



PROGRAMME IN BUILDING SURVEYING  
DEPARTMENT OF BUILT ENVIRONMENT STUDIES & TECHNOLOGY  
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA  
PERAK BRANCH  
SERI ISKANDAR CAMPUS

**BUILDING PLAN APPROVAL FOR EXTENSION  
AND RENOVATION WORK FOR INDUSTRIAL BUILDING**

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This practical training report is fulfilment of the practical training course.

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## **ABSTRACT**

The main objective of this study is to learn more about the approval process for building plans for extensions and renovations work. The subject of this study was the Alor Setar City Council (Majlis Bandaraya Alor Setar). The case study focuses on Department of Architect and Building Control at local authority known as MBAS. In this case study explain about the procedure for applying building plan approval for extension and renovation work in MBAS from the application stage until the Letter of Permission.

## ACKNOWLEDGEMENT

Praise to Allah S.W.T. for His grace and His mercy. I was able to complete this report within the time allowed. With the mercy of HIM, I have had the strength and confidence to complete this task.

I would like to express my sincere gratitude to my supervisor and also my Lecturer, Madam Nurhidayah Samsul Rijal of her guidance, support, comments and patient during preparing this report

I would also like to thank Mr. Aznan bin Othman as the supervisor, and all of the staff who has given me guidance providing information and teaching me about the work at my industrial training their support,

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Introduction**

Practical training is a semester-long training programme for students nearing the end of their studies. This training serves as an introduction to the working environment for the student. In order to graduate from the University, it is also necessary to finish all of the courses studied. Every student may benefit from this training, implying that the working environment may offer the student with an understanding of how real-world work is done, which will be valuable in the future. Students can also put all of the methods and abilities they gained in class last semester to use. This technology and skill set may be used to their training, resulting in increased corporate performance.

As a result, the students' selected practical training was given a total of 16 weeks. Students have no restrictions on where they can train, and they can choose from two departments, which are examples of private or public companies that perform either facilities management and maintenance, insurance/risk management, building control, development and construction management, heritage and building conservation, or building works and appraisals.

Each student in the organisation is overseen by experienced professionals who are in charge of instructing students as well as monitoring their attendance, discipline, and performance. As a result, this will be documented in the university's student assessment report.

## 1.2 Company Background



Figure 1: Logo Majlis Bandaraya Alor Setar

Alor Setar is the capital of the Malaysian state of Kedah. It is the state's second-largest city, after Sungai Petani, and one of Peninsular Malaysia's most significant cities on the west coast. It is located 400 kilometres (250 miles) north of Kuala Lumpur and 79 kilometres (49 miles) north of George Town, Penang, on the country's longest highway. It has historically been a key transportation centre on the northern Malay Peninsula due to its placement along the primary transit route from Malaysia to Thailand. The city now has a land area of 666 km<sup>2</sup> (257 sq mi) and has a population of over 300,000 people (as per the 2010 census). The city is the administrative centre of the Kota Setar District and is home to the Central State Administration Centre. Alor Setar is governed by the Alor Setar City Council at the local government level.

The Alor Setar City Council is the local authority that governs the city of Alor Setar in the state of Kedah. It is located at Jalan Kolam Air, Bandar Alor Setar, 05200 Alor Setar, Kedah. The council's role is to provide people with municipal services. It's also in charge of public health and sanitation, waste management and disposal, urban planning, environmental protection and regulation, economic and social development, traffic management, and general city infrastructure maintenance. It was formerly

called as the Majlis Perbandaran Kota Setar (MPKS) and was formed in 2003. Alor Setar was formerly controlled in a limited region as well as the entire Kota Setar district. MBAS is the Local Authority (LA) in charge of welfare and infrastructure in Alor Setar City and its environs, as well as the administration of the Pokok Sena District.

The Alor Setar City administration changed from a "Badan Kebersihan Bandar" or "Sanitary Board" in 1958 to the "Lembaga Bandaran Alor Setar," which was later upgraded to the "Majlis Daerah Kerajaan Tempatan Kota Setar" on 1 March 1974, then to the "Majlis Perbandaran Kota Setar" on 1 February 1978, and finally to the "Majlis Bandaraya Alor Setar" on 21 December 2003.

### **1.3 Vision and Mission**

#### 1.3.1 Vision

Mentranformasikan Bandaraya Alor Setar sebagai bandaraya berpenghuni

#### 1.3.2 Mission

Memacu kecemerlangan MBAS yang mapan berteraskan organisasi berkualiti inovatif responsif dan komited kepada pembangunan. Lestari untuk mencapai perbandaran berdayahuni 2035

