



**DEPARTMENT OF BUILDING  
UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**BUILDING APPROVAL  
PROCEDURE**

**Prepared by:  
NURUL SYAFIQAH BINTI MOHAMAD ROSIDI  
2019283812**



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**UNIVERSITI TEKNOLOGI MARA**  
**(PERAK)**  
**AUGUST 2021**

It is recommended that the report of this practical training provided

**By**

**Nurul Syafiqah Binti Mohamad Rosidi**

**2019283812**

**entitled**

**BUILDING APPROVAL PROCEDURE**

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

Report Supervisor : Ts Dr Kamarul Syahril bin Haji Kamal

Practical Training Coordinator : Dr. Nor Asma Hafizah Hadzaman

Programme Coordinator : Dr. Dzulkarnaen Bin Ismail

**DEPARTMENT OF BUILDING**  
**FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING**  
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**(PERAK)**

**AUGUST 2021**

**STUDENT'S DECLARATION**

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Majlis Perbandaran Kota Bharu, MPKB for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

.....

Name : NURUL SYAFIQAH BINTI MOHAMAD ROSIDI

UiTM ID No : 2019283812

Date : 26 December 2021

## ACKNOWLEDGEMENT

Alhamdulillah all praises to Allah S.W.T the Most Merciful and the Most Graceful

Assalamualaikum wbt, I would like to express my gratitude to Almighty Allah for enabling me to complete this report “Building approval procedure” and helping me to starting from zero to hero and from beginning to the end of my internship journey during this pandemic COVID-19. First of all, I would like to take this opportunity to express my sincere thanks and gratitude to the person who is willing to lead my practical training in his department “Kawalan Bangunan” in Majlis Perbandaran Kota Bharu, MPKB which is Encik Salamuddin the director of ‘Kawalan Bangunan’ department. Not only that, but the entire staff was extremely helpful in teaching me a little bit about building, permit approval, which allowed me to broaden my understanding and knowledge throughout the internship.

Furthermore, I would like to express my heartfelt gratitude to my lecturer, Ts Dr Kamarul Syahril bin Haji Kamal, whose invaluable advice helped me patch this report and make it a complete success. His instructions have been a significant contributor to the completion of this report. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my training stint. To En. Muhammad Naim Bin Mahyuddin, practical training coordinator and Sr. Anas Zafirool bin Abdullah Halim, programme coordinator.

Last but not least, I can’t make this report done without my moral support which is my parents and friends. I would like to thankful to my parents who are always give their support and sacrifice all their money and times over years to make sure their daughter succeeds in lessons. At long last I hope everyone always keep sanitize ourselves and always stay safe because we don’t have any idea when this pandemic will end because every day the cases keep growing. May God grant the aforementioned characters success and honour in their lives.

Thank you so much.

## **ABSTRACT**

Building plan approval is very important in order to do some construction works for example housings, shops and more. Majlis Perbandaran Kota Bharu is one of the places where the applicant applies for building approval. For those who wants to apply building plan approval must follow all the terms and specification that municipality provide. For example, submit RC plan, follow the side back of the building that required in Uniform Building By-Law 1984 and more. The objective of this case study is to determine the procedure that applicants need to apply building plan approval. The procedure is very easy if the applicants follow all the specification that municipality need and if the applicants did not cooperate with the municipality, the application for approval of the building became slow, and the construction could not be built. After that, assistant engineer will identify the problem and solution by visit to the construction site and inspect the construction work. If there are some problems if the applicants did not follow the terms that provided, municipality will impose a compound on the applicant for violating the stipulated conditions. So, this report is about the procedure of building plan approval to build and complete 1 unit of 1 storey house, Lot PT 470, section 35, Mukim Semut Api, Kota Bharu. There are three stages in the building approval application process. From the online application process to the process to claim a deposit and certificate of eligibility to sit CCC.

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## CHAPTER 1.0

### INTRODUCTION

#### 1.1. Background of study

'Kawalan Bangunan' is one of department in Majlis Perbandaran Kota Bharu, BRI that implement the process to obtain building approval for anyone who wants to register applications, review documents & plans, applications to erect buildings, billboards, small work permits & temporary work. All this process needs to apply for approval by Majlis Perbandaran Kota Bharu (MPKB) to approve any activity as above. Approval of building have contained two approvals which is immediate approval or one -day approval and ordinary building approval.

The differentiates these two approvals is the way of management and the procedure for obtaining such approvals and absolutely charges imposed on such approval. The faster the process of obtaining such approval the higher the price charged. Basically, approval of building, small work permits is depending on if the building it depends on the plan that provide from architect and engineer either the plan is follow the specification. The specification that must follow is side back from in front, right and left side and rear side. Next is either the building in correct position that does not obstruct the path of the people around.

Furthermore, for the small work permits such as holdings, signboard, billboard it depends on the square foot of the small work permits. For the addition of a house awning, it is also included in the small work permits. If the square foot area exceeds 500 it is included in the building approval. Approval of building and approval for small work permits is the first step that client need to get by the municipality. It's very important to get the approval from municipality because to make sure all the detail and specification is following based on law which is "Akta Bangunan".

Basically, after municipality approve the approval clients must make some payment which is ISF, deposit for the building and hygiene contribution to the MPKB. The payment for deposit and cleaning contribution has been set by the MPKB which is RM 1000 for deposit and RM 200 for cleaning contribution for one 1-unit house.

While for ISF it depends on the area of square feet the house. For project construction which is shop houses, housing, hotels and so on have different payment amounts.

## **1.2. Objectives**

The objectives of this study are:

- i. To describe the procedure to register application to review documents & plans, application to erect buildings.
- ii. To identify the problem and solution by visit to the construction site and inspect the construction work
- iii. Review the structure plan (RC plan)
- iv. Issue letters, approvals and bills of payment.

## **1.3. Scope study**

The purpose of this case study is to investigate from past project and approval of building that was carried out from the company, Majlis Perbandaran Kota Bharu, BRI (MPKB). Almost all the project even 1-unit house must apply approval from MPKB. This is because the approval is very important so that the clients can build their building even though for small work permits also need to apply approval. The approval has their own procedure. Before the approval submit to department of building, OSC which is One Stop Centre department take all the information from the clients. Among the information taken include the type of approval to be applied for, the type of building whether residential or shop, plan from architect and some other information. After that information will be sent to the building control department. Building control department will look forward a few of specifications that have been set out in the building act before approving the building approval application. For example, check the detail of plan either the area in that house has follow the specification or not, setback that required in law. After all this done and the approval is approved, building department will have sent form B to architect. Form B indicates that the construction can be carried out after 4 days of receiving the form B. Through the process of construction, the person in-charge which is the assistant engineer will always monitor whether it is in accordance with the specified specifications or not. At the end of construction, the assistant engineer will ensure either the building is safe or not to give

CCC which is Certificate of Completion and Compliance. For approval application for projects such as shop houses, housing it requires several forms and it has a different procedure than approval for a house.

