

REVISIONS TO THE PROCESSES FOR BUILDING PLAN SUBMISSIONS FOR A&A WORKS FOR HDB'S PROPERTIES

Dear Industry Professionals,

As part of HDB's on-going efforts to provide a pro-business environment for its stakeholders, HDB organised a POWER (Public Officers Working on Eliminating Red-Tape) Session with some Qualified Persons (QPs) on Fri, 13 Nov 2009, to review the processes for Building Plan submissions for Addition and Alteration (A&A) works to HDB's industrial and commercial premises.

2. Arising from the suggestions proposed by the QPs during the POWER session, HDB has revised and streamlined the processes for Building Plan submissions for A&A works to HDB's industrial and commercial premises.

3. Essentially, in the past, Building Plans had to be submitted to :

a. Properties and Land Department (PLD) or Industrial Properties Department (IPD) for landowner's endorsement; as well as

b. Building Quality Department (BQD) for technical clearance.

With the revised workflow, Building Plans will only have to be submitted to PLD or IPD. Within HDB, the plans will be received/processed by BQD concurrently. With this, HDB aims to reduce the overall processing time from 14 working days to 7 working days, on average. In view of the changes, the application form 'HDB (C&S)- QPA&A(COMM & IND)' has also been revised accordingly and can be downloaded from CORENET for online submission. The revised workflow is as shown in the document attached.

4. To facilitate QPs in making follow-up enquiries, the names and contact details of relevant HDB officers will be indicated in the correspondence with the QPs. HDB has also formalised the practice of offering pre-submission consultation services, and the QPs can contact HDB through channels like the hotlines to request for such services (i.e. PLD : 1800-8663073, IPD : 1800-8663075).

5. Please feel free to contact Senior Engineer Loo Say Kian at Tel No. 6490 3115 if you need further clarifications and assistance.

Thank you.

Best Regards,

Project Manager

CORENET Electronic Submission System