## 1.4 Organisation Chart of Majlis Bandaraya Alor Setar



Figure 2: Organisation Chart of Majlis Bandaraya Alor Setar

### 1.5 Organisation Chart Department of Architect and Building Control

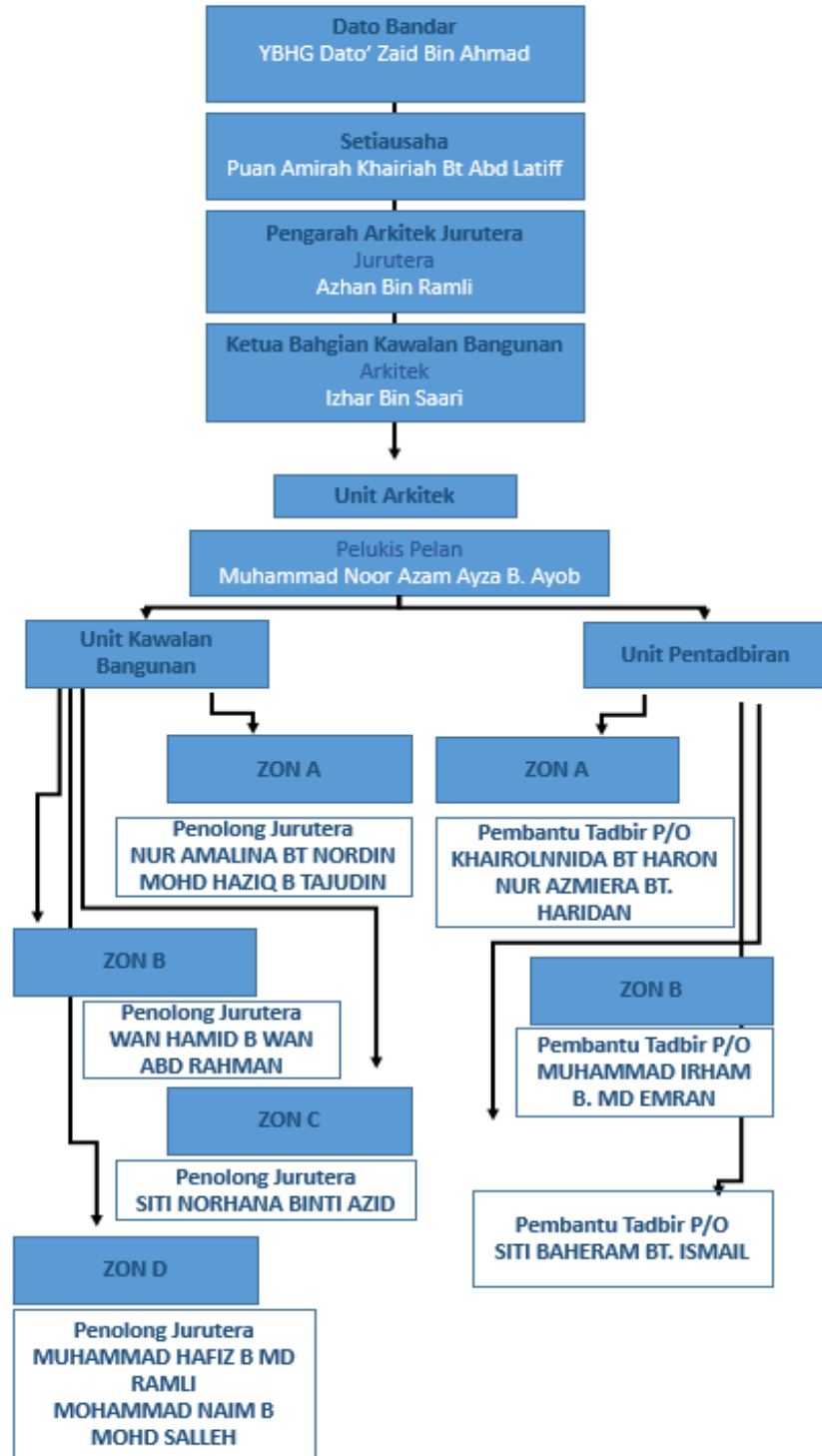


Figure 3: Organisation Chart

## 1.6 Location plan

### 1.6.1 Key plan



Figure 4: Location plan for Majlis Bandaraya Alor Setar (MBAS)

### 1.6.2 Site Plan



Figure 5: Site plan for Majlis Bandaraya Alor Setar

## **1.7 Scope and Responsibilities**

The scope of Architectural and Building Control work at MBAS is to approve plans for extension works and renovations of buildings for commercial and building. Technicians will monitor the area of the building that submitted the application for extensions and renovations before approving the application and they will monitor whether the building when completed is in line with the plan submitted to MBAS.

## **1.8 Summary**

Practical training is where students find out real jobs in the industry. With this industry training, students can learn the real work of their course. By choosing a council can learn about the approval of building control plans for further work and renovations. Majlis Bandaraya Alor Setar play important role in providing people with municipal services. It's also in charge of public health and sanitation, waste management and disposal, urban planning, environmental protection and regulation, economic and social development, traffic management, and general city infrastructure maintenance.

## **CHAPTER 2**

### **LITERATURE REVIEW**

#### **2.1 Introduction**

Malaysia's planning system follows a 'top-down' strategy, start with the federal, followed by the states, and lastly the local authority. Malaysia has three forms of local authorities: city councils, municipal councils, and district councils. "The local authorities, or the government, carry out obligatory, discretionary services, and are the agents of development, whose purpose is to provide non-profit services to the citizen, including numerous other mandatory services," according to the report." (Maidin, 2012).

The local authority acts as the local planning authority in terms of town and country planning, with the obligation to "regulate, manage, and plan the development and use of all lands and buildings within its jurisdiction" (section 6(1)(a), Town and Country Planning Act 1976). The local planning authority has the authority to carry out the functions of town and country planning as defined in local plans. More significantly, the local planning authority must be more successful in regulating the urban system and its environment to ensure sustainable growth.(Marzukhi,2019)



## **2.2 Building Plan Approval**

The approval of a building plan is a critical step in the development process in Malaysia. This covers the development permission application, building plan approval, infrastructure plan approval, and other essential steps to guarantee that the Principal Submitting Person (PSP) in charge of the building follows all government rules and regulations. In addition, no one should be permitted to start any development initiatives without first obtaining formal approval from the local authorities. (Marzukhi,2020)

The approval of building plans is concerned with the granting of authority for the construction of structures in accordance with a set of rules and regulations. According to the relevant requirements of the State Municipality Acts, anybody interested in initiating a building activity (new construction or alterations to existing structures) must first acquire prior approval from the relevant local authority. The building plan approval is intended to allow speedy processing and disposal of building plan approvals, uniformity of building fees and other charges, technological scrutiny automation, and effective file processing monitoring.

### **2.2.1 Definition of CCC**

The Certificate of Completion and Compliance (CCC) is a new term invented by the Street, Drainage and Building (Amendment) Act 2007 (Amendment Act), which took effect on April 12, 2007. The CCC is intended to take the place of the certificate of fitness for work (CFO). The CFO was granted by the local authority (LA)

under the Uniform By-Laws of the Street, Drainage, and Building Act 1974 in the existing system (Act 133). The private sector issues the new CCC, which is based on self-regulation. The project's duty is shifted from the LAs to the project's experts (architects, engineers, and building draftsman). Its purposes are to strengthen home buyer protection, minimize red tape and bureaucracy in local government, and increase the efficiency of public services. The CCC applies only to new projects; CFOs will continue to be assigned to current projects.

The government's CCC implementation is a new technique for dealing with local governments' delays in approving development proposals. It is a new method in which the Professional, rather than the Local Authority, who previously provided the CCC, issues the stage. (Edy, 2017).

### **2.2.2 Existing Building Plan Approval**

A building that was either in existence and entirely completed on the day the Applicant originally submitted its Application, or in respect of which the IESO has provided a written confirmation that the building shall be designated an Existing Building in its sole and absolute discretion. Existing building plan approval is a requirement for renovation or extension of the building. This building approval did not need CCC to do a renovation or extension work.

### **2.2.3 New Building Plan Approval**

New Building refers to a new structure designed which includes pouring or constructing a new foundation and floor, erecting a new frame and roof, and installing new plumbing, electrical, and other services. New buildings must have a CCC before being occupied, The CCC is a certificate that offers final approval of a building's construction. It's a test conducted by industry experts to check that the structure has been built according to the original designs, is safe to occupy, and is sturdy. The CCC is completed by an industry professional with an overview of the construction, known as the Principal Submitting Person (PSP) which is industry professional operating as an engineer, architect, or building draughtsman.

## **2.3 Type of Renovation Requirement Submission**

The majority of building owners and tenants have the erroneous belief that modest renovations within the building premise and border are none of the local authority's concern because all of these alterations are made within their own compound. In actuality, every change or renovation to a structure must be presented to the local authorities for approval prior to any work beginning, even if it is a simple improvement, according to Malaysian rules. The types of renovations that require building permission are as follows.

### **2.3.1 Internal Layout Changes**

When the developer originally received the certificate of completion and compliance (CCC), the majority of the commercial lots were planned as vacant lots. The acceptance of the construction proposal was based on the examination of an empty lot. The main layout of the structure was changed when the building owner or tenants partitioned the empty lot into multiple spaces depending on varied usage needs. As a result, the owners or tenants must submit the most recent layout drawing to the local government for approval. BOMBA and the building department will assess the current layout and confirm that it complies with the local authority's requirements. To develop architectural drawings for the authority submission, a professional architect must be hired.