#### **1.4. Method of study**

Method of study is very important for strategies or procedures used to recognize this scope of study. Below are a few methods of study that has been explored;

1. Review past project- Since of the pandemic COVID-19 the approvals applied for are declining. So, the past project helps a lot to see and review some procedure how to apply the approval for building and small works permit
2. Discussion- having a discussion session with staff and boss about how the application can be submitted and the specifications that must be followed in order to obtain this approval
3. Observation (site visit)- Follow the assistant engineers assigned to each zone, namely north, south, and west to carry out inspections at the construction site whether the contractor is in accordance with what has been stipulated in the plan. All the progress will be noted and captured by phone as reference for the next step.
4. Interview- Basically interview has been done on site with contractor or person in-charge. Mostly the question is about either the side back is following the specification, the material and more. All the information will be noted on notebook so that it's easy to write in report after back from the construction site.

## CHAPTER 2.0

### ORGANIZATION BACKGROUND

#### 2.1. Introduction of Organization



Figure 1: Majlis Perbandaran Kota Bharu

Source: [majlis-perbandaran-kota-bharu-bandar-rayah-islam-mpkbbri](http://majlis-perbandaran-kota-bharu-bandar-rayah-islam-mpkbbri)

Majlis Perbandaran Kota Bharu, Bandaraya Islam or also known as MPKB-BRI is a State Government Council organisation that operates in 65 sections of Kota Bharu. The main municipal council in Kelantan is the MPKB BRI, which is followed by the district councils in each district. There are several departments and Divisions available in the MPKB-BRI. The finance department, which is the pillars department in the Kota Bharu municipal council, is one of the departments available because it is fully responsible for the administration and management of the Council, including the operation of various programmes, Council meetings, employee welfare, human resource management, seminars, training and courses, examination and development of new systems.

Next is the finance department which has 3 divisions namely finance division, procurement division and parking division. In addition, Town and Landscape Planning

Department, Building Control Department, Valuation and Property Management Department, Corporate Management Department, Engineering Department of Municipal Services, Licensing Department, Department of Islamic Development, Legal Department, Development and Investment Division, Enforcement Division Internal Audit Unit, Central Unit (OSC). All the departments have their own responsibilities in order to achieve the Kota Bharu Municipal Council's vision and mission.

The vision of MPKB-BRI is as a superior organisation, the Kota Bharu Municipal Council Islamic City will develop and advance the city of Kota Bharu as a clean, beautiful, and independent Islamic City based on the policy of Developing with Islam. While the mission is Bringing prosperity and well-being to the city's citizens and enhancing socioeconomic development, as well as significantly contributing to the economic growth of Kota Bharu in particular and the state of Kelantan in general.

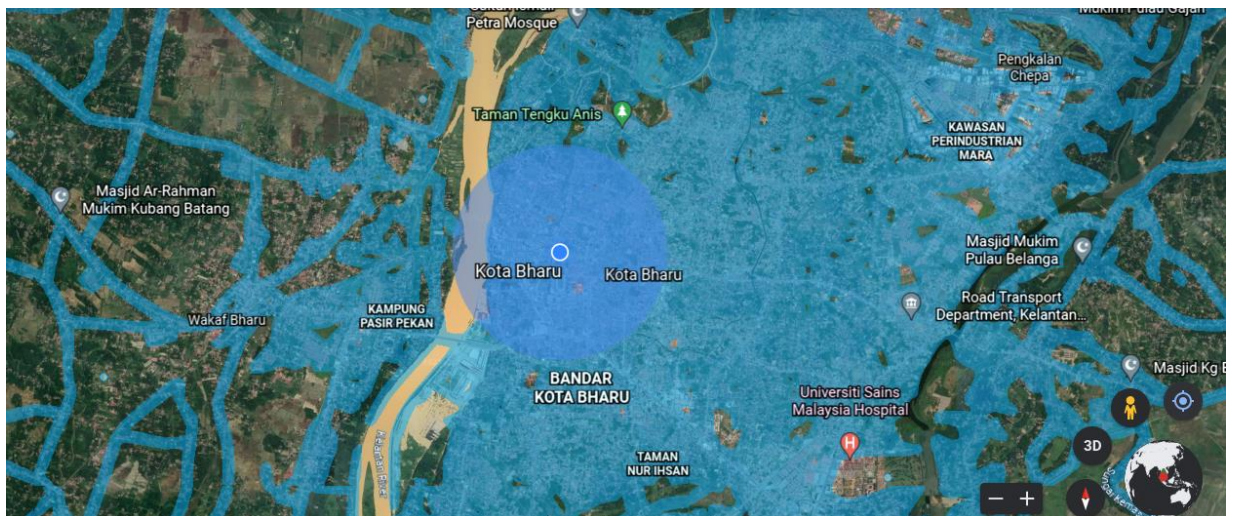


Figure 2: Location MPKB

Source: Google Earth- Majlis Perbandaran Kota Bharu Bandar Raya Islam, Jalan Hospital, Bandar Kota Bharu, Kota Bharu, Kelantan



## 2.2. Organization profile



Figure 3: Logo organization

Source: [https://ms.wikipedia.org/wiki/Majlis\\_Perbandaran\\_Kota\\_Bharu](https://ms.wikipedia.org/wiki/Majlis_Perbandaran_Kota_Bharu)

Company name	: Majlis Perbandaran Kota Bharu, Bandaraya Islam, MPKB-BRI
Company address	: Jalan Hospital, 15000 Kota Bharu, Kelantan Darul Naim.
Contact info	: <b>Telephone (operator)</b> - +09-745 4000 <b>Fax</b> - +09-748 6026
Building control department	: Telephone- +09-7454064
Website	: <a href="http://www.mpkbbri.gov.my">http://www.mpkbbri.gov.my</a>
E-mail	: <a href="mailto:khairul[at]mpkb.gov.my">khairul[at]mpkb.gov.my</a>

