



DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)

PLAN APPROVAL PROCESS

Prepared by: NURULAIN BINTI

ABD GHANI

2019221448

DEPARTMENT OF BUILDING
DEPARTMENT OF BUILT ENVIRONMENT AND TECHNOLOGY
UNIVERSITI TEKNOLOGI MARA
(PERAK)

7 JANUARY 2022

It is recommended that the report of this practical training provided

By

Nurulain Binti Abd Ghani

2019221448

Entitled

Plan Approval Process

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

Report Supervisor	:	Dr. Dzulkarnaen Bin Ismail
Practical Training Coordinator	:	Dr. Nor Asma Hafizah Binti Hadzaman
Programme Coordinator	:	Dr. Dzulkarnaen Bin Ismail

DEPARTMENT OF BUILDING
DEPARTMENT OF BUILT ENVIRONMENT AND TECHNOLOGY
UNIVERSITI TEKNOLOGI MARA
(PERAK)

7 JANUARY 2022

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 D&H Focus for duration of 20 weeks starting from 8 September and ended on 7 January 2021. 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 : Nurulain Binti Abd Ghani
UiTM ID No : 2019221448
Date : 1 January 2022

ACKNOWLEDGEMENT

Alhamdulillah, praise to Allah, the Most Merciful, the Most Graceful.

I would like to extend my heartfelt gratitude for the guidance, advice and help rendered throughout the period of training by the following group of amazing individuals. First and foremost, I would like to thank En. Muhammad Aizat Bin Mohd Ariffin for the opportunity given, to conduct my training in his esteem company. His team of professionals comprising of En Fathurripaat Bin Musni, En Sahid Bin Hassan and Cik Nur Saffa Zuhrah Binti Hasli have enabled me to learn and develop my understanding, knowledge and feel of real time projects, and the theory involved in analysis of structures, building and civil works. They are also responsible towards streamlining and assessing my training. Also, to the site personnel Batu Pahat, Johor who have extended their cooperation and help to further enhance my ability in understanding the procedures in construction and site administration, tests procedures, site safety and best practices in the industry. It is an honour for me to be given the opportunity to ‘work’ with all of you.

I would also like to thank ALL the UiTM lecturers that have taught and nurtured me in becoming a better student and person. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my training stint. To Dr. Dzulkarnaen Bin Ismail Supervising Lecturer, Dr Sallehan Bin Ismai, Evaluation Lecturer, Dr Nor Asma Hafizah binti Hadzaman, Practical Training Coordinator and Dr. Dzulkarnaean Bin Ismail, Programme Coordinator, I value the time, effort, encouragement and ideas that they have contributed towards the successful completion of my training, this report and the valuable knowledge that have been shared over the last few semesters.

Last but not least, my special thanks to my beloved parents for their sacrifices over the years.

Thank you so much.

ABSTRACT

The approval of a building plan entailed following regulations, laws, and standards in order to assure a methodical and orderly development. Since the 1980s, Malaysia's construction industry has grown, necessitating greater statutory regulations in getting approvals from the required authorities to commence and construct a facility, as well as to occupy and utilise the completed facility. It is critical to comprehend the building plan process in order to determine if the construction complies with building laws. This report was conducted for the house/building plan submission drawing. The objective of this report is to investigate the method of building plan approval and to determine the problems occurred and solutions taken to solve the problems. The first process to build a house is to submit the submission drawing to the authority such as District Office of Batu Pahat. As the consequence of that, the building construction flow can be smooth and efficient due to the less mistake done.

CONTENTS	PAGE NO
ACKNOWLEDGEMENT	I
ABSTRACT	II
CONTENTS	III
LIST OF FIGURES	IV
LIST OF TABLES	VI
CHAPTER 1.0	1
INTRODUCTION	1
1.1 Background of Study	1
1.2 Objectives	1
1.3 Scope of Study	2
1.4 Method of Study	2
CHAPTER 2.0	4
COMPANY BACKGROUND	4
2.1 Introduction	4
2.2 Company Profile	5
2.3 Company Organisation Chart	6
2.4 Certificates	7
2.5 List of Completed Projects	15
2.6 List of ongoing Projects	17
CHAPTER 3.0	18
CASE STUDY	18
3.1 INTRODUCTION OF PLAN APPROVAL PROCESS	18
3.2 BACKGROUND OF THE PROJECT	19
3.3 METHOD OF PLAN APPROVAL PROCESS	20
3.4 TOOLS, EQUIPMENT AND APPS USED TO DESIGN A HOUSE	35
3.5 PROBLEMS OCCURRED AND SOLUTIONS TAKEN TO SOLVE THE PROBLEMS	36
CHAPTER 4.0	37
CONCLUSION	37
REFERENCES	38