### **2.3.2 Building Extension and Additional Built Up Area**

The extension of the building or additional built-up area normally involves additional building structures. The proposed additional build-up area is also subjected to the approval from planning department. Hence, this kind of renovation shall be submitted to local authority and obtain approval before work commencement. The involved agencies are planning department, building department, engineering, BOMBA, and Indah Water Consortium (if an additional toilet is applicable). Professional architect, C&S engineer, and town planning shall be engaged to prepare building development order, architecture drawing, and structure drawing for authority submission.

### **2.3.3 Wall Breaking**

By tearing down the dividing wall, some property owners hoped to combine two more business properties into one huge one. The owner must get permission from the local government to demolish the dividing wall. The high volume of a commercial lot increases the risk of fire; depending on the overall volume of the unit, more fire protection may be necessary. In order to comply with BOMBA rules, the owners may need to build a new hose-reel system or sprinkler system. Owners must hire a Professional Architect, C&S Engineer, and M&E Engineer to provide architectural drawings, structural drawings, and fire protection system drawings for submission to the local authorities.

### 2.3.4 Change of Premise Function

The term "change of premise function" refers to the owner's use of the commercial premises for purposes different than those originally intended. A typical transition from an office space to a tuition centre, a music centre, a gym, and so on. Normally, these changes in function would occur in tandem with changes in internal layout. As the new building purpose is the public space, at least two stairs or exit routes must be provided for these adjustments. The Planning Department, Building Department, and BOMBA are the agencies participating in these renovations. Owners are required to hire a town planner and a professional architect to submit planning and construction plan approvals. For certain local governments, owners are even obliged to apply for a temporary permission for the back staircase.

Involved Department	Types of Renovation			
	Layout Change	Building Extension	Wall Breaking	Function Change
Planning Department				
Building Department				
Engineering Department				
BOMBA				
<b>Involved Consultant</b>				
Town Planner				
Architect				
C&S Engineer				
M&E Engineer				

*\*\*The submission may vary according to different local authorities' latest requirements.*

Table 1: summary of the type of renovation against the involved department and consultant

Aug, 20. (2021, November 1). Building plan approval for commercial lot renovation - application of building plan approval. IPM. Retrieved December 23, 2021, from <https://ipm.my/building-plan-approval-for-commercial-lot-renovation/>

## 2.4 Building Plan Approval Procedure

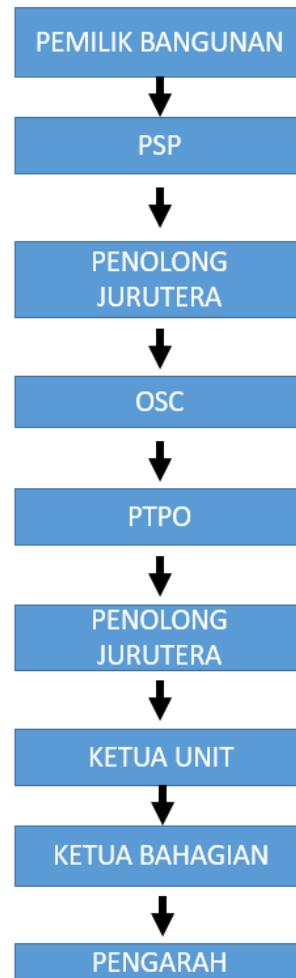


Figure 6: Building plan approval procedure

## **2.5 Summary**

There are two type of building that need to apply for building approval which is new building approval and existing building approval. The new building approval is building that need CCC while the existing building just need to refer local authority to do some extension and renovation work. There are 4 type of building approval for extension and renovation work which is internal layouts change, building extension and additional build up area, wall breaking, change of premise function.



## **CHAPTER 3**

### **CASE STUDY**

#### **3.1 Introduction of Building Plan Approval**

In this study explain the process building plan approval for extension and renovation work in Majlis Bandaraya Alor Setar. Some building approvals state that all structures must be built with the intention of providing safety and comfort to the residents. Furthermore, the structure must be built in accordance with local authority regulations and standards, as well as common provision acts such as the Uniform Building By-Law of 1984. (UBBL 1984).

Due to a lack of knowledge regarding plan approval authorization from the local authorities, majority of property owners who conducted extension or renovation work did not comply with the building regulations. The house owner extended or renovated the property without first receiving approval from the local government. Because no consent from the local authorities was obtained, the work might be considered illegal. It is basic to ensure that the extension or alteration work complies with all building regulations.

If the buildings were not properly designed by a qualified person, having an illegal building renovation or extension on the property could cause a safety hazard. Furthermore, it is a violation of the 1974 Street, Drainage, and Building Act (Act 133). The authority has the authority to take stringent enforcement action, which will necessitate the removal or demolition of the works on the property.

### 3.2 Location of Case Study

The case study of this report is industrial building which is Boon Lee Auto SDN. BHD. This building located at no.423, Taman Bandar Baru Mergong, 05150, Alor Setar, Kedah Darul Aman. This building proposals for additions/amendments to make extension on the side of the building.



Figure 7: Boon Lee Auto SDN. BHD

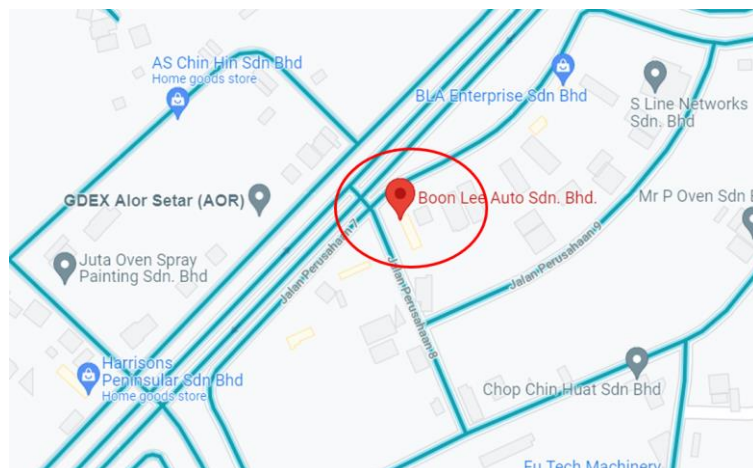


Figure 8: Location plan of Boon Lee Auto SDN. BHD

### **3.3 Standard Procedure of Building Plans Approval for Extension or Renovation Work**

Building plan approval for extension and renovation work exists when owner of the building desire to renovate or extend their building. The owner need to dealing with principal submitting person (PSP). The PSP is a professional architect, engineer or building draftsman who submits building plans to the LA for approval. The PSP must be registered under the relevant law relating to registration thereof, eg Architects Act 1967 or Registration of Engineers Act 1967(Revised 1974). The plan will be issued by a principal submitting person (PSP) to local authority. Every application must be accompanied by a letter from the architect/consulting engineer, 6 set of building plan, 4 set of Reinforced concrete (R.C) plan, form A, copy of gate tax or copy of CFO/CCC or sale and purchase agreement, latest photograph of the building ( front, rear and side). And IC owner of the building.