### 2.3. Organisation chart

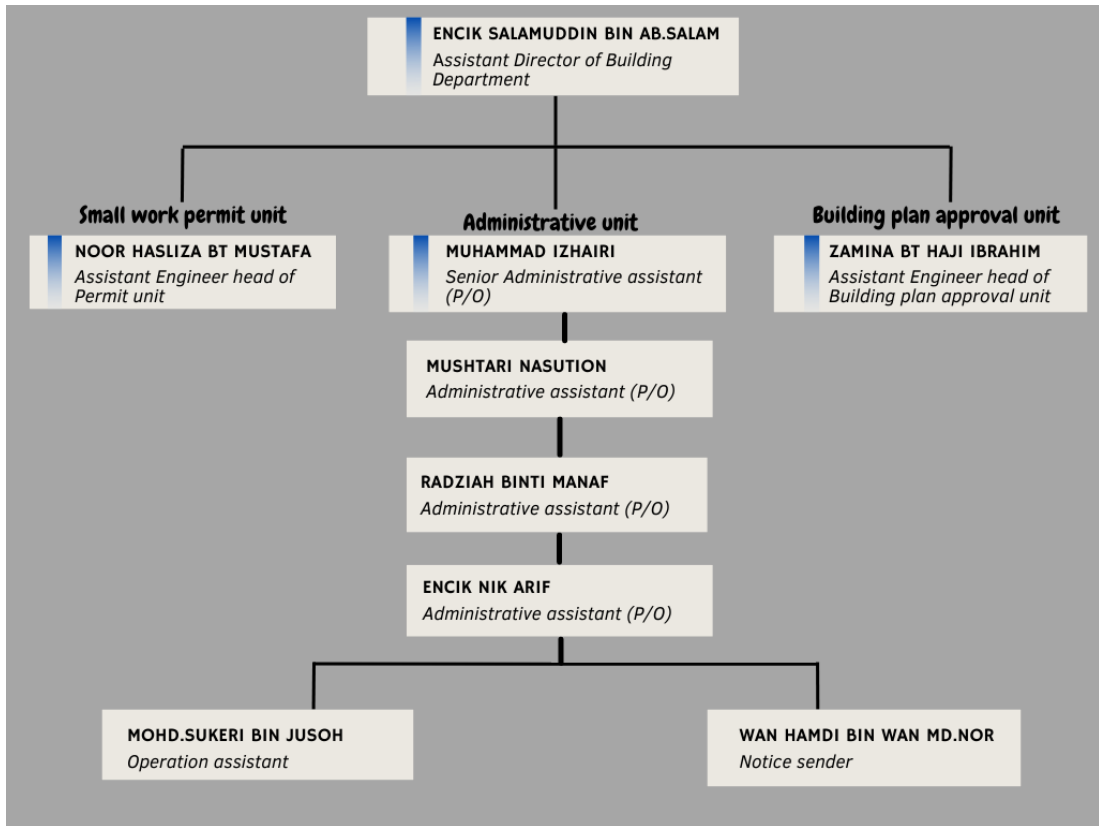


Figure 4: Organisations Chart

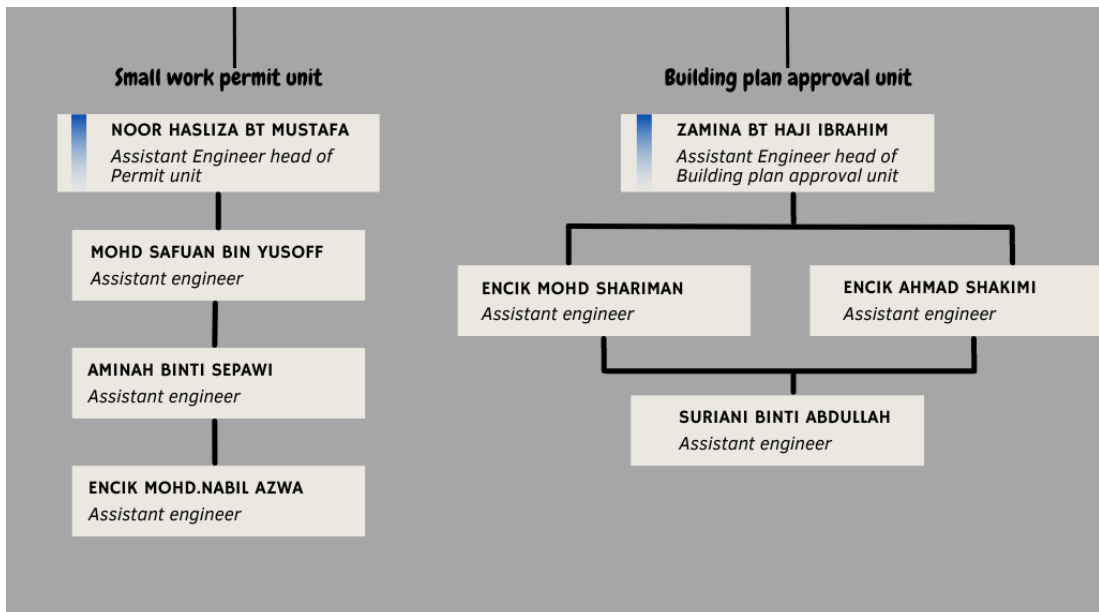


Figure 5: Organisation Chart

As shown above, in Building Control Department they're three units which is small work premises, administrative and building plan approval unit led by Encik Salamuddin bin Abd Salam which is assistant director at building department in Majlis Perbandaran Kota Bharu, MPKB. Each unit will be headed by an assistant and chief assistant engineer respectively.

Firstly, is administrative unit that led senior administrative unit, Encik Izhairi. Administrative unit is the main unit in this department that will manage all administrative matters such as deposit payment, ISF, and will take note all client's data who want to deal with small work units or building plan units.

Next is, small work premises that led by Pn Noor Hasliza, assistant engineer head of permit unit followed by three assistant engineers. While for building plan approval unit was led by Pn Zamina, assistant engineer head of building approval plan unit and also followed by three assistant engineers

## 2.4. List of projects

Below is table of the completed projects and in progress projects that clients apply in Building control department for approval building.

### 2.4.1 Completed projects

As building control department is the department that clients apply the approval of building plan, so it doesn't have the value of the project, project duration and exactly completion date.

Table 1: Completed projects

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Clients
1.	Proposal to build and complete 1 unit of 1 1/2 storey residential house on Lot Pt 871 section 46, Mukim Tapang, Panji 	RM 450,000.00	4 August 2018	20 February 2020	2 years	Wan Muhamad Afif Bin Wan Mohd Ludin



*Completed Projects*

2.	<p>Proposal to build and complete 1 unit of 1 storey residential house in Lot 2255, section 69, Mukim Guntong, Daerah Limbat</p> 	RM 350,000.00	3 October 2018	17 August 2021	3 years	Ilyani Binti Ismail
3.	<p>Proposal to build and complete 1 unit of 1 storey residential house on Lot 612 section 53, Mukim Demit</p> 	RM 400,000.00	14 August 2018	25 August 2020	2 years	Siti Fauziah Binti Ab Kadir

*Completed Projects*

<p>4.</p>	<p>Proposal to build and complete 1 unit of 2 storey residential house on Lot 457, section 43, Mukim Tebing Tinggi, Kemumin</p> 	<p>RM 400,000.00</p>	<p>19 February 2020</p>	<p>7 August 2021</p>	<p>1 years</p>	<p>Shamsurina Izma Binti Sansudin</p>
<p>5.</p>	<p>Proposal to build and complete 1 unit of 1 storey residential house on Lot PT 5321, section 69, Mukim Guntong, Limbat</p> 	<p>RM 380,000.00</p>	<p>28 February 2018</p>	<p>10 Mac 2020</p>	<p>2 years</p>	<p>Azmi Bin Daud</p>

*Completed Projects*


<p>6.</p>	<p>Proposal to build and complete 1 unit of 2 storey residential house on Lot Pt. 1062, section 73, Mukim Binjai.</p> 	<p>RM 580,000.00</p>	<p>17 November 2019</p>	<p>12 July 2020</p>	<p>1 years</p>	<p>Mohd Tarmizi Bin Yusof</p>
<p>7.</p>	<p>Proposal to build and complete 2 units of 2 storey residential house on Lot Pt 3028 &amp; Pt 3033 section 45, Mukim Telok, Panji</p> 	<p>RM 380,000.00</p>	<p>6 Jun 2018</p>	<p>18 October 2020</p>	<p>2 years</p>	<p>Ali Bin Harun</p>

