



**GUIDELINES ON MECHANICAL & ELECTRICAL PLAN SUBMISSION
THROUGH ELECTRONIC SUBMISSION SYSTEM TO HDB(M&E)**

(A) Items To Be Included In The Submission

Process	Items To Be Included In The Submission
Plan Submission by QP	<p align="center">Submission of Mechanical and Electrical Plans</p> <p>a Form HDB(M&E)-QPAPP01 for first submission. b Form HDB(M&E)-PLAN. c One set of Mechanical and Electrical plans in .pdf format or .dwg format (to submit only the relevant layers, all unwanted layers to be cleared from the drawings). d Form HDB(M&E)-Elect Data (for filling in electrical design load data, applicable only if the electrical installation is involved). e One set of relevant design data and calculations if applicable.</p> <p>Notes: (i) Submission of Mechanical and Electrical plans shall be made before the tender. (ii) PE(Mech) and PE(Elect) who submit for Mechanical Services and Electrical Services respectively may submit separately.</p>
Re-submission by QP (if applicable)	<p align="center">Re-submission (if applicable)</p> <p>a One set of #amended Mechanical and Electrical plans. b Amended Form HDB(M&E)-Elect Data (if applicable). c One set of amended design data and calculations (if applicable).</p>
Submission of Amendment Plan by QP (if applicable)	<p align="center">Major Amendment to Accepted Mechanical and Electrical Plans (if applicable)</p> <p>a One set of #amended Mechanical and Electrical plans. b Amended Form HDB(M&E)-Elect Data (if applicable). c One set of amended design data and calculations (if applicable).</p>
Application for Inspection and Clearance by QP	<p align="center">Application for Inspection and Clearance upon Completion of Mechanical and Electrical Works</p> <p>a Form HDB(M&E)-IC. b One set of installation drawings of mechanical and electrical works. c Form HDB(M&E)-LPS for building structures not provided with lightning conductor. d One set of M&E test reports, certificates and necessary documents.</p> <p>Note: All forms, drawings, test reports, certificates, etc shall be endorsed by the relevant PEs.</p>

Notes:

1. Refer to Annex 1 for more details of the relevant types of forms to be downloaded for submission.
2. Refer to Annex 3A for the workflow of plan submission and Annex 3B for the workflow of application for inspection and clearance.
3. HDB(M&E): Technical Resource (M&E), Building Quality Group, HDB.

(B) Submission Guidelines

- 1 Guidelines on submission of mechanical & electrical plan and application for inspection and clearance upon completion of M&E works through electronic submission system to HDB(M&E) can be downloaded from ESPro (Electronic Submission For Professionals) under "HDBEME".
- 2 Each set of drawings should be for not more than one type of system/service.
- 3 The size limit for plan submission of a project (not individual file) is 100MB. If overall size of plan submission exceeds 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 correspondence.
- 4 For re-submission, subsequent submission of outstanding drawings or documents to HDB(M&E), the QP is required to use correspondence instead of creating a new ES number.
- 5 # For amendment plans, the amendment works or new works shall be clearly demarcated by using suitable markings.

(C) Drawing Format and Guidelines

- 1 All plans shall be submitted in A1 size only and details must be clear and legible.
- 2 Drawing list and site layout plan shall be included on the first and second sheet of a complete set of plans respectively. In the case the drawing list is short, both the drawing list and site layout plan can be included on the first sheet of plans. The drawing list shall be prepared in the format as shown in Annex 2.
- 3 The drawing number shall be clearly indicated in the title block located on the bottom right-hand corner of each drawing and the drawings shall be numbered consecutively.