#### **3.3.1 Pre-Checking of Plan to Application**

Process building plan approval for extension and renovation work in Majlis Bandaraya Alor Setar start with the PSP is present by submitting the required forms and documents to the architect and building control department. After that the assistant engineer on duty will check the plan and the other document. Every plan must have location plan, site plan, floor plan, elevation plan, and section plan. The sections, if any, of the building to be removed should be depicted in dotted lines with blue colour and new work shall be in red completely coloured in plans submitted for additions or renovations to a structure, including a subdivision of rooms. On the designs, all

existing surface water and foul water drains, staircases, windows and doors, and all light and ventilation openings must be included. There are probability that the application will be rejected by the council. This is because of the plan and the document for the application. Some of the plan incomplete which did not have location plan or site plan or the document that required are not included in this application.

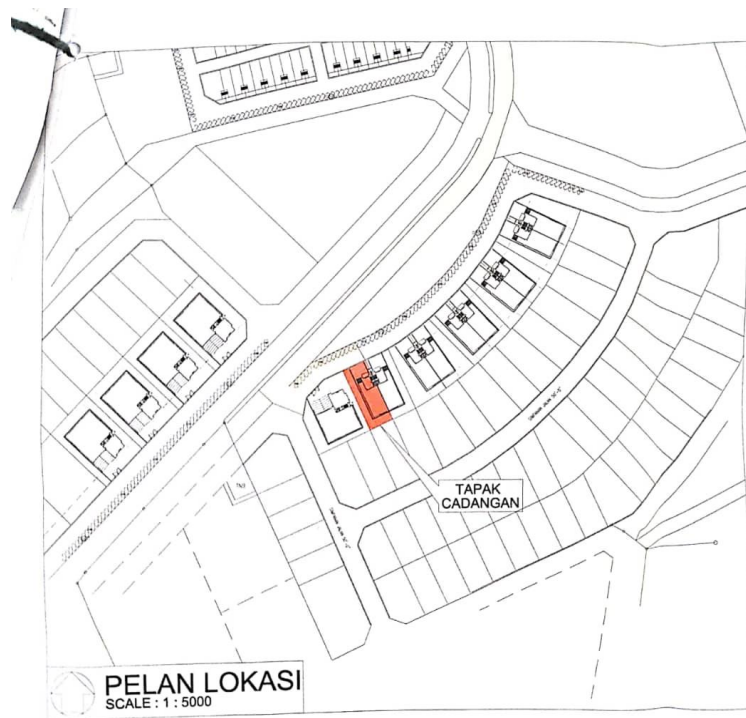


Figure 9: Location plan of Boon Lee Auto SDN. BHD

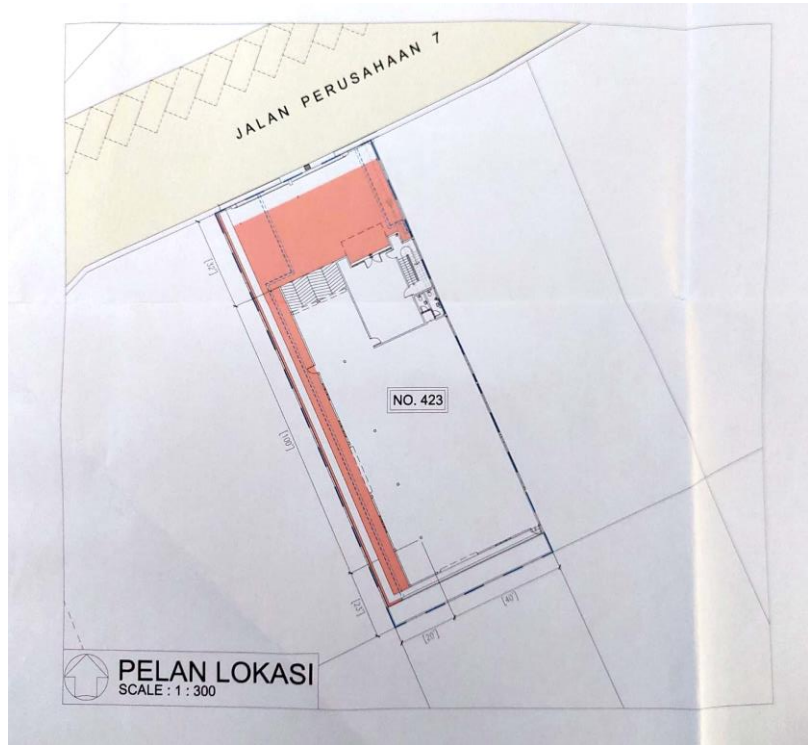


Figure 10: Site plan of Boon Lee Auto SDN. BHD

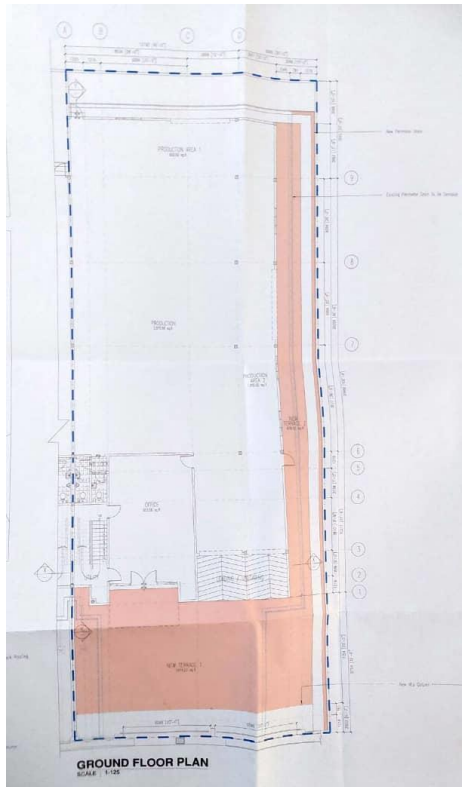


Figure 11: Ground floor plan of Boon Lee Auto SDN. BHD

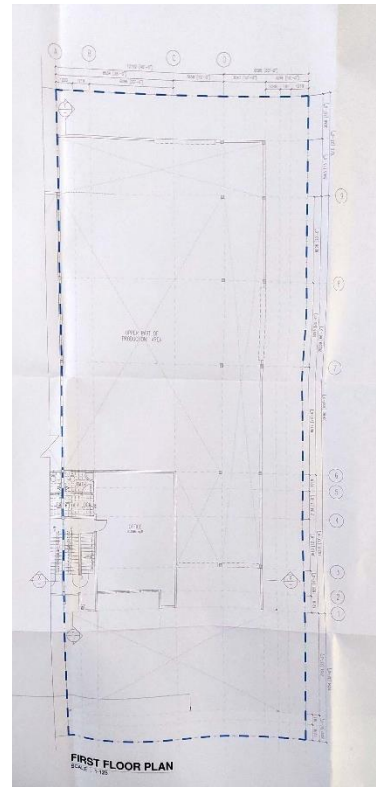


Figure 12: First floor plan of Boon Lee Auto SDN. BHD

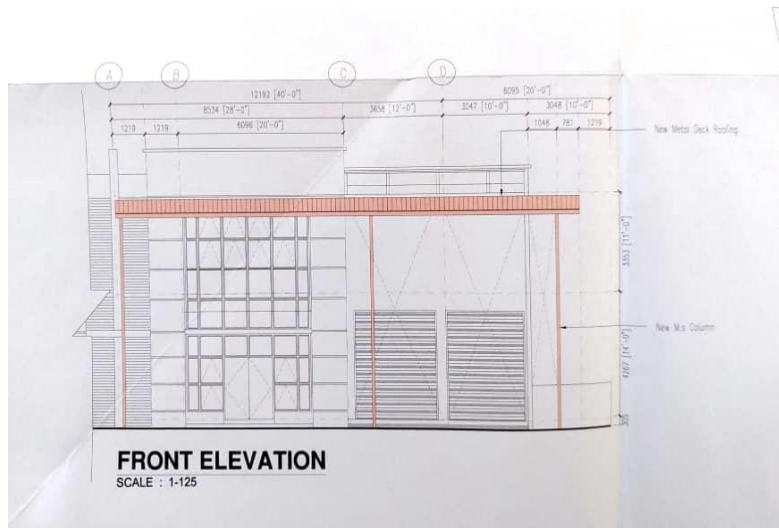



Figure 13: Front elevation plan

### 3.3.2 Building Plan Fees for Approval

After the plan and document given by PSP to the council is complete, the administrative assistant operations clerk (PTPO) will stamp 'cop semak terima' and will open a receipt for PSP to make the payment. There are four (4) types of fees that need to be paid by the applicant. Three (3) of those fees must be paid which is plan fee, approval stickers fee and permits and one (1) more fees must be paid if applicable which is reinforced concrete (R.C) plan .



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Figure 14: Payment receipt for plan approval



### 3.3.3 One Stop Centre (OSC)


After paying all the fees the PSP must bring all the plans and documents to the OSC section for review to obtain the stamp 'terima'. OSC Committee is established and authorized to consider and decide upon the application for planning permission, building plan and inform planning approvals, surrender and re-alienation to land administrator, and simultaneous application of subdivision and change of conditions. On 25th of February, 2004, the government, at the Cabinet Meeting approved a proposal by the Ministry of Housing and Local Government (MHLG) to establish OSC in all local authorities in Peninsular Malaysia.



## ONE STOP CENTRE

MAJLIS BANDARAYA ALOR SETAR

OSC/SS/PP/209



### SENARAI SEMAKAN PERMOHONAN PELAN TAMBAHAN & PINDAAN KECIL

No. Ruj. : MBAS/OSC/B/C/ <sup>301</sup> ~~201~~ / 2020  
Tarikh : 20/10/2020

Tajuk Permohonan: CADANGAN PINDAAN KEPADA PELAN YANG TELAH DILULUSKAN NO. RUJ. : MBAS/OSC/B/C/301/2020 BAGI CADANGAN PINDAAN DAN TAMBAHAN KEPADA 1 UNIT INDUSTRI BERKEMBAR 1 ½ TINGKAT SEDIADA, DI NO. 423, TAMAN BANDAR BARU MERGONG, JALAN PERUSAHAAN 7, 05150 ALOR SETAR, KEDAH DARUL AMAN.

Perunding : KEJURUTERAAN KOTA

Pemilik : TETUAN BOON LEE AUTO SDN. BHD.

Bil	Butiran	Tandakan (jika ada)	