*Completed Projects*

<p>8.</p>	<p>Proposal to build and complete 1 unit of 2 storey residential house on Lot 325, section 61, Mukim Bunut Payong, Kubang Kerian</p> 	<p>RM 450,000.00</p>	<p>20 November 2016</p>	<p>12 April 2018</p>	<p>4 years</p>	<p>Abd Manan Bin Abd Rahman</p>
<p>9.</p>	<p>Proposal to build and complete 1 unit of 1 storey residential house on Lot 5562 Section 69, Mukim Guntong</p> 	<p>RM 400,000.00</p>	<p>21 February 2019</p>	<p>21 April 2021</p>	<p>2 Years</p>	<p>Janainah Bt Muhd Nor</p>





*Completed Projects*

10.	<p>Proposal to build and complete 1 unit of 1 storey residential house on Lot 2298, Section 34 Mukim Dal, Badang</p>  <p>SHOT ON REDMI 7 AI DUAL CAMERA</p>	RM 350,000.00	29. July 2019	16 March 2021	2 years	Abd Salam Bin Mohd Zain
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## 2.4.2 Project in progress

Table 2: Project In progress

No.	Project Title	Project Value	Start Date	Completion date	Project duration	Clients
1.	<p>Proposal to build and complete 1 unit of 1 storey house, Lot PT 470, section 35, Mukim Semut Api, Kota Bharu</p> 	RM 350,000.00	25 July 2021	15 February 2023	2 years	Siti Khadijah Binti Mohamad
2.	<p>Proposal to build and complete 1 unit of 1 storey house, Lot 10947, section 35, Mukim Semut Api, Kota Bharu</p> 	RM 400,000.00	11 April 2021	3 September 2023	2 years	Mohamad Bin Mat Saman

## CHAPTER 3.0

### CASE STUDY

#### 3.1. Introduction of case study

Majlis Perbandaran Kota Bharu, Bandaraya Islam, BRI was given Building plan approval to architect, Ar. Ahmad Hilmy Hj. Abdullah from AHA Architect to build and complete 1 unit of 1 storey house, Lot PT 470, section 35, Mukim Semut Api, Kota Bharu. The owner, Siti Khadijah Binti Mohamad has hired an AHA Architect to manage the building plan approval from Majlis Perbandaran Kota Bharu, MPKB-BRI. The project costed around RM 350,000.00. The project was started on August 2021 and this construction estimated will finish on February 2023 which is it takes around 2 years to completed. In this case study, it will be discussed about the building approval procedure from the beginning of the construction until done. The construction of this house is surrounded by the tree and it takes around 5 minutes to the Pantai Cahaya Bulan.

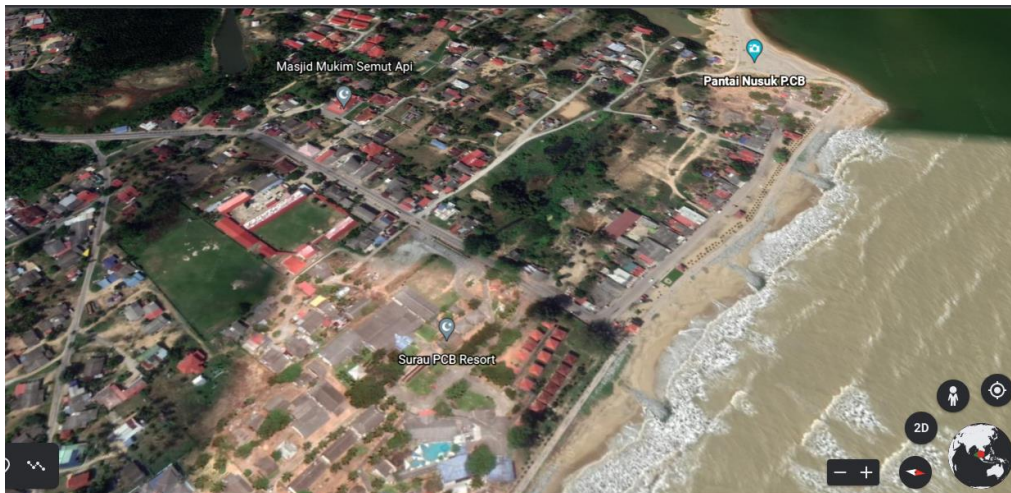


Figure 6: Location of construction site

Source: Google earth- Lot PT 470, section 35, Mukim Semut Api, Kota Bharu

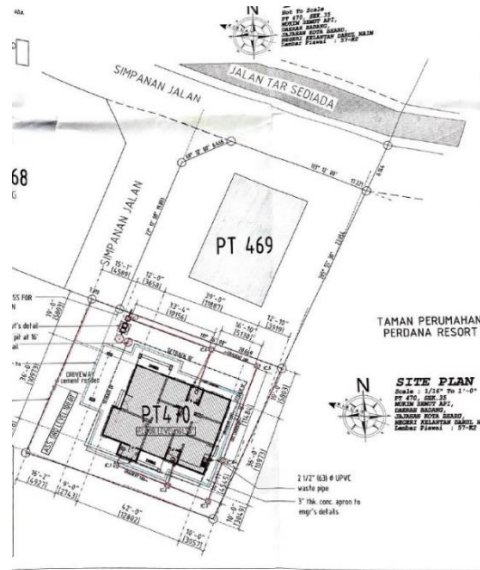


Figure 7: Detail proposed site

Source: Majlis Perbandaran Kota Bharu

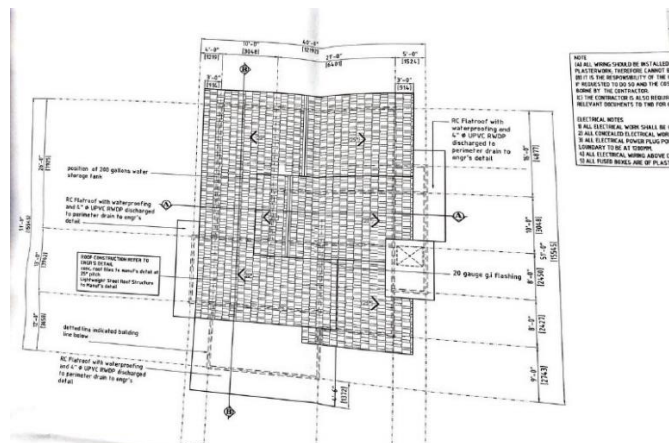


Figure 9: Roof elevation

Source: Majlis Perbandaran Kota Bharu

### 3.1.1. Flow chart building approval application process



Figure 8: Flow chart

### 3.2. The initial stage of the process of applying for building approval

For the initial stage, clients need to make an appointment via internet to register process and submission of documents required for the building approval process such as applicant letters from architects, consultants and RC plans.

#### 3.2.1. One Stop Centre (OSC)

One stop centre or also known as OSC is one of department that's very important and necessary in Majlis Perbandaran Kota Bharu, Kelantan. OSC is a department owned by the central government. Basically, OSC department is to facilitate all application processes whether it is building plan application, development and so on.

