

**CENTRE OF STUDIES FOR BUILDING SURVEYING  
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA**

**THE IMPORTANCE OF APPLYING BUILDING PLAN APPROVAL  
FOR RENOVATION AND ALTERATION WORKS**

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**“I hereby declare that this academic project is the result of my own research  
except for the quotation and summary which have been acknowledged”**

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## **ABSTRACT**

In Malaysia, all of the renovation and alteration works of the building needs the approval from the Local Authorities. The Municipal Council is responsible in control the renovation and alteration works. This dissertation is all about the study of the importance of applying building plan approval for renovation and alteration works. The first objective, to study the process of building plan approval for extension or alteration and the related guideline. Secondly, to investigate which part of the building plan approval processes that are considered difficult for extension or alteration works. Lastly, the objective of this study is to survey the opinion regarding the effectiveness of building approval process in applying the approval for extension or alteration. The method applied in this study is qualitative method where a set of structured questions was answered by the related respondents such as Municipal Council officers and Personal Submitting Person (PSP). Based on the answer obtained, the study of the importance of applying building plan approval for renovation and alteration works was clearly answered. The results of the study were stated the overall process of the building plan approval and its guideline. Besides, the results also mentioned about the most difficult part of the process and the opinion of respondents regarding to the effectiveness of the process.

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 INTRODUCTION**

The purpose of this study is to explain the importance of property owner to apply the building approval for extension and alteration work. Some of the building approval means that any buildings must be constructed by purpose to provide safety and comfortable feelings to the occupants. Besides, the building must be constructed based on regulation and guidelines provided by Local Authority and common provision act such as Uniform Building By-Law 1984(UBBL 1984).

Commonly, most of the property owner who did the extension or renovation works did not comply with the building regulation due to the lack of awareness about the importance to get the permission from the local authority. The house owner carried out a renovation or alteration works without obtaining the permission from the local authority. That works can be labelled as an illegal due to no approval obtained from the local authority. It is necessary to ensure that all the building regulations must be complying with the renovation or alteration works.

To have unauthorized building renovation or extension on the property may pose a safety hazard if the structures were not properly designed by a submitting person. Moreover, it is also an offence under Street, Drainage, and Building Act 1974 (Act 133). The authority can strictly initiate an enforcement action, which will require either removing or demolishing those works on the property (Firdaus, 2013).