		Tunai	Cek
1	2 salinan surat permohonan daripada Pelukis Pelan / Arkitek Berdaftar / P. Jurutera	/	/
2	Borang 'A' – Perakuan Pelan-pelan Bangunan/Struktur	/	/
3	6 set pelan Arkitek, Tandatangan Perunding / Pemilik ( Diwamakan merah ruang pindaan bersaiz A3 atau A0 )	/	/
4	Gambar Foto ( hadapan, belakang, sisi ) terkini bangunan yang dicadangkan	/	/
5	Salinan Cukai Pintu atau salinan CFO / CCC @ Perjanjian Jualbeli	/	/
6	Borang kiraan Hasil Pelan	/	/
7	Surat Kebenaran Jiran ( Binaan dinding 2 pihak )		
8	Fi Kawalan Bangunan	/	
9	Bayaran Wang Perwaruhan (Deposit)	/	
10	Permit meletak bahan binaan	/	
11	2 Set Pelan R.C ( jika perlu ) A3 atau A0 1 set – terima dan daftar		
12	1 Set kiraan R.C pelan ( 1 set ) jika perlu		
13	Surat Akuan Sumpah bertanggungjawab pemohon pada binaan struktur tanpa kemaklakan Pelan R.C		
14	Lain-lain contoh surat pengesahan Nilai Cukai Pintu		
15	Permohonan pelan setara Pagar dan Awning		

**DISEMAK OLEH**

Tandatangan : \_\_\_\_\_  
Cop Nama : \_\_\_\_\_

Tarikh : \_\_\_\_\_

MAJLIS BANDARAYA ALOR SETAR

03 OCT 2020

PERMOHONAN INI TELAH

DITERIMA

DITOLAK

1 Dikembalikan Permohonan tidak lengkap

Melebihi 50% keluasan lantai/dinding

2 Bersama-sama ini disertakan pelan dan dokumen di atas untuk tindakan Bahagian Arkitek & Kawalan Bangunan MBAS.

Tarikh kemaskini : Jun 2009

Figure 15: One Stop Center Majlis Bandaraya Alor Setar




### 3.3.4 Open File for Building Plan Approval

Next, the PTPO will open the file for approval of the proposed building plan. In this process, PTPO will insert several forms into the file namely minute form, basic review form (borang semakan asas), work review form (borang semakan kerja), and monitoring report form (borang laporan pemantauan). In the minute form, every


MBA/ST/2000/BAKB/001/01

2


**BAHAGIAN ARKITEK & KAWALAN BANGUNAN**  
**JABATAN KAWALAN BANGUNAN**  
**MAJLIS BANDARAYA ALOR SETAR**

**BORANG SEMAKAN ASAS**  
**PERMOHONAN PELAN TAMBAHAN DAN PINDAAN**

	ADA	TIADA
1. Surat permohonan daripada Pelukis Pelan / Arkitek Berdaftar / Jurutera Perunding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. 6 Set Pelan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. 4 Set Pelan Konkrit Tetulang (R.C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Borang 'A'	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Salinan Cukai Pintu/CFO/CCC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Gambar Tapak dan Bangunan Terkini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1 Pandangan hadapan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2 Pandangan belakang	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3 Pandangan sisi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Bayaran Permohonan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.1 Fi Kawalan Bangunan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.2 Fi Kawalan Bangunan (Pelan R.C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.3 Permit Bahan Binaan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.4 Pelekat Kelulusan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.5 Wang Pertaruhan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tandatangan: 

Nama: MUHAMMAD IRHAM BIN MD EMRAN  
Pembantu Tadbir (PIO)  
Majlis Bandaraya Alor Setar

Jawatan: \_\_\_\_\_

Tarikh: 2/11/2020

\* JIKA LENGKAP BORANG SEMAKAN ASAS PERMOHONAN  
PTPO AKAN MENYEDIAKAN RESIT BAYARAN KEPADA PERMOHONAN

Figure 16: Basic review form (borang semakan asas)



