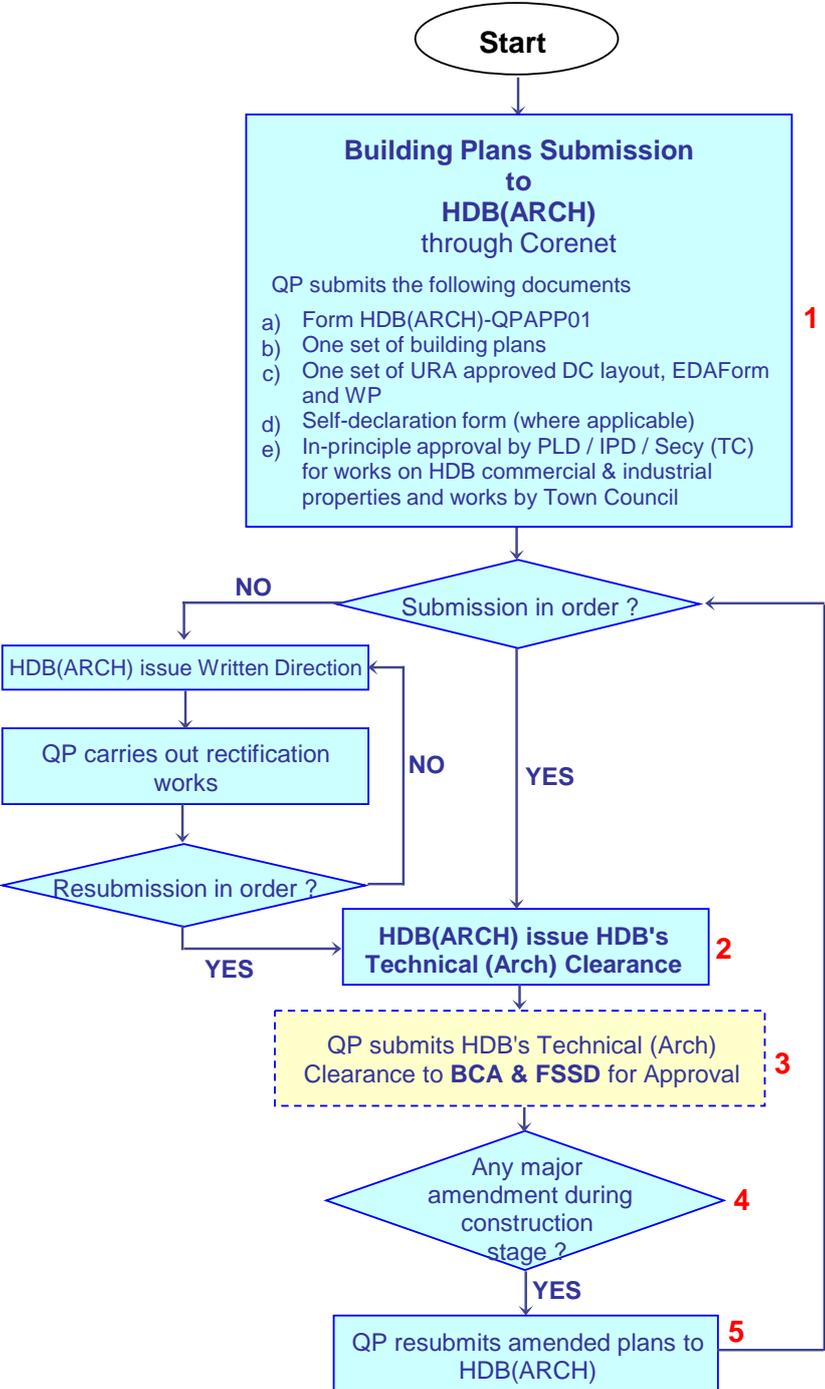
FORMAT OF DRAWING LIST

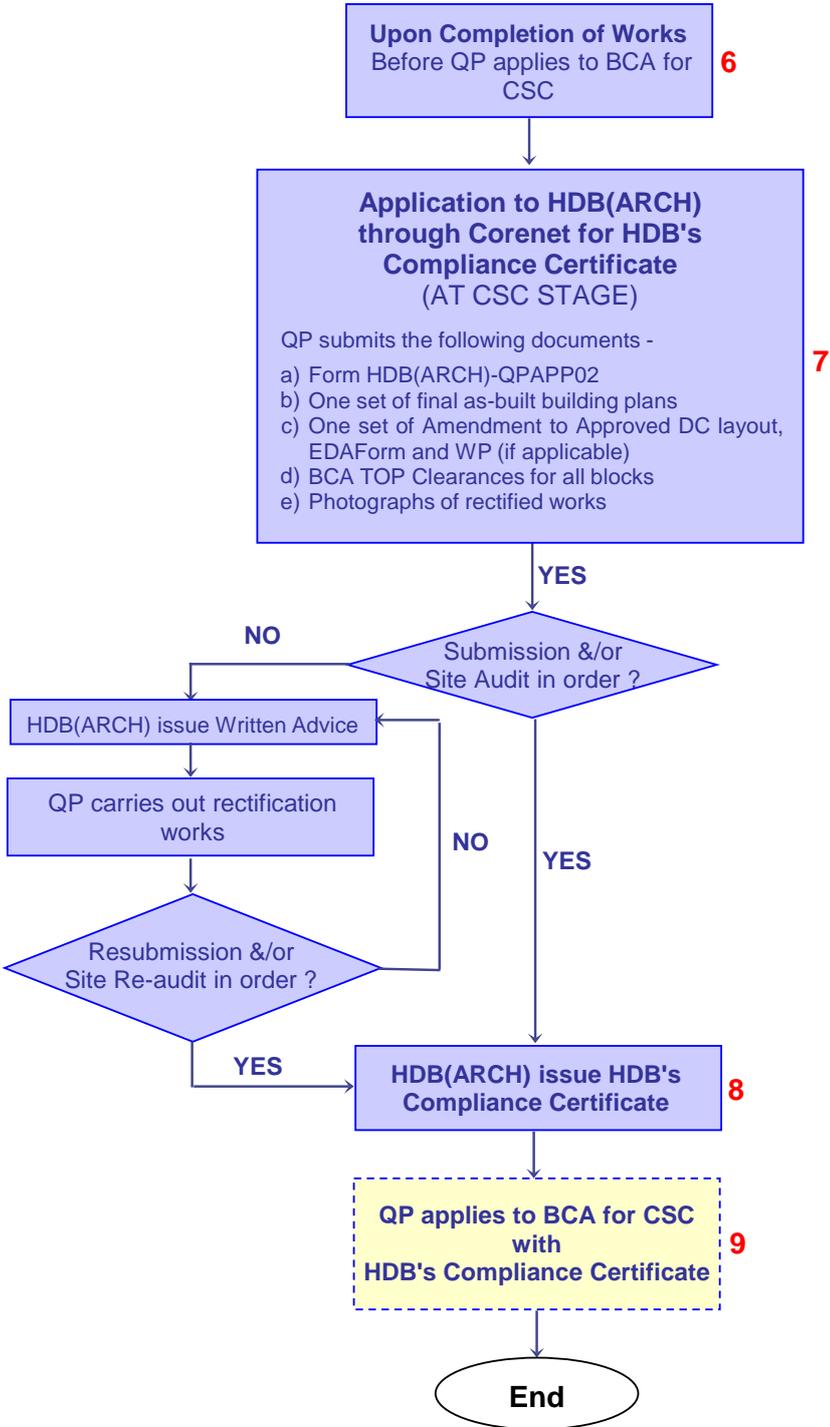
S/N	DRAWING NO.	BLOCK No.	DRAWING TITLE	AMENDMENT						REMARKS
				A	B	C	D	E	F	
1	XX-XXX-XX-AR-001		Drawing List	X						
2	XX-XXX-XX-AR-002		Site Layout Plan			X				
3	XX-XXX-XX-AR-003							X		
4	XX-XXX-XX-AR-004									
5	XX-XXX-XX-AR-005									
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NOTES:

1. The same drawing no. shall be correspondingly reflected in every sheet of the right hand side bottom corner of the drawing.
2. This is an example of drawing list for reference only. It is not to scale and can be repeated into a few segments as required.

WORKFLOW OF NEW & A&A SUBMISSION TO HDB(ARCH)





GUIDELINES ON DESCRIPTION OF PROJECT TITLES

- 1 QPs are advised to follow the samples below on the description of Project Title in the Form **HDB(ARCH)-QPAPP01**.
- 2 For the Contract Naming (e.g. **TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6**), Qualified Person can refer to the drawings purchased from Sales of Plan (Atrium 3rd storey, HDB Hub).
- 3 The scope of work is to be specifically addressed in Form HDB(ARCH)-QPAPP01 under Description of Building Works.

Samples are shown below :

S1	<p>New Development (BTO, Sers etc)</p> <p>Project Title: PROPOSED PUBLIC HOUSING DEVELOPMENT COMPRISING THE ERECTION OF 8 BLOCKS OF RESIDENTIAL FLATS, 1 BLOCK OF PRECINCT PAVILION, 1 BLOCK OF ELECTRICAL SUB-STATION AND 1 BLOCK OF MULTI-STOREY CARPARK, ETC AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6.</p>