Before the building control department and the town planning department approve the building approval application, clients need to make an appointment at the OSC for the registration process. After completing the application process and filling in the data filled in online, the data will be received by the building control department for the next process. Basically, the data that is always requested by the OSC from clients is the name of the owner, the name and address of the consultant, telephone number and the application to be applied for. Clients will also be asked which application method they prefer whether the application is simultaneous or non – simultaneous.

Figure 10: Data clients from OSC

Source: Majlis Perbandaran Kota Bharu

### 3.2.2. Documents that required for building approval procedure

After registration process done, the clients need to provide some documents from architect and consultant to submit to Building Control Department and Town Planning Department for further processing. Clients also need provide six copies of RC plan which is three copies for each department, Building Control and Town Planning Department. Among the documents required is a letter of application from the architect and consultant indicating that an application to build a house is being made.

A letter of permission from the landlord, a letter of approval, a state land extract, and a letter of appointment of the architect consultant are also included with the document. All documents related to the extraction of land titles, land grants will be submitted to the town planner, when clients complete the submission of the requested documents, the municipality from the OSC department will issue form A (Borang A) which is a form that has been certified by the architect on the certificate of building/structure plans.



Figure 9: Town planner review

Source: Majlis Perbandaran Kota Bharu

Juli 9  
(Erek 2)  
KADAH TANAH KELANTAN

**CABUTAN DARI HAKMILIK**

Jenis dan No. Hakmilik : GM 539	Number Lot : Lot 774
Bandar/Pejabat/Mukim : Mukim Semut Api	Tempat : KG. BHARU, DAERAH BADANG
Keluasan : 478 Meter Persegi	Majlis : Jajahan Kota Bharu
Number Syk Pwani : K2-C	Number Pelan Akuat : PA 105175
Taruai Pngangan : Selama-lamanya	Tarikh Lupus Pajakan : (Ila Rebetment)
(Sikung-tamany atau Pngatan)	
Kawasan Ruang (Uka Berkesan) : DI DALAM KAWASAN RIZAB MELAYU	
Tarikh Daftar : 26 Mei 1989	Cukai Tanah : RM10.60

Keterangan dalam cabutan ini tidak boleh digunakan bagi maksud yang dinyatakan dalam Sek 383(2) KTN dan tidak boleh diterima sebagai keterangan dibawah sek 385 (KTN)

Jenis Kegunaan Tanah	Bangunan
Syarat-syarat Nyata	Bangunan kediaman sahaja mengikut pelan dan jenis yang ditunjukkan oleh Pihak Berkuasa Tempatan.
Sekatan-sekatan Keperluan	
Nama Tuan Punya	
ALWAY D JAFFAR, No. Kad pengenalan : 4897065	
Warga negara Malaysia, 1/1 bilangan	
Tanggungjawab dan endos-an-endosan lain :	
Perkara lain yang melibatkan hakmilik :	Tiada

Figure 10: extract form land title  
Source: Majlis Perbandaran Kota Bharu

.../.../2021

**AL CONSULT** (Company No. KTE0352710-U)  
C-2-A Lot PT 521, Jalan Pengkalen Chepa - Kota Bharu,  
15400 Kota Bharu, Kelantan Darulnaim.  
Tel : 09-7438390 Faks : 09-7438389 HPP : 013-3688357  
E-Mail : alfaruz71@yahoo.com

Rujukan Yanti : ALC 21/20/13023  
Rujukan Tuan : MPKB BRI (B)  
Tarikh : 01hb. DIS. 2021

Yang Amat Berusaha  
Tuan Yang Di Pertua,  
Universiti Pusat Setempat (OSC),  
**MAJLIS PERBANDARAN KOTA BHARU-BRI,**  
Jalan Hospital,  
15000 Kota Bharu,  
Kelantan Darulnaim Naim.

**UP: BAHAGIAN BANGUNAN**

Tuan,  
**CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH KEDIAMAN SETINGKAT, DI ATAS LOT PT 470, SEKSYEN 35, MUKIM SEMUT API, DAERAH BADANG, JAJAHAN KOTA BHARU, KELANTAN DARUL NAIM.**

*Adalah kami dengan segala hormatnya merujuk kepada perkara di atas, di sini kami lampirkan 1 (Sara) Pelan-pelan Struktur untuk rujukan dan tindakan pihak tuan selanjutnya iaitu:-*

- 1.1 RC DRAWING - ALRC - 01 - ALRC - 03
- 1.2 BORANG A
- 1.3 SURAT KELULULUAN BANGUNAN

Segala kerjasama tuan untuk tindakan selanjutnya, kami ucapkan ribuan terima kasih.

Sekian.

Dengan segala hormatnya,

**AL CONSULT**

  
 ALFARUZ BIN ABDULLAH  
 C114423  
 MAJLIS PERBANDARAN KOTA BHARU-BRI

Figure 11: Letter from an architectural consultant  
Source: Majlis Perbandaran Kota Bharu



MPKB-BRI PKU-07 /P01IAK03.R/CCC-L06



**MAJLIS PERBANDARAN KOTA BHARU  
BANDAR RAYA ISLAM  
UNIT PUSAT SETEMPAT (OSC)**

JADUAL KEDUA  
UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1996: PERBANDARAN KOTA BHARU  
BANDAR RAYA ISLAM

**BORANG A  
PERAKUAN PELAN-PELAN BANGUNAN/STRUKTUR**  
(Bagi endorsemen atas pelan-pelan untuk dikemukakan unyuk diluluskan)  
[Undang-undang Kecil 3(1)(c) dan A 9(2)]

Tarikh: 01/12/2021

MAJLIS PERBANDARAN KOTA BHARU  
BANDAR RAYA ISLAM  
JALAN HOSPITAL  
15000 KOTA BHARU  
KELANTAN DARUL NAIM

Saya memperakui bahawa detail-detail dalam pelan-pelan iaitu CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH KEDIAMAN SETINGKATI TINGKAT,  
Atas \* Lot/Lot-lot LOT PT 470 Seksyen 35 Jalan \_\_\_\_\_  
Mukim SEMUT API Daerah BADANG, Jajahan KOTA BHARU, KELANTAN.  
Bagi SITI KHADJAH BINTI MOHAMAD  
Adalah menurut kehendak-kehendak Undang-undang Kecil Bangunan Seragam 1996: PERBANDARAN KOTA BHARU, Bandar Raya Islam, Kelantan dan saya setuju terima tanggungjawab penuh dengan sewajarnya.



(Orang yang bertanggungjawab)

Nama : AL CONSULT  
Alamat : C-2-4 Lot PT 511, Jalan Pengkalan Cheras - Kota Bharu, 15000 Kota Bharu, Kelantan Darulnaim.  
No. Pendaftaran : 14623  
Kelas : A  
Potong mana yang tidak berkenaan

Figure 12: Form A

Source: Majlis Perbandaran Kota Bharu

### 3.3. The intermediate stage of the process of applying building approval

For intermediate stage the process including the check plan that Building Control department get from the architect, submitted form B, payment for improvement service fund (ISF), sanitation contribution, sanitation deposit, approval is issued by the chief engineer and more.