BAHAGIAN ARKITEK & KAWALAN BANGUNAN  
 JABATAN KAWALAN BANGUNAN  
 MAJLIS BANDARAYA ALOR SETAR

MBAS/T2000/BAKB/001/03

3

BORANG SEMAKAN KERJA  
 PELAN TAMBAHAN DAN PINDAAN

1. No. Fail : MBAS / B/C / 301 / 2020

2. Semakan Pelan Permohonan	Catatan
- Hasil pelan serta kiraan dan wang pertaruhan	..... /
- Pelan tataletak dan pelan lokasi	..... /
- Pelan lantai bangunan serta dimensi yang jelas	..... /
- Pelan keratan rentas, keratan lintang dan keratan terperinci	..... /
- Pandangan hadapan, belakang dan sisi bangunan	..... /
- Bahagian kerja tambahan diwarnakan merah	..... /
- Garisan bangunan	..... /
- Jarak dari perenggan lot ( tidak kurang 6' 6" )	..... /
- Pengudaraan ( ventilation )	..... /
- Tandatangan pemilik bangunan dan tuan tanah	..... /
- Tandatangan / ambil tanggungjawab oleh pelukis pelan	..... /

3. Binaan belum dijalankan : YA / TIDAK

4. Laporan, syor dan ulasan Penolong Jurutera :

*Laporan tapak telah dijalankan pada 4/11/2020 dan didapati binaan tambahan belum lagi dijalankan.*

Disediakan oleh :  
 Tandatangan : *[Signature]*  
 Nama : MOHD SYAMRIHADAN B. ADURUS@IDRUS  
 Jawatan : Penolong Jurutera  
 Tarikh : 4/11/2020

Disemak oleh :  
 Tandatangan : *[Signature]*  
 Nama : WAN HANIS BILAL ABD. KADIR  
 Jawatan : Pengerusi Bahagian Kawalanan Bangunan  
 Tarikh : 4/11/2020

Figure 17: Work review form (borang semakan kerja)

LAPORAN PEMANTAUAN  
 PROSES PERMOHONAN PELAN TAMBAHAN DAN PINDAAN  
 BAHAGIAN ARKITEK & KAWALAN BANGUNAN



OBJEKTIF Q PROSES KELULUSAN PELAN TAMBAHAN DAN PINDAAN DARI TERIMA PERMOHONAN  
 SEHINGGA TAWARAN KELULUSAN ADALAH DALAM TEMPOH 14 HARI

NO. RUJUKAN : MBAS/OSC/B/C/ 301 / 2020

PROSES	PEGAWAI BERTANGGUNG JAWAB/ TARIKH	AKTIVITI	TEMPOH MASA (HARI)
Terima permohonan	PTPO : IR HANA Tarikh Mula : 2/11/2020 Tarikh Siap : 2/11/2020	Daripada Untuk : PEJU PUTEKRA SIA BOON LEE AUTO SON LTD H/Pelan : RM 150.60 R/N: 0898000989 Sticker Kelulusan : RM 50.00 R/N: 0898000989 H/Pelan R.C : RM R/N: Permit : RM 50.00 R/N: 0898000989 Wang Pertaruhan : RM R/N: TARIKH: 20/10/2020	3
Semakan pelan, Lawatan tapak & Laporan sokongan	Juruteknik : Tarikh Mula : Tarikh Siap :	Ulasan Juruteknik : ..... ..... ..... <input type="checkbox"/> Disokong	4
	Ketua Unit : Tarikh Mula : Tarikh Siap :	Ulasan Ketua Unit : ..... ..... ..... <input type="checkbox"/> Disokong	2
	Ketua Bahagian : Tarikh Mula : Tarikh Siap :	Ulasan Ketua Bahagian : ..... ..... ..... <input type="checkbox"/> Dilulus	2
Penyediaan Surat Kelulusan / Tunai Syarat	PTPO : IR HANA Tarikh Mula : 4/11/2020 Tarikh Siap : 4/11/2020	<input checked="" type="checkbox"/> Sedia Kelulusan <input type="checkbox"/> Tunai Syarat <input type="checkbox"/> Tolak Tunai Syarat : ..... .....	2
Tawaran Kelulusan	PTRO : IR HANA Tarikh Mula : 10/11/2020 Tarikh Siap : 10/11/2020	LULUS : 10/11/2020 NO. SIRI PELEKAT : 1912	1

Figure 18: Monitoring report form (borang laporan pemantauan)

### **3.3.5 Site Visit for Building Plan Approval**

In this procedure, the assistant engineer will make a site visit to the proposed area. On site, the assistant engineer will ensure that the building plan is located in the same area as the plan submitted for approval, the floor plan is the same as the original plan, and each amendment is in accordance with the prescribed rules. They also need to take pictures of the building while making a site visit. If the building has undergone renovation work, a notice will be issued and a fine will be imposed to the owner of the building and asked to stop the renovation work immediately. This work cannot be continued if the building owner does not pay the fine imposed by the council. If the building applying for approval has not begun additional extension or renovation work, the assistant engineer will fill out the work review form (borang semakan kerja) and will comment that additional construction on the site has not yet begun.



BAHAGIAN ARKITEK & KAWALAN BANGUNAN  
JABATAN KAWALAN BANGUNAN  
MAJLIS BANDARAYA ALOR SETAR

BORANG SEMAKAN KERJA  
PELAN TAMBAHAN DAN PINDAAN

1. No. Fail : MBAS / B/C / 301 / 2020

2. Semakan Pelan Permohonan	Catatan
- Hasil pelan serta kiraan dan wang pertaruhan	..... / .....
- Pelan tataletak dan pelan lokasi	..... / .....
- Pelan lantai bangunan serta dimensi yang jelas	..... / .....
- Pelan keratan rentas, keratan lintang dan keratan terperinci	..... / .....
- Pandangan hadapan, belakang dan sisi bangunan	..... / .....
- Bahagian kerja tambahan diwarnakan merah	..... / .....
- Garisan bangunan	..... / .....
- Jarak dari perenggan lot ( tidak kurang 6' 6" )	..... / .....
- Pengudaraan ( ventilation )	..... / .....
- Tandatangan pemilik bangunan dan tuan tanah	..... / .....
- Tandatangan / ambil tanggungjawab oleh pelukis pelan	..... / .....

3. Binaan belum dijalankan : YA / TIDAK

4. Laporan, syor dan ulasan Penolong Jurutera :

*Laporan rapak telah dijalankan pada 4/11/2020 dan didapati binaan tambahan belum lagi dijalankan.*

Disediakan oleh :   
Tandatangan : \_\_\_\_\_  
Nama : **MOHD SYAMRIHADAN B. ADRUS@IDRUS**  
Penolong Jurutera  
Majlis Bandaraya Alor Setar  
Jawatan : \_\_\_\_\_  
Tarikh : 4/11/2020


Disemak oleh : \_\_\_\_\_  
Tandatangan :   
Nama : **WAN HANISAH BINTI HANIFFA**  
Penolong Jurutera  
Majlis Bandaraya Alor Setar  
Jawatan : \_\_\_\_\_  
Tarikh : 4/11/20

Figure 19: Work review form (borang semakan kerja)

### 3.3.6 Approval of the Application

Lastly, after the site visit is made and no renovations or extensions are done by the building owner, the application will be forwarded to the head of unit for approval process. The head of the unit will check the approval of this building plan. Subsequently this approval will be forwarded to the head of the division for signature and next will be submitted to the director for signature.