S2	<p>Main Upgrading Programme (MUP) / Interim Upgrading Programme/Plus (IUP & IUP PLUS)</p> <p>Project Title: PROPOSED ADDITIONS & ALTERATIONS AT BLOCK 433 TO 459 WITH CONSTRUCTION OF DROP OF PORCH, LINKWAYS AND PAVILIONS, GENERAL LANDSCAPING, ETC (MUP/IUP & IUP PLUS-BATCH XX) AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6.</p>
S3	<p>Hawker Upgrading Programme (HUP)</p> <p>Project Title: PROPOSED ADDITIONS & ALTERATIONS OF EXISTING MARKET/FOOD CENTRE AT BLOCK 433 WITH RE-CONSTRUCTION OF ROOF, BIN CENTRE, ETC (HUP-BATCH XX) AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6.</p>
S4	<p>Lift Upgrading Programme (LUP) / Rental Upgrading Programme (RUP)</p> <p>Project Title: PROPOSED ADDITIONS & ALTERATIONS AT BLOCK 433 TO 459 (LUP/RUP-BATCH X) AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6.</p>
S5	<p>Void Deck Facilities / Change of Use (eg. Child Care Centre, Education Centre, Residents' Corner, etc)</p> <p>Project Title: PROPOSED ADDITIONS & ALTERATIONS TO EXISTING PART 1ST STOREY VOID DECK TO CHILD CARE CENTRE AT BLOCK 433 AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5.</p>
S6	<p>Covered Linkway / Pavilion / Shelters, etc</p> <p>Project Title: PROPOSED ADDITIONS & ALTERATIONS OF COVERED LINKWAY FROM BLOCK 433 TO BLOCK 459 AT TAMPINES STREET 13, TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 & 6.</p>