#### 3.3.1. Plan Review

Before the chief engineer approve the building approval, the assistants engineer must ensure the plan is follow the specification which has been stipulated in the terms of the building act. The specification that must be included in the plan such as side back of the house. Side back for front house minimum 20 square feet, while for right, left and back is 10 square feet. Furthermore, for interior of the house, minimum for master bedroom is 180 square feet while for others room is 120 square feet.

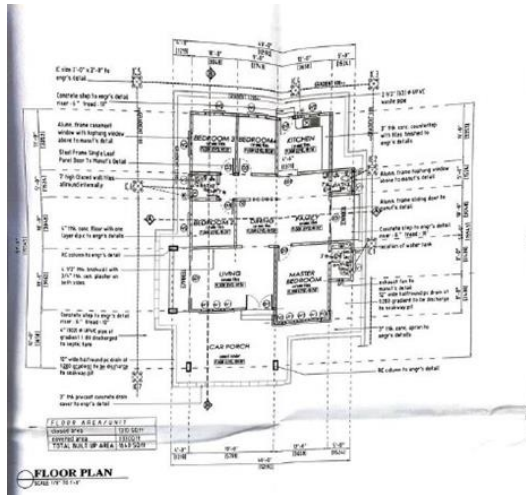


Figure 13: Floor plan

Source: From Architect

### 3.3.2. Form B & Form C

After review all the plan, the chief engineer will issue a building approval letter and the architectural consultant must follow the all the specifications that include in the approval.



Figure 14: Building approval

Source: Majlis Perbandaran Kota Bharu



Then, after architectural consultant have been submitted Form B and RC plan, Town Planning Department will issue form c that is (KM Merancang) which proves that the project has received permission and approval from the municipality to build it.

**JADUAL PERTAMA**  
**KADAH KADAH PENGAJALAN PERANCANGAN (AK)**  
**(NEGERI KELANTAN 2016)**  
**BOHANG C(1)**  
**KEBENIHARAN MERANCANG**  
**(BUKUCAN 813)**  
**(Majlis)**  
**Subsektor 22(1) Aka Perancangan Bandar dan Desa, 1976**

Ruj. Kiri: MPKB (MPP) 0000000140  
 MPKB(CSC), 41050000021  
 Ruj. Teras: (M) 15200014

KEBENIHARAN MERANCANG adalah dengan ini diberi kepada Arkitek ICB Sdn. Bhd. bersemita :-  
**Arkitek ICB Sdn Bhd**  
 3458-B, Tingkat 1, Bangunan PA Perisai  
 Jalan Sultan Zainal  
 15100 KOTA BHARU

Bagi memulau Persewaan Kerajaan Merancang Bagi Cadangan Membina dan Menetapkan 1 Blok Rumah Kediaman (Batu) 1 Tingkat.

Sehingga yang ditunjukkan dalam pelan yang dipaparkan di atas Lot 313, Seksyen 05, Mukim Gunung, Daerah Limbat dalam Jajahan Kota Bharu dalam Negeri Kelantan

Pembinaan bangunan merancang adalah terasul kepada syarat-syarat berikut: -

- Hendaklah mendapat kelulusan Pelan Bangunan terlebih dahulu sebelum sebarang kerja-kerja bangunan dimulakan.
- Mengemukakan pelan infra di peringkat kelulusan Pelan Bangunan.

Mengikut peruntukan perenggan 28(1)(a) Aka Perancangan Bandar dan Desa 1976, lain bertak membuat rayuan di atas keputusan yang dibuat oleh pihak berkuasa perancang tempatan dalam tempoh satu bulan dari nota ini.

Rayuan hendaklah dibayar di Pejabat Pendaftar Lembaga Rayuan Negeri Kelantan.

Tarikh: 9 Disember 2011

**NIK YAACOB**  
 Pengerusi Jawatankuasa  
 Bahagian Perancangan & Audit Perancangan  
 Jabatan Perancangan Bandar dan Desa  
 Pendaftar Kota Bharu Bandar Raya Islam

S.K. 1. En. Madan bin B. Madan  
 Lot 313, Lintang 11, Madrasah  
 Kg. Pusu Geng  
 15100 KOTA BHARU

- Y.B.R. KPP(OSC), MPKB-BRI  
 Y.B's PPKB, MPKB-BRI  
 (Tidak dikenakan Caj Pemajuan)
- F.M.T. Timbur

Figure 17:Form C

Source: Town Planning department

### 3.3.3. Payment Process

Every client who applies building approval must pay some payment under Building Control Department. The payment that the clients must paid including ISF, sanitation contribution, sanitation deposit. Amount of improvement service fund (ISF), to be paid by the client is based on the square area of the house to be built. The area will be multiplied by 0.30 cents per square feet. the wider the area of the house the higher the ISF to be charged. While for sanitation contribution and deposit they have their own amount even the square area was higher, the amount remains the same. The amount for each sanitation contribution and deposit is RM 200 and RM 1000.

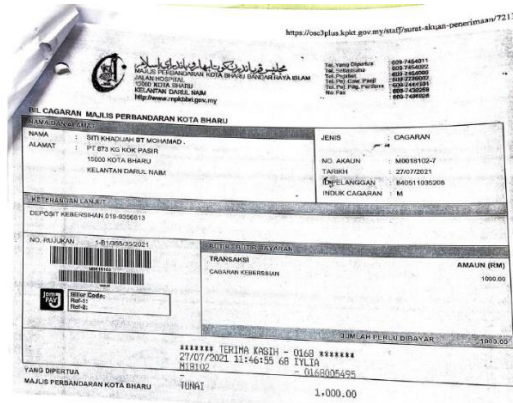


Figure 18: example of receipt

Source: Majlis Perbandaran Kota Bharu

### 3.3.4. Site visit

After architectural consultant have submitted form B and the construction have been started, assistant engineer each section will conduct monitoring in stages to ensure that the contractor build the house follows the specifications that have been set and follow as in the RC plan. If the contractor does not follow the specifications set by the municipality will impose a fine on the owner for violating the terms of the agreement. Next, the location of site visit will be charting in MapInfo so that it will help the assistant engineer in future to find the location of the house.

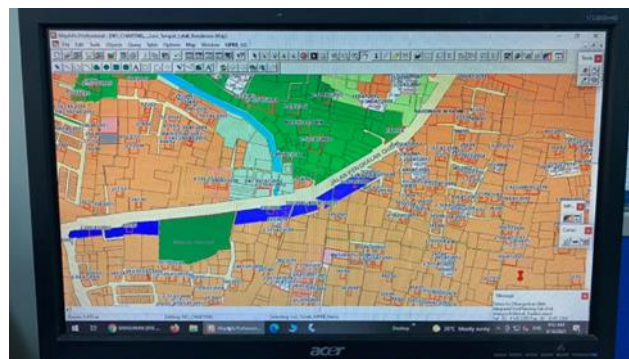



Figure 19: Map Info

Source: Majlis Perbandaran Kota Bharu

The assistant engineer will make a site report every time a site visit is made. Among the contents included in the site report include the percentage rate of houses built, the position of the house following the specified specifications or not, form B has been submitted and so on.