(D) Correspondence and Enquiries

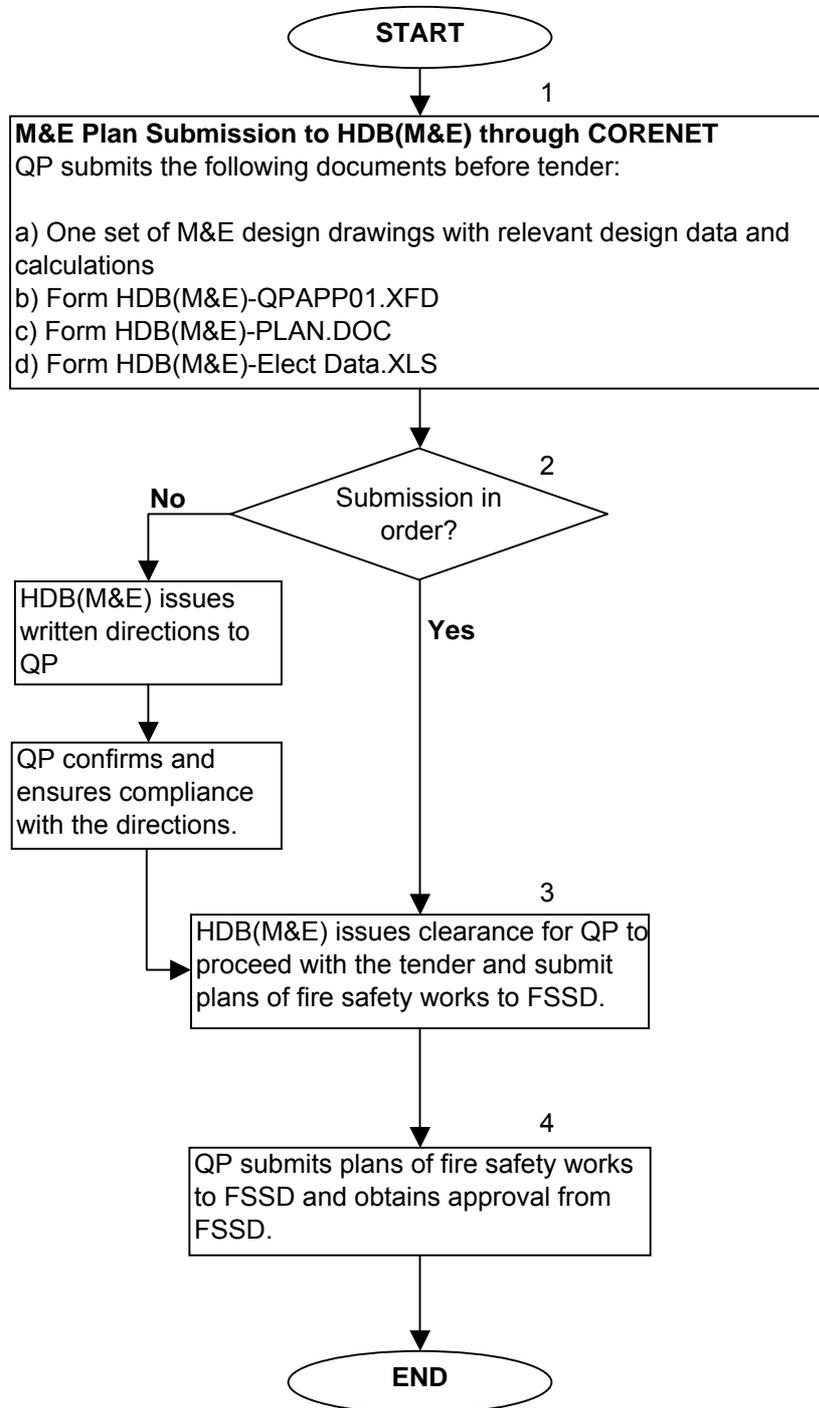
- 1 Correspondence shall be addressed to:
Group Director, Building Quality Group
Technical Resource (M&E)
Housing & Development Board
HDB Hub, 480, Lorong 6 Toa Payoh
Singapore 310480
- 2 Tel No.: 64903163.
Fax No.: 68543208.
- 3 Electrical Testing Booking Counter

Day	Time	Location
Monday to Friday (excluding public holiday)	2:00 pm to 4:00 pm Counter Tel No.: 64903163 (during the stated period only)	Counter on 15th Storey, West Wing, HDB Hub. 480, Lorong 6 Toa Payoh.

FORMS FOR PLAN SUBMISSION AND APPLICATION FOR INSPECTION AND CLEARANCE

Form	Description	Location of Forms
Plan Submission of Mechanical & Electrical Works		ESPro
HDB(M&E)-QPAPP01.XFD	Application for Technical Clearance of Mechanical & Electrical Plans	
HDB(M&E)-PLAN.DOC	Plan Submission of M&E Works	
HDB(M&E)-Elect Data.XLS	Electrical Design Load Data	
Inspection and Clearance of Mechanical & Electrical Works		
HDB(M&E)-IC.DOC	Declaration of Completion of M&E Works and Application for Inspection and Clearance	
HDB(M&E)-LPS.DOC	Confirmation of building structure(s) within the zone of protection provided by the lightning protection system of the neighbouring blocks	
Correspondence to Agency		
ESS-CORR.XFD	Correspondence to agency	

WORKFLOW FOR PLAN SUBMISSION TO HDB(M&E)



WORKFLOW FOR HANDOVER CLEARANCE BY HDB(M&E)