LIST OF FIGURES

Figure 1: Logo of D&H Focus	5
Figure 2: D&H Focus Organisation Chart	6
Figure 3: D&H Focus Organisation Chart	6
Figure 4: D&H Focus CIDB (SPKK) certificate	7
Figure 5: D&H Focus CIDB (SPP) Certificate	8
Figure 6: D&H Focus SSM 1	9
Figure 7: D&H Focus SSM 2	10
Figure 8: D&H Focus SSM 3	11
Figure 9: D&H Focus BPKU	12
Figure 10: D&H Focus KKM 1t	13
Figure 11: D&H Focus KKM 2	14
Figure 12: Flow for Plan Approval	20
Figure 13: Marketing team having discussion with the client	20
Figure 14: Floor plan sketch of En. Anuar house	21
Figure 15: Site measurement	22
Figure 16: En. Anuar empty land	22
Figure 17: Final floor plan layout	23
Figure 18: Front Elevation	23
Figure 19: Right Elevation	24
Figure 20: Rear Elevation	24
Figure 21: Left Elevation	24
Figure 22: Site Plan	25
Figure 23: Key Plan	25
Figure 24: Location Plan and Floor Area	26

Figure 25: Floor Plan	26
Figure 26: Roof Plan for En. Anuar House.....	27
Figure 27: Ceiling Plan for En. Anuar House.....	27
Figure 28: Electrical Plan for En. Anuar House	28
Figure 29: Front Elevation for En. Anuar House.....	28
Figure 30: Rear Elevation for En. Anuar House.....	29
Figure 31: Right Elevation for En. Anuar House	29
Figure 32: Left Elevation for En. Anuar House.....	30
Figure 33: Section X-X for En. Anuar House.....	30
Figure 34: Section Y-Y for En. Anuar House.....	31
Figure 35: Door and window schedule for En. Anuar house.....	31
Figure 36: Water Supply Layout for En. Anuar house	32
Figure 37: Sanitary layout for En. Anuar house	32
Figure 38: The submission plans after being fold.....	33
Figure 39: Handover key for En. Anuar house	34

LIST OF TABLES

Table 1: List of completed project of D&H Focus	15
Table 2: List of ongoing projects of D&H Focus	17
Table 3: List of tools, equipment and Apps used to do plan.....	35

CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

Construction industry is one of the most important industry in country development. Developing country like Malaysia are significant with construction of high-rise building, infrastructure and housing (Marzukhi et al. 2020). To make a beautiful building, the main factor is the design of the house layout and plan. Submission plan is a house drawing that includes location plan, layout plans, setting out details, longitudinal sections and cross-sections and other details covering the foundation and structural aspects and services that may be affected (Anon n.d.).

Submission plan approval is very crucial because it can cause how the house construction outcomes. A Registered Planner must propose and sign a development layout for submission purposes. A competent architect must sign the drawings relating to a house. A submission plan must be drafted, and it must include all of the house's specific specifications (Anon n.d.)

1.2 Objectives

The objectives of this report are:

- 1) To investigate the method of building plan approval.
- 2) To identify tools and equipment used to design a house.
- 3) To determine the problems occurred and solutions taken to solve the problems.

1.3 Scope of Study

For this practical report, it was carried out to build a single storey bungalow for En. Anuar. This site was located at Lot PTD 6661 HS (M) 3195, Kampung Lama, Mukim Benut, 82000 Pontian, Johor. In this project, the writer focused on the method how to get the submission plan approval. It has discussed about the initial flow that need to be done for this work from which is proposed to do a house by client which is En. Anuar until the submission plan has been approved by local authority. Then, the writer also has made a study of the tools and equipment used and lastly the problem that occur along the process to get plan approval and what solutions will be taken to solve the problems. However, in this report, the writer does not make a study on quantity of labour.

1.4 Method of Study

There are three methods of study were used in obtain information for this report. The methods are through observation, interviews, and document.

1. Observation

This observation method is done by doing a site visit to the site selected. During the site to this construction project, all the data was recorded by explanation from the supervisor, contractors and from the all parties involved. Other than that, the writer also writing notes, take pictures and also record the videos. For the example, a photo of the machine and the progress of the construction site.

2. Interviews

Other methods that can be used to obtain information for this project is interview. Interview was conducted to obtain more detailed information about the project. The writer had an interview with the contractor, supervisor and client.

3. Document reviews

The document used by the writer for reference is the floor plan for each floor. So, the writer knows the design of the house for the submission drawings.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction

D&H Focus company has been registered as a Suruhanjaya Syarikat Malaysia (SSM), in April 2008 and registered with the Ministry of Finance in Jun 2009. This company is a construction company which is owned by Bumiputera. D&H Focus company is running by personal with experience in architecture, engineering field, supplier and business strategy. In addition, where the company had a good experience and more confidence in order to achieve and get a chance in any construction and supply field. This represents that Bumiputera also be able to contribute to develop the country.

This company has a crystal-clear vision and mission in serving clients. Their vision is continually developing our project execution and looking forward to helping their customers achieve their dream home. Other than that, D&H Focus intend to help clients to enjoy their safe and healthy environment and also continually enhancing the quality of their facilities and to be preeminent provider of superior construction services. On top of that, this company mission is to provide their customers with the highest standard of quality construction services at fair and reasonable rates in the industry and also keeping their relationship with subcontractors, competent associates and customers at the highest standard of professionalism, competence, honesty and justice.