  
 BAHAGIAN KAWALAN BANGUNAN  
 MAJLIS PERBANDARAN KOTA SEREMBAN BANDAR RAYA ISLAM

**LAPORAN PEMERIKSAAN TAPAK KELULUSAN BANGUNAN (SETTING OUT) / 1**  
 BANGUNAN TANPA SKD / CCC

Nombor Bina: 1-50/16/2014  
 Tindakan:  PPS(1)  P(2)  P(3)  P(4)  P(5)  P(6)

NO. LOT	SEKSYEN	HUKUM	DAERAH
PT 703	76	10E KU	Sekam

Tempoh kelulusan: 21/9/2014 hingga 20/9/2015

1. **PELAN BANGUNAN**
  - telah dibayar & dilulus
  - telah dibayar & belum diluluskan
  - belum dibayar
2. **PELAN BINA**
  - telah dibayar & dilulus
  - telah dibayar & belum diluluskan
  - belum dibayar
3. **STATUS PEMBINAAN**
  - dibina mengikut pelan dilulus
  - dibina mengikut pelan dilulus
  - dibina mengikut pelan dilulus
4. **PERATUS PEMBINAAN**
  - belum dibina
  - perincian dibina
  - telah dibina sebanyak 100%
  - siap dibina tetapi belum dibina
5. **KEDUDUKAN TAPAK**
  - mengikut pelan lulus
  - tidak mengikut pelan lulus
  - lain-lain: .....

Figure 20: Report

Source: Building Control Department

### 3.4. The last stage of the process building approval plan

Basically, for the last stage of the procedure building approval plan the applicant requests certification of completion & compliance (CCC) i.e., the condition of eligibility to sit, requests a return of deposit and submits form G.

#### 3.4.1. Apply for permission CCC

All the project that has been built must apply for permission CCC. Certification of completion & compliance or also known as CCC is confirmation that the construction work has been completed and is ready for inspection by the municipality. The assistant engineer will conduct a site visit after the applicant applies for a certificate of eligibility to sit to the building control department. Basically, this memo will be issued by the infrastructure department and will be sent to the building control department.

UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984  
BORANG F  
PERAKUAN SIAP DAN PEMATIHAN  
(undang-undang kecil 25)

LAM / Kel / No. 18716  
Tarikh: 16 MAR 2021

Kepada: \* NIK NUR ZAKUAN BINTI NIK MOHD NASIM & NIK NUR ZAFYAN BINTI NIK MOHD NASIM  
LOT 62, BELANGANG OFF PANDU,  
KOTA BHARU, KELANTAN DARUL NAHID.

23 MAR 2021  
Majlis Perbandaran Kota Bharu  
KOTA BHARU, KELANTAN

Saya dengan ini mengakukan Perakuan Siap dan Pematihan untuk bangunan-bangunan-bangunan atau Lot-Lot-Loth-Tebayon-Telan

CADANGAN MEMBERIKAN MENTAPAKAN UNIT BANGUNAN BANGUNAN 1 TINGKAT DI LOT 62 OFF PANDU, BELANGANG OFF PANDU, KOTA BHARU, KELANTAN DARUL NAHID.

(jika dalam tempoh period pendek)  
setelah berapa hari bahawa bangunan-bangunan-bangunan itu telah siap menurut plan yang dihidangkan No. MPKB-SBT (B) 1-0470214 (14) bertarikh 31 MEI 2017

Saya telah mengawasi pembinaan dan penyediaan bangunan-bangunan itu dan sepanjang pengetahuan dan kepercayaan saya terdahulu-bahwa ia adalah mengikut plan, Undang-undang Kecil Bangunan Seragam 1984 dan plan-plan yang dihidangkan. Saya dengan ini mengakukan bahawa bangunan-bangunan-bangunan itu adalah selamat dan layak untuk diduduki.

1. Buta-butir orang utama yang bertanggungjawab (Orang yang bertanggungjawab)  
Nama: AR. RI. MOHD-AJIB & RI. MOHD-SALLEH (20)  
Alamat: LOT 62 OFF PANDU, BELANGANG OFF PANDU, KOTA BHARU, KELANTAN DARUL NAHID.

No. Pendaftaran LAM: AM 147

2. Salinan kepada:  
(a) Pihak Berkuasa Tempatan: MAJLIS PERBANDARAN KOTA BHARU  
(Nama Pihak Berkuasa Tempatan)  
(b) Lembaga Teknikal Malaysia (LAM)

\* Penyata ini adalah untuk pembaikan atau untuk keperluan yang dibina secara rasmi. Pemilik-pemilik ini adalah untuk pembaikan yang dibina secara rasmi.

SALINAN PIHAK BERKAITAN TERSEBUT

Figure 21: Certification of Completion & Compliance

Source: Majlis Perbandaran Kota Bharu

Architectural consultant also needs to submit forms from their company to apply for the CCC. After all the forms was submit the assistant engineer will conduct a site visit. among the elements checked by the assistant engineer include, position of septic tank, toilet, room area and side back.

### 3.4.2. Form G

Form G after the ccc approval letter is issued, the consultant will send form G to the building control department. Form G is very important in the uniform building by-laws 1984. This is because, form G is the certificates submitted by certain parties. Among them include telecommunications, electricity, water, signage and so on. Architectural consultant also needs to submit need to enclose a letter confirming the completion of sewerage works.



Bil (2018) MPKB (B) 54/16/18  
 Rujukan Kami : MSS/CA/MPKB/54/065 (4)  
 Rujukan Tuan : NZG/MZ/MF/2018-55/J/INF/SEW02  
 Tarikh : 6 Syaaban 1439H / 17 April 2018

PERUNDING NZ & MZ SDN BHD  
 Lot 1336 Lorong Taman Sri Chekok,  
 Jalan Rambutan Rendang,  
 16100 Kota Bharu,  
 Kelantan

Tuan,

**SURAT PENGESAHAN SIAP KERJA-KERJA PEMBETUNGAN**

**CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH BANGLO 1 TINGKAT DI ATAS LOT PT 793, SEKSYEN 76, MUKIM TOK KU, DAERAH SERING, JAJAHAN KOTA BHARU, KELANTAN**

**INFRASTRUKTUR PEMBETUNGAN: TANGKI SEPTIK**

Menjujuk kepada perkara di atas dan permohonan pihak tuan bertarikh 11 April 2018 adalah berkaitan.

Sukacita dimaklumkan bahawa pihak agensi MENEGESAHKAN menerima perakuan kerja-kerja di tapak telah disiapkan dengan sempurna oleh pihak tuan.

Dimaklumkan bahawa pengesahan ini juga merupakan sokongan daripada pihak agensi bagi tujuan pengeluaran Perakuan Kesyakan Menduduki (CFO)/Perakuan Siap Dan Penutuhan (CCC).

Seiklan, terima kasih.