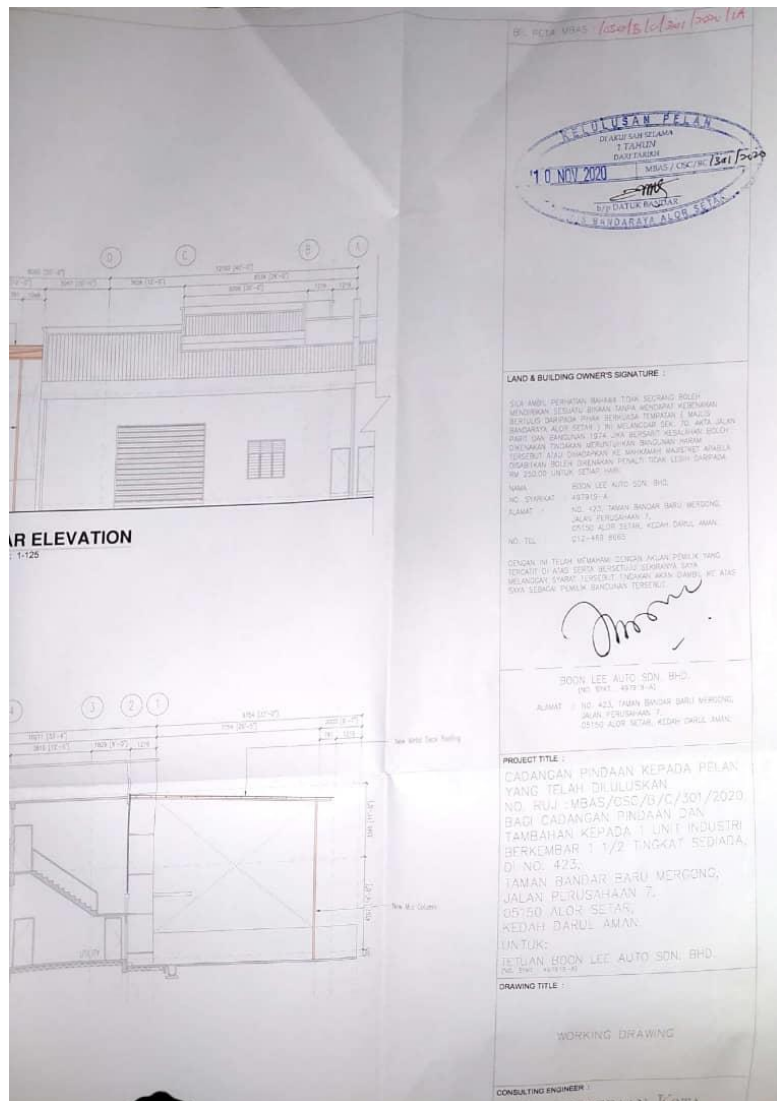


Figure 20: Plan signed by the head of the department of architect and building control





مجلس بلدية آلهر ستر  
MAJLIS BANDARAYA ALOR SETAR

Jalan Kolam Air  
05675 Alor Setar  
KEDAH DARUL AMAN

Tel: : 604-7332499/604-7300185  
Faks : 604-7334377/604/7343387  
Laman Web : www.mbas.gov.my  
Email : mbas@mbas.gov.my  
Aduan : aduan@mbas.gov.my

Ruj. Tuan : L2025/HOW/01  
Ruj. Kami : MBAS/OSC/B/C/301/2020(4)  
Tarikh : 10 NOV 2020

Kejuruteraan Kota  
No. 129  
Taman Mahawangsa,  
05150 Alor Setar,  
KEDAH DARUL AMAN

Tuan,

**CADANGAN PINDAAN KEPADA PELAN YANG DILULUSKAN BAGI TAMBAHAN DAN PINDAAN KEPADA 1 UNIT INDUSTRI BERKEMBAR 1<sup>TH</sup> TINGKAT DI NO. 423 TAMAN BANDAR BARU MERGONG, JALAN PERUSAHAAN 7, 05150 ALOR SETAR, KEDAH DARUL AMAN.**

Adalah dengan segala hormatnya dimaklumkan bahawa permohonan tersebut adalah dibenarkan menurut pelan MBAS/OSC/B/C/301/2020/1A tertakluk kepada syarat-syarat berikut :

- 1.1 Arkitek/Pelukis Pelan/Jurutera yang dilantik oleh pemilik premis hendaklah mengawasi kerja pembinaan dari awal sehingga siap bagi memastikan ikatan bangunan yang dibina mengikut pelan yang telah diluluskan dan tidak menimbulkan sebarang masalah dan menjadi gangguan kepada awam. (Jika sesuatu bangunan atau sesuatu bahagian bangunan salah binaan atau tidak adanya penyeliaan yang sepatutnya boleh apabila disabitkan dikenakan denda tidak lebih daripada Ringgit Malaysia - Lima Ratus Ribu Ringgit (RM 500,000) atau penjara selama tempoh tidak lebih daripada sepuluh tahun atau kedua-duanya di bawah Akta Jalan, Parit dan Bangunan 1974.
- 1.2 Pemohon/Pemunya diingatkan agar melantik kontraktor-kontraktor berdaftar bagi menjalankan kerja-kerja pembinaan, perubahan dan tambahan kecil yang telah dibenarkan. Kegagalan untuk melantik kontraktor yang berdaftar akan mengakibatkan pelanggaran kepada Akta CIDB (Akta 520).
- 1.3 Semua kerja binaan dari struktur konkrit tetulang (RC) hendaklah disahkan oleh seorang Jurutera bertauliah dan kerja-kerja yang melibatkan binaan daripada struktur konkrit tetulang (RC) tanpa mengemukakan pelan adalah menjadi tanggungjawab pemilik rumah sepertimana surat akuan sumpah yang dikemukakan dalam permohonan.
- 1.4 Sebarang ikatan lain samada bersifat kekal/sementara kepada bangunan tersebut adalah tidak dibenarkan melainkan setelah mendapat kelulusan daripada Majlis terlebih dahulu.
- 1.5 Keluasan binaan/tambahan adalah tertakluk seperti yang diluluskan dan dibenarkan di dalam surat kelulusan sahaja. Notis Meruntuh Bangunan akan dikeluarkan sekiranya binaan tambahan/pindaan didapati melencong daripada syarat kelulusan yang dibenarkan. Seterusnya tindakan mahkamah akan diambil sekiranya telah mengabaikan/ingkar arahan bertulis daripada pihak MBAS di bawah Akta Jalan, Parit dan Bangunan 1974.
- 1.6 Surat dan pelan kelulusan hendaklah disimpan dan permit hendaklah dipamerkan di tempat yang mudah dilihat di tapak semasa proses pembinaan untuk pemeriksaan oleh MBAS.
- 1.7 Tidak dibenarkan melonggok bahan-bahan binaan ataupun menjalankan apa-apa kerja yang berkaitan dengannya di atas jalan/bahu jalan dan hendaklah diletakkan di dalam kawasan lot yang dibenarkan.
- 1.8 Semua sisa bahan binaan hendaklah dibuang di tapak pelupusan sampah MBAS di Jabi.
- 1.9 Semua air kumbahan atau sebarang air buangan daripada sinki dapur hendaklah dialirkan ke 'kitchen waste sump' terlebih dahulu sebelum dirawat ke 'septic tank'. Perutup 'septic tank' dan 'kitchen waste sump' hendaklah boleh dibuka.