2.2 Company Profile



Figure 1: Logo of D&H Focus

1. Company name : D&H Focus
2. Address : 4a, Jalan Kencana 1/1, Sri Gading, 83300 Sri
Gading, Johor
3. Telephone no. : 016-9000805
4. Email : dnhfocus.hq@gmail.com
5. Registration of SSM : JM 0511623 - K
6. Registration ministry of finance : 357-02132357
7. Registration of CIDB : 012012220905-SL 145168 (G2)
8. Bank account : Maybank – 5014 2223 1850
9. Equity participation : 100% Bumiputera

2.3 Company Organisation Chart

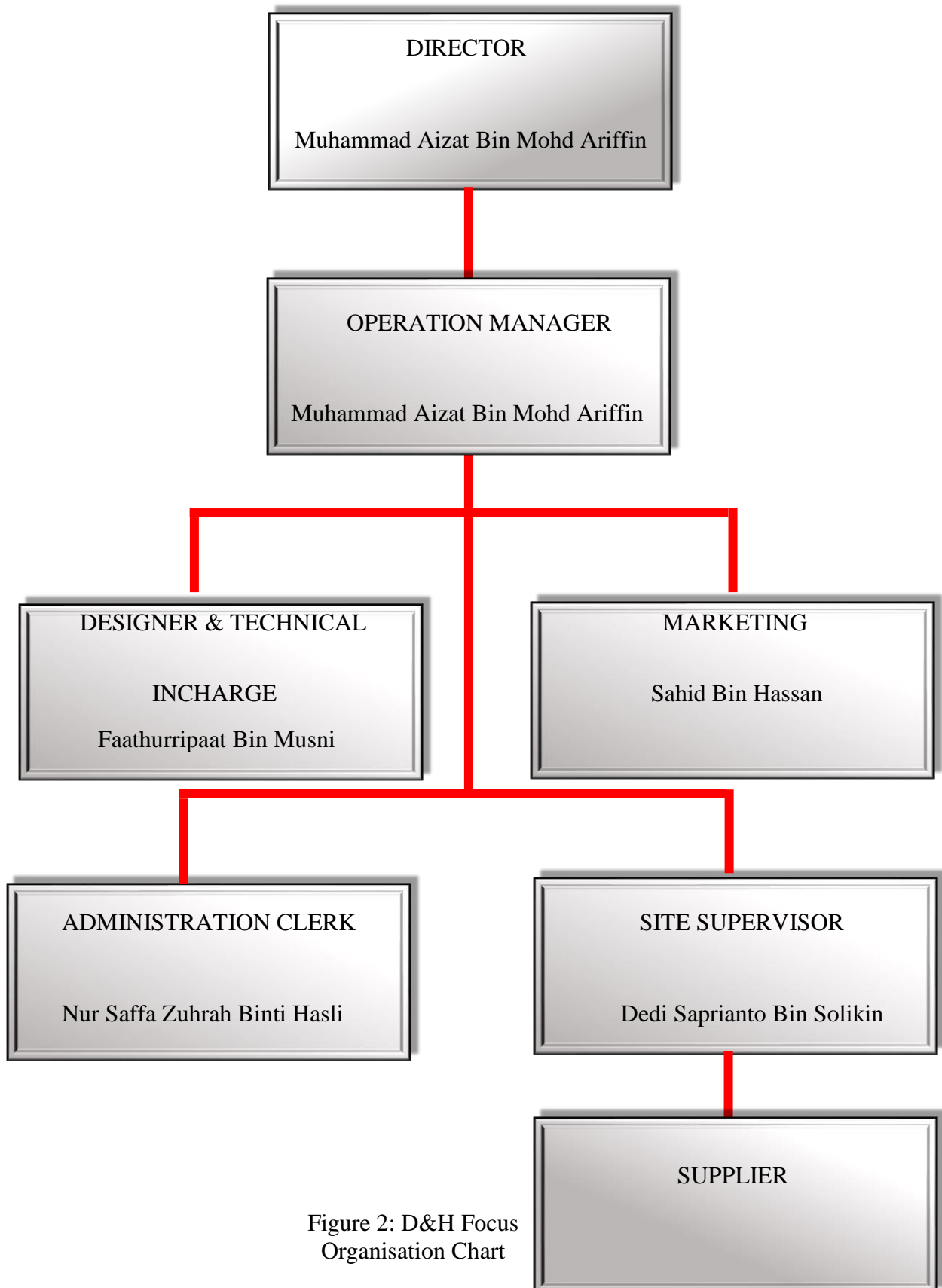


Figure 2: D&H Focus Organisation Chart

2.4 Certificates

i) CIDB (SPKK)



SIJIL PEROLEHAN KERJA KERAJAAN

Adalah diumumkan syarikat/firma ini adalah berdaftar dengan Lembaga Pembangunan Industri Pembinaan Malaysia dan tertakluk kepada syarat-syarat termaktub bersama sijil ini.