\*ISLAM DIJULANG, RAJA DIJUJUNG, RAKYAT DISANJUNG\*  
 \*MEMBANGUN BERSAMA ISLAM\*  
 \*PAKAT CAKNO KUMBAHAN KITO\*

Yang Berhormat

**AHMED AMZAL BIN AB.LLAILAH**  
 Jurutera Kanan  
 Agensi Perakuan Pembetulan SPAN - Negeri Kelantan  
 Majaari Services Sdn Bhd  
 MJC

Figure 22: confirmation letter  
Source: Majaari services Sdn Bhd

Bil (2018) MPKB (B) 54/16/18

UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984  
 BORANG G 20  
**PERAKUAN BERPERINGKAT : TELEKOMUNIKASI**  
 (undang-undang kecil 25 maa 27)


Tajuk Projek: CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH BANGLO 1 TINGKAT DI ATAS LOT PT 793, SEKSYEN 76, MUKIM TOK KU, DAERAH SERING, JAJAHAN KOTA BHARU, KELANTAN DARUL NAIM.

1. Kami memperkeni bahawa kami telah mengesahkan dan menandatangani perjanjian dan penyediaan kerja-kerja telekomunikasi dan bahawa sepanjang pengetahuan dan kepercayaan kami kerja-kerja ini adalah mengikut selan yang dibekalkan JKR yang Dilepisi No. Ruj. MPKB-BRI (B) 1-64762486 (14) dan bahawa kami menerima tanggungjawab sepenuhnya ke atas pembinaan dan penyediaan kerja-kerja telekomunikasi ini.

Nama (Perseorangan)	J.M. Pendaftaran	Tandatangan
(a) Kontraktor Tred	( )	(Tarikh)
(b) Orang yang mengemukakan	(Londong Jurutera Malapet)	(Tarikh)

ATAU

2. Saya memperkeni bahawa borang ini tidak berkaitan.

  
 No. Pendaftaran: LAM / A.M 1617  
 (Orang utama yang mengemukakan)

\* Berkenaan selan yang berkaitan  
 \* No K.P. jika data badan yang berkaitan berkenaan dengan pendaftaran  
 \* Posing mana-mana yang tidak berkaitan.

Figure 23: Form G  
Source: Telecommunication companies



### 3.4.3. Refund of deposit

As shown before, the clients need to make a payment for deposit which is RM 1000.00. Therefore, upon completion of the construction and the applicant has obtained a certificate of eligibility to sit, the applicant can request a refund of the deposit from the building control department. However, if during the construction process, there are specifications that have been set are not followed, the applicant will be charged a compound against it. Therefore, the building control department will deduct the deposit according to the compound imposed on the building.

MAJLIS PERBANDARAN KOTA BHARU  
BANDAR RAYA ISLAM

DEPOSIT: CAGARAN KEBERSIHAN  
ID Pelanggan: 820510035128  
Jumlah RM: 1,000.00

MPKB: 28/07/2016  
TARIKH: 28/07/2016

Resit Deposit ini hendaklah dikembalikan semula kepada Majlis bersama dengan pemotongan bayaran balik deposit.  
Resit ini tidak boleh ditularkan milik kepada orang lain.  
Bayaran deposit ini hendaklah dipulaskan dengan wang tunai atau melalui bank dengan bank sahaja.

3. Bersama-sama ini dikembalikan resit asal deposit / surat akuan (no. kira-kira M009385-2 berjumlah RM 1,000.00).

4. Di atas pertimbangan Tuan saya ucapkan ribuan terima kasih. Sekian ditandatangani, terima kasih.

Yang benar,  
(820510035128)

Figure 24: Deposit

Source: Majlis Perbandaran Kota Bharu

## **CHAPTER 4.0**

### **CONCLUSION**

#### **4.1. Conclusion**

To summarise, building plan approval is important for owners who want to do renovation, alteration, or construction work. The applicant needs to apply with local authorities. All The Municipal Council like Majlis Perbandaran Kota Bharu is responsible in control for any renovation, construction and alteration work. the approval of this building is very important because if the building is not built with approval from the responsible party the building cannot be built and is not safe to occupy.

All construction requires that all structures be built with the intention of providing safety and comfort to the occupants. Furthermore, the structure must be built. Based on Local Authority regulations and guidelines, as well as common Uniform Building By-Law 1984, for example, is a provision act (UBBL 1984). Obviously to get approval for the building is not easy, because the municipality will examine various aspects in terms of the side back of the house, the position of the tank, road conditions and more. However, if the applicant follows all the specifications that have been set, the matter of obtaining the approval becomes easy.

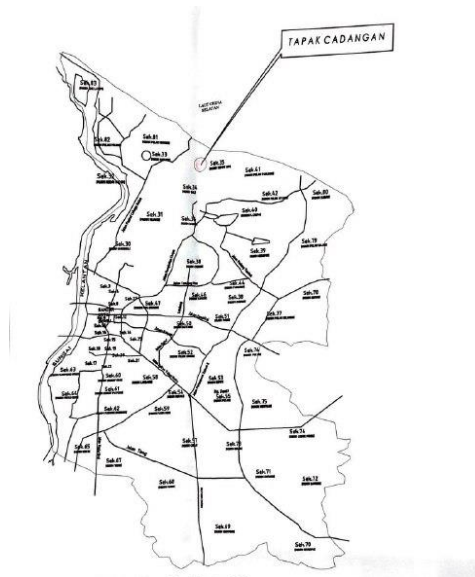
The process is basically the applicant only needs to submit some of the requested forms and the most important is the RC plan. If architectural consultant doesn't submit RC plan it will be inconvenient for the municipality because the assistant engineer will be guided by the RC plan whether the building approval application is approved or not.

So, for those who wants to make some renovation or built house must apply building plan approval from municipality so as to prevent unwanted things from happening.

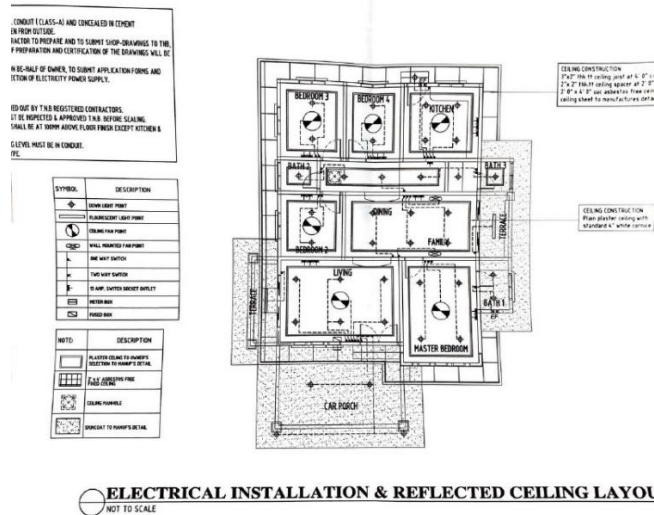
## REFERENCES

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appendix 3: proposed site



**ELECTRICAL INSTALLATION & REFLECTED CEILING LAYOUT**  
 NOT TO SCALE

appendix 4: Electrical installation