...2/-

Figure 21: A letter of approval signed by the director  
of the building control department

Ruj. Kami : MBAS/OSC/B/C/301/2020(4)

- 1.10 Semua bilik/tandas hendaklah mempunyai ruang pengudaraan (vent pipe) dan pencahayaan yang tetap dengan keluasan minima 2 kaki persegi.
  - 1.11 Perlulah menyediakan salur air hujan (gutter) pada setiap hujung bumbung yang baru dibina.
  - 1.12 Semua kerja-kerja yang dijalankan hendaklah dikemaskan pada bahagian sebelah dalam/luar dan hendaklah tidak menjadi pemandangan yang tidak elok atau mengakibatkan aduan oleh jiran-jiran.
  - 1.13 Kelulusan ini hanya diakui sah selama (1) Tahun sahaja mulai dari tarikh surat kelulusan dan selepas tempoh itu pelan akan terbatal. Sekiranya binaan/tambahan belum dijalankan, pemohon hendaklah membuat permohonan memperbaharui tempoh kelulusan.
  - 1.14 Pihak tuan boleh **menuntut kembali wang pertaruhan** setelah semua kerja-kerja binaan siap dilaksanakan dengan mengemukakan resit asal wang pertaruhan dan sekiranya kehilangan resit tersebut, pihak tuan hendaklah mengemukakan surat akuan sumpah, salinan kad pengenalan pemohon, salinan akaun bank, sijil pengesahan siap kerja dan mematuhi syarat kelulusan oleh Arkitek/Pelukis Pelan yang dilantik, dan resit asal bayaran pembuangan sisa bahan binaan yang telah disahkan di tapak pelupusan sampah MBAS.
  - 1.15 **Pemohonan wang pertaruhan tidak akan dipertimbangkan sekiranya pemohon tidak mengemukakan dokumen yang lengkap.**
  - 1.16 **Wang pertaruhan akan diselaraskan sebagai hasil MBAS** sekiranya pemohon gagal membuat tuntutan dalam tempoh 6 bulan daripada tarikh pengesahan siap kerja, binaan/ tambahan didapati melanggar dan tidak mematuhi syarat-syarat kelulusan, dan dalam tempoh setahun daripada tempoh kelulusan pemohon masih belum menjalankan kerja binaan/tambahan tanpa memperbaharui tempoh kelulusan pelan.
  - 1.17 Semasa pembinaan adalah **DILARANG** melonggok dan meletakkan bahan-bahan binaan di atas jalan, bahu-bahu jalan, tempat-tempat awam dan sebagainya **KECUALI** dengan mendapat permit dari pihak Majlis Bandaraya Alor Setar terlebih dahulu.
  - 1.18 Keengganan dan kegagalan pihak yang diberi kebenaran ini mematuhi mana-mana syarat yang terkandung dalam surat ini seperti disenaraikan di atas atau cara lain tidak menjadikan kawasan tersebut tidak selamat boleh menyebabkan Datuk Bandar Alor Setar berhak untuk membatalkan surat kebenaran pada bila-bila masa yang difikirkan wajar.
2. Tambahan / pindaan yang diluluskan ini akan melibatkan kenaikan Cukai Taksiran (Pintu) berdasarkan keluasan bangunan yang ditambah / pindaan.
- ...3. Bersama-sama ini disertakan 3 salinan pelan yang telah ditandatangani untuk kegunaan / simpanan tuan.

Sekian dimaklumkan.

**"BERKHIDMAT UNTUK NEGARA"**  
**"KEDAH SEJAHTERA - NIKMAT UNTUK SEMUA"**

Saya yang menandatangani amanah,

( AZHAN BIN RAMLI, BCK., )  
Pegawai Jabatan Kawalan Bangunan  
b.p. Datuk Bandar  
Majlis Bandaraya Alor Setar

s. k.

Tetuan Boon Lee Auto Sdn Bhd  
No. 423 Taman Bandar Baru Mergong,  
Jalan Perusahaan 7,  
05150 Alor Setar,  
KEDAH DARUL AMAN

SEBARANG BINAAN TANPA KELULUSAN PELAN  
AKAN DIDENDA ( 20 X BAYARAN HASIL PELAN )

Figure 22: A letter of approval signed by the director of the building control department.



### **3.4 Summary**

The procedure of building plan approval for extension and renovation work in Majlis Bandaraya Alor Setar is explained in this study. According to several construction permits, all structures must be constructed with the goal of providing occupants with safety and comfort. Furthermore, the structure must be constructed in accordance with local authority regulations and standards, as well as common provision acts like the 1984 Uniform Building By-Law (UBBL 1984).

## **CHAPTER 4**

### **PROBLEM**

#### **4.1 Problem**

##### **4.1.1 Building Plan Approval**

Most building owners or tenants have the mistaken belief that "small renovations" within the building premise and boundary are none of the local authority's concern because all of these alterations are made within their own compound. In truth, every change or renovation to the structure must be presented to the local authorities for approval prior to any work beginning, even for "small renovations," according to Malaysian laws. This may cause hazard to the building occupants such as breaking wall to make a space bigger or tenants intended to partition the empty lot into several spaces based on different usage requirement. This type of renovation need to submit the latest plan to the local authority for approval and need to refer BOMBA so that tenants are not in danger in the event of an emergency.

##### **4.1.2 Land Status**

There are some residential buildings rented by the owners to tenants but the tenants have turned the building into shop premises. For buildings with residential status, it is prohibited to be used as shop premises. The status of the land needs to be changed to a commercial building but only the owner of the building can change the status of the land. This has caused the status of the land to be suspended.

## **CHAPTER 5**

### **CONCLUSION AND RECOMMENDATION**

#### **5.1 Conclusion**

It is important to apply for building plan approval to ensure that the extension and renovation work will be assessed by qualified professionals, reducing the chance of construction failure. There will be no obvious means to ensure that any changes to the building plan conformed with proper standards or legislation if the building plan does not require anyone's assessment.

The local authorities are responsible of ensuring that all applications for associated construction activity are compliant with all applicable regulations and legislation. The local planning authority may need details related to access, setbacks, elevations, design, site level, or any other details that they consider required for a building in order to erect it.

Some of the building owners feel that this building approval is not important and there is no need to refer the council when they want to renovate or change the status of the building. Some of the owners do not know the existence of building approval when doing extension or renovation on the building.

## **5.2 Recommendation**

When planning a renovation, it is recommended that building owners or renters use a professional consultant. To guarantee that the buildings are always "legal" and safe to occupy, proper submission to the local government is required. Most significantly, company operations would not be disrupted as a result of non-compliance, saving time and money in the long run by avoiding unnecessary disruption.

The council shall make advertisements about building approval for every renovation or extension need to refer to the Alor Setar city council.

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