No. Pendaftaran	:	0120120905-SL145168
Nama Kontraktor	:	D & H FOCUS
Alamat Berdaftar	:	NO.27 JALAN T/J 6, TAMAN TERATAI JAYA, PARIT RAJA 86400 BATU PAHAT JOHOR
Daerah	:	BATU PAHAT
Tarikh Mula Berdaftar	:	05/09/2012

<u>GRED</u>	<u>KATEGORI</u>	
Q2	B	(Pembinaan Bangunan)
Q2	CE	(Pembinaan Kujuteraan Awam)

<u>PEGAWAI SYARIKAT YANG DITAUHIAHKAN</u>	<u>NO. K.P.</u>
MUHAMMAD AIZAT BIN MOHD ARIFFIN	041128015875

Tarikh Mula Berkuatkuasa :	15/01/2020
Tarikh Habis Tempoh Perakuan :	17/03/2023



Ketua Eksekutif
Lembaga Pembangunan Industri Pembinaan Malaysia
Tarikh: 15/01/2020



Figure 4: D&H Focus CIDB (SPKK) certificate

ii) CIDB (SPP)


PERAKUAN PENDAFTARAN

Adalah dengan ini diprakui bahawa kontraktor yang dinyatakan di bawah ini telah berdaftar dengan Lembaga mengikut Bahagian VI Akta Lembaga Pembangunan Industri Pembinaan Malaysia 1994. Pendaftaran ini adalah tertakluk kepada syarat-syarat yang telah ditetapkan bersama perakuan ini.

No. Pendaftaran : 0120120905-SL145158
Nama Kontraktor : D & H FOCUS
Alamat Berdaftar : NO.27 JALAN TJJ 6, TAMAN TERATAI JAYA, PARIT RAJA
86400 BATU PAHAT
JOHOR
Daerah : BATU PAHAT
Tarikh Mula Berdaftar : 05/09/2012

<u>GRED</u>	<u>KATEGORI</u>	<u>PENGGHUSUSAN</u>
G2	B	B04 B07 B09 B24 B26
G2	CE	CE01 CE14 CE21 CE36

Tarikh Mula Berkuasanya : 13/01/2020
Tarikh Habis Tempoh Perakuan : 17/03/2023
STATUS: DORMAN



Ketua Eksekutif
Lembaga Pembangunan Industri Pembinaan Malaysia
Tarikh: 13/01/2020



Figure 5: D&H Focus CIDB (SPP) Certificate

iii) SSM 1



BERSEKUTUANYA SYARIAH MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



BORANG E (KAEDAH IJ)

**PERAKUAN PEMBAHARUAN PENDAFTARAN
AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

D & H FOCUS
NO. PENDAFTARAN: JM0511623-K

telah didaftarkan dari hari ini sehingga **5 MEI 2022** di bawah Akta Pendaftaran
Perniagaan 1956, beralamat di **NO.27 JALAN T/J 6, TAMAN TERATAI JAYA,
PARIT RAJA , 86400 BATU PAHAT, JOHOR.**

Bil. Cawangan : TIADA

Bertarikh di **MUAR** pada **5 DISEMBER 2016.**



DATO' ZAHRAH ABD WAHAB FENNER
Pendaftar Perniagaan
Semenanjung Malaysia

UsedID Admin Data: Muz Dec 30 11:58:51 AM 2016

Figure 6: D&H Focus SSM 1

iv) SSM 2


SURUHANJAYA SYARIKAT MALAYSIA
(COMPANIES COMMISSION OF MALAYSIA)

DUNGGUNPIN SEGALA USARA TELAH DIAMBEL INTUE MEMBETIKAN MERUMAT YANG DIBERI ADALAE
SHTUL DAN KEMAKINT PENDAFTAR PERNIAGAAN TIDAE BOLA DIFERTANGGUNGSIEM BADI KEMANANG
KEBUDIGIAN KEGAMA MAKLUMAT YANG TERSELEP ATAU TERTINGGAL

**** MAKLUMAT PERNIAGAAN ****

NAMA PERNIAGAAN	D & H FOXCUS
NO PENDAFTARAN PERNIAGAAN	19851623-K
AJAHAE UTAMA PERNIAGAAN	NO 27 JALAN TUA, TAMAN TERATAI BAYA, PARIT RAJA 86400 BAYU PAHAT KEROH
BENTUK PERNIAGAAN	PEMILIKAN TUNGGAL
TARIKH MULA BERNIAGA	01-04-2008
TARIKH PENDAFTARAN	01-04-2008
TARIKH LUPUT PENDAFTARAN	01-04-2021
SEGIUS	AKTIF

**** JENIS PERNIAGAAN ****

MEMBEKAL BAHAN BINAAN, PERKHEDMATAN MENYEDUKAN PELAN BANGUNAN, PEMBINAAN BANGUNAN,
MEMBEKAL ALAFULIS, BAHAN PERTANIAN, KELENGKAPAN AWAM DALAMAN BERUNIFORM, MEMBERSIH & MENCUKI
KAWASAN & BANTUNAN, LANDSEAP, BILASANDALAMAN, PERAROT MAKANAN & MINUMAN, PEMBINAAN JALAN,
KELENGKAPAN MESIN, PERAROT, SUKAN, FOTOKOP, DAN FAKSIMILL

**** MAKLUMAT CAWANGAN ****

*** TADA CAWANGAN ***

UapID: 000001 Date: Mon Dec 01 11:50:45 MYT 2015 10

SURUHANJAYA SYARIKAT MALAYSIA (CAWANGAN MUAB)
NO. 1, JALAN PERDAGANGAN, OFF BULATAN JALAN BAKRI, 84000 MUAR, JOHOR DARUL TAKZEM.
Tel : 06-954 6611 / 06-954 7711 Fax : 06-954 6600

Figure 7: D&H Focus SSM 2

v) SSM 3

Nama Pendaftaran:	D & H FOCUS
Nombor Pendaftaran:	TM0911823-E


SURUHANJAYA SYARIKAT MALAYSIA
(COMPANIES COMMISSION OF MALAYSIA)
**** MAKLUMAT PEMILIK PERNIAGAAN TERSEBUT ****

NAMA	MUHAMMAD AZ-G' BIN MEHDARIFFIN
ALAMAT KEDAMAMAN	NO.27 JALAN T/6, TAMAN TERATAJAYA, PAHIT RAJA 84000 BATU PAHAJ, JOHOR
NO K/P (LAMAI)	
NO K/P (BARU)	841128015575
TARIKH LAHIR	28-11-1994
BANGSA	MELAYU
JANTINA	LILAKI
KEWARGANEGARAAN	WARGANEGARA MALAYSIA
TARIKH MASUK	03-04-2005

MAKLUMAT YANG DIBEKALKAN INI ADALAH EKSTRAK DARI DOKUMEN YANG TELAH DIBALIKAN DENGAN PENDAFTAR.

PENDAFTAR PERNEGAAN, SEMENANJUNG MALAYSIA
TARIKH: 05/12/2016

DOKUMEN INI ADALAH CETAKAN KOMPUTER. TANDATANGAN TIDAK DIPERLUKAN.

UseID : ammet Doc : Min Doc 05 01 58 45 MFT 2016 2/3

SURUHANJAYA SYARIKAT MALAYSIA (CAWANGAN MUAR)
NO. 1, JALAN PERDAGANGAN, OFF HULATAN JALAN BAKRI, 84000 MUAR, JOHOR DARUL TAKZIM.
Tel : 06-954 6611 / 06-954 7731 Fax : 06-954 6600

Figure 8: D&H Focus SSM 3

vi) BPKU



BAHAGIAN PEMBANGUNAN KONTRAKTOR DAN USAHAWAN

KEMENTERIAN PEMBANGUNAN USAHAWAN

SULI KONTRAKTOR KERJA
TARAF BUMPUTERA

Adalah dengan ini syarikat/iaian seperti tercatat di dalam Sijil ini diiktiraf sebagai kontraktor kerja bertaraf Bumputera. Pemberian pengiktirafan ini adalah bertakluk kepada syarat-syarat termaktub di belakang sijil.

<u>NO. SURI BERDAFTARAN</u>	<u>ORGD BERDAFTARAN</u>	<u>KATEGORI</u>	<u>TEMPOH SAH LAGI</u>
0120120905-SL145155	G2	B	DARI : 13/02/2020
	G2	CE	HINGGA : 17/03/2023

NAMA DAN ALAMAT BERDAFTAR
D & H FOCUS
NO.27 JALAN T.J 6, TAMAN TERATAI JAYA, PARIT RAJA
86400 BATU PAHAT
JOHOR
BATU PAHAT

<u>PEGAWAI SYARIKAT YANG DITAJUHAN</u>	<u>NO. K.P.</u>
MUHAMMAD AIZAT BIN MOHD ARIPPIN	841125013575



(MARLINA BINTI RAMLY)
PENDARAH
Bahagian Pembangunan Kontraktor Dan Usahawan
Kementerian Pembangunan Usahawan
Tarikh: 13/02/2020



Figure 9: D&H Focus BPKU

vii) KKM 1



KEMENTERIAN KEWANGAN MALAYSIA
SIJIL AKUAN PENDAFTARAN SYARIKAT

NO . SUJIL	:	K63252947972237631
NO . RUJUKAN PENDAFTARAN	:	357-02132357
TEMPO H SAH LAKU	:	23/04/2019 - 10/05/2022

Bahawa dengan ini diperakui syarikat :

D & H FOCUS (JM0511623-K)
NO 27 JALAN T/J 6
TAMAN TERATAI JAYA
PARIT RAJA, BATU PAHAT
BATU PAHAT
86400 MUKIM SRI GADING
JOHOR, MALAYSIA

Telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang bekalan/perkhidmatan di bawah sektor, bidang dan sub-bidang seperti di Lampiran A. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Lampiran B. Individu yang diberi kuasa oleh syarikat bagi urusan perolehan Kerajaan adalah seperti berikut :

ENCIK MUHAMMAD AZAT BIN MOHD AKIPPIN	841128015575	PENGURUS
---	---------------------	-----------------

Lt


DATO ' ZAMZURI BIN ABDUL AZIZ
Perbendaharaan Malaysia Semenanjung
b.p. Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 23/04/2019

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

Figure 10: D&H Focus KKM 1t

vii) KKM 2



KEMENTERIAN KEWANGAN MALAYSIA

SIJIL AKUAN PENDAFTARAN SYARIKAT BUMIPUTERA

NO. SUJIL	I	BP63252947972237631
NO. RUJUKAN PENDAFTARAN	I	357-02132357
TEMPOH SAH LAKU	I	23/04/2019 * 30/05/2022

Bahawa dengan ini diperakui syarikat :

D & H FOCUS (JM0511623-K)
NO 27 JALAN T/3 6
TAMAN TERATAI JAYA
PARIT RAJA, BATU PAHAT
BATU PAHAT
86400 MUKIM SRI GADING
JOHOR, MALAYSIA

Telah diiktiraf sebagai Syarikat Bumiputera oleh Kementerian Kewangan Malaysia. Taraf Bumiputera bukannya hak dan boleh ditarik balik sekiranya syarikat gagal mematuhi syarat/kriteria yang ditetapkan. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Sijil Akuian Pendaftaran Syarikat Bumiputera (Lampiran C).

tt

DATO * ZAMZURI BIN ABDUL AZIZ
Perbendaharaan Malaysia Semenanjung
i.p. Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 23/04/2019

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

Figure 11: D&H Focus KKM 2

2.5 List of Completed Projects

Project Completion refers to the completion of all project related construction work in accordance with the project's standards and specifications, as well as the receipt of any other relevant approvals. There are seven projects that has been completed.

Table 1: List of completed project of D&H Focus

No.	Project Title	Project	Start	Completion	Project	Client
		Value (RM)	Date	Date	Duration	
1.	Proposed to build bungalow at Parit Rasipan, Batu Pahat, Johor	200,000.00	June 2019	January 2020	7 months	En. Hishamudin
2.	Proposed to build bungalow at Parit Jambul, Batu Pahat, Johor	250,000.00	June 2019	January 2020	7 months	Pn. Farah Nazihah
3.	Proposed to build bungalow at Parit Sapran, Batu Pahat, Johor	270,000.00	June 2019	January 2020	7 months	En. Khuzaini Ismail
4.	Proposed to build bungalow at Kampung Bintang, Peserai, Batu Pahat, Johor	370,000.00	June 2019	January 2020	7 months	Pn. Hasrina
5.	Proposed to build bungalow at Parit Bengkok, Batu Pahat, Johor	260,000.00	December 2019	June 2020	6 months	Pn. Hilwa

6.	Proposed to build bungalow at Parit Jambul, Batu Pahat, Johor	195,000.00	December 2019	June 2020	6 months	En. Fauzi
7.	Proposed to build bungalow at Pari Rasipan, Batu Pahat, Johor	348,000.00	July 2019	February 2020	7 months	En. Erwan

2.6 List of ongoing Projects

Table 2: List of ongoing projects of D&H Focus

No.	Project Title	Project <u>Value (RM)</u>	Start Date	Completion <u>Date</u>	Project <u>Duration</u>	Client
1.	Proposed a single storey bungalow at Parit Surau, Batu Pahat, Johor	250,000.00	August 2021	March 2022	7 months	En. Yuzma
2.	Proposed a single storey bungalow at Parit Surau, Batu Pahat, Johor	265,000.00	July 2021	February 2022	7 months	Pn. Zarina

CHAPTER 3.0

CASE STUDY

3.1 Introduction of plan approval process

Population growth and rapid urbanisation have raised demand for local government services. The approval of a building plan is a significant step in the development process in Malaysia. This comprises the application for development permission, building plan approval, infrastructure plan approval, and any other processes required to guarantee that the Principal Submitting Plan (PSP) in charge of the building complies with all government rules and regulations. In fact, no one should be permitted to commence any development initiatives without first obtaining formal permission from the local administration.(Marzukhi et al. 2020)

PSP must send all applicable drawings, reports, and designs to the Local Authority, who must then review the papers and provide pertinent comments and recommendations based on their needs. These processes are essential to ensuring that the project is carried out in accordance with the law and regulations, therefore preserving the public interest and their rights. (Marzukhi et al. 2020)

This research looked at all of the methods, materials, and tools that may be utilised to build a house. At various phases of development, a land development, mixed-use development, or basic construction project requires authority clearance. Technically, a project cannot begin until all of the requirements have been approved. An effective approval procedure is important for project development. It is vital to document the approval criteria, and these needs should be reflected similarly in standards and procedures. The approval method should be quick and easy to use. This chapter describes the filing method for obtaining authority permission from the Batu Pahat District Office in Johor.

3.2 Background of the project

Based on case studies, the project was carried out in practical training is construction and completion of one unit of single storey bungalow in Lot PTD 6661 HS (M) 3195, Kampung Lama, Mukim Benut, 82000 Pontian, Johor. This project belonging to Encik Anuar Bin Mohamod one of the workers at Ministry of Health of Malaysia. This site surrounded by several new single storey bungalow and several palm tree plantation areas. This project proposed by Encik Anuar on September 2021.

Total amount cost of construction and completion of this single storey bungalow project is RM150 000.000 (one hundred and fifty thousand only). This project started on September 2021 and completed on January 2022.

There are several parties that involved in completing this project which is Encik Anuar Bin Mohamod and his wife as client and also the owner of the single storey bungalow. Dedy Saprianto as subcontractor of D&H Focus that completing this project and Mr. Muhammad Aizat as director of this company. The architect for this project is Mr. Fathurripaat bin Musni also from D&H Focus.

3.3 Method of Plan Approval Process

Procedures for building plan application at Batu Pahat District Office are transparent and easily accessible. While detailed requirements for buildings plan and other plans are also easy to understand. Overall, most of the building plan applications achieved the levels as expected by most PSP and they are satisfied with the performance of the Batu Pahat District Office procedures.

This is the process to get plan approval for a house.

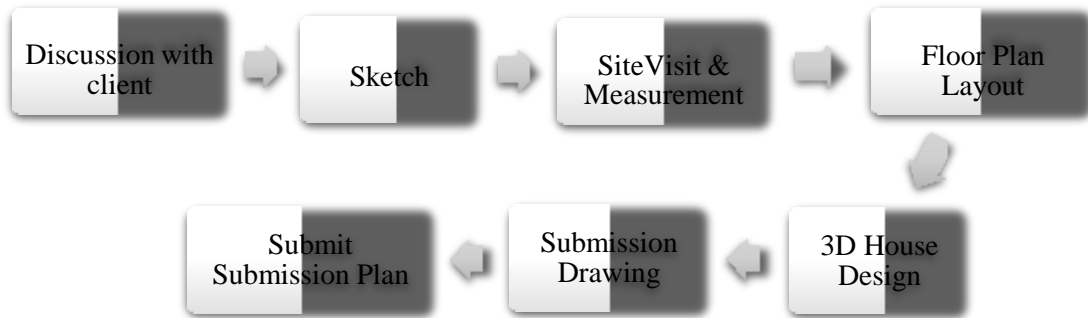


Figure 12: Flow for Plan Approval

a) Discussion with client (En. Anuar)

The first process for plan layout is to discuss with the client about the layout of the house that he wanted suit client's budget. Also, client can survey other client's completed house to gain idea for his house. The layout includes the position of the space, amount of room and the space area, etc; bedrooms, toilets, living hall, family hall, kitchen (dry kitchen, wet kitchen), car porch and terrace.



Figure 13: Marketing team having discussion with the client

b) **Sketch**

After having discussion with client, the designer has to sketch the house similar to what the client's demand. For the reason of that, client can imagine the design of the house that can be fixed. Other than that, client can also discuss about the design of house exterior such as door panel, window panel and house design.

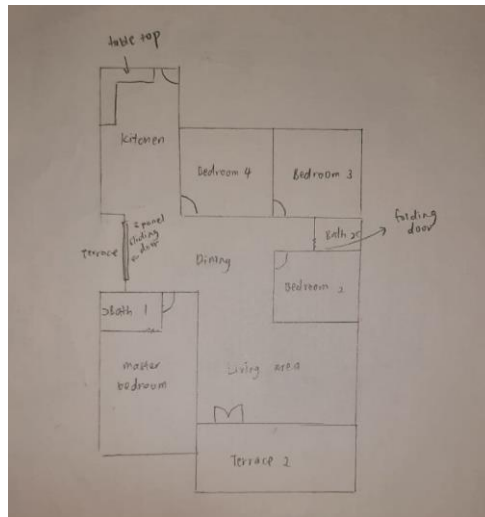


Figure 14: Floor plan sketch of En. Anuar house

c) **Site visit & measurement**

The next step is site visit and measurement. The site supervisor will do site visit on client's empty land to determine the house position should be placed. Other than that, land measurement should be done to make sure the land area is exactly like it is stated in the land grant for En. Anuar land. This is to ensure the place for house construction doesn't over En. Anuar land area.



Figure 15: Site measurement



Figure 16: En. Anuar empty land

d) Floor Plan Layout

This process where the designer presents the final floor plan layout to the client to make the last change according to the appropriate position and space of the house.



Figure 17: Final floor plan layout

e) 3D house design

Proceed to build 3D model from floor plan layout to build the house façade.

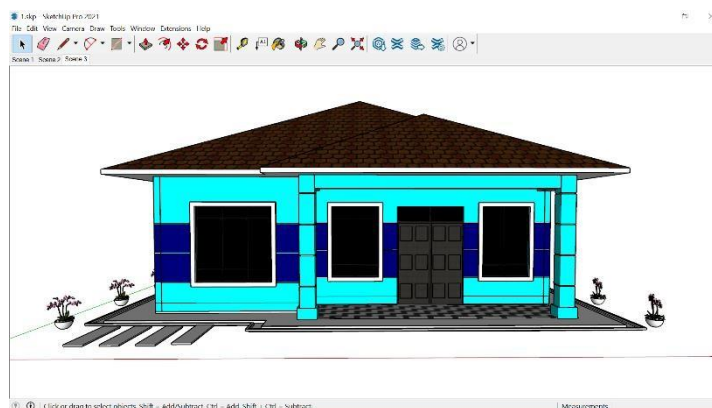


Figure 18: Front Elevation

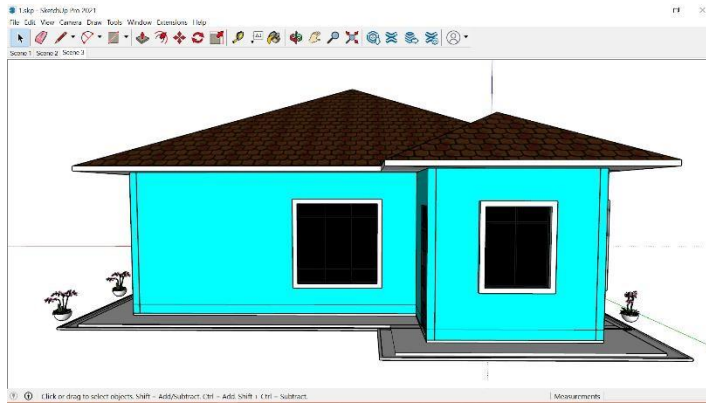


Figure 20: Rear Elevation

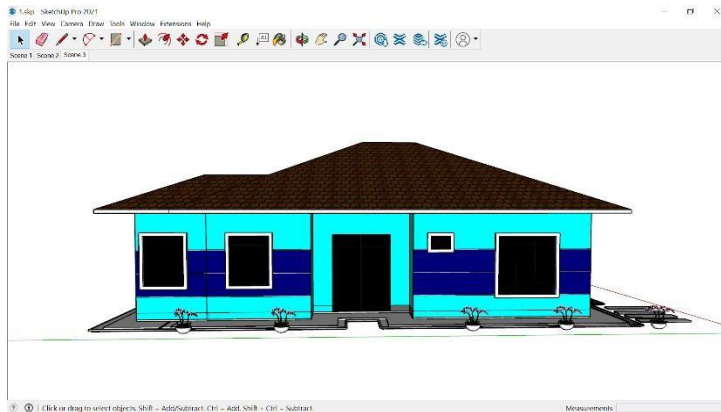


Figure 19: Right Elevation

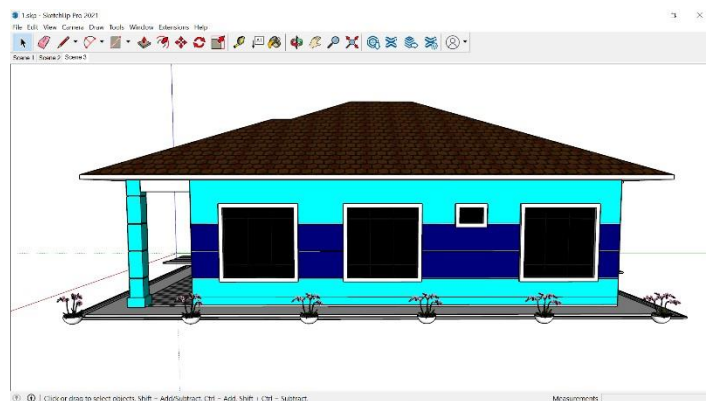


Figure 21: Left Elevation

f) **Submission Drawing**

Submission drawings for the building approval shall contain the blueprint of the intended facilities of the house. Particulars such as the following shall be clearly shown in the drawings;

i. **Site Plan**

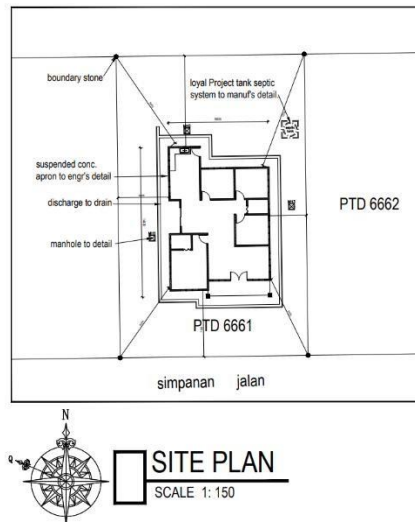


Figure 22: Site Plan

ii. **Key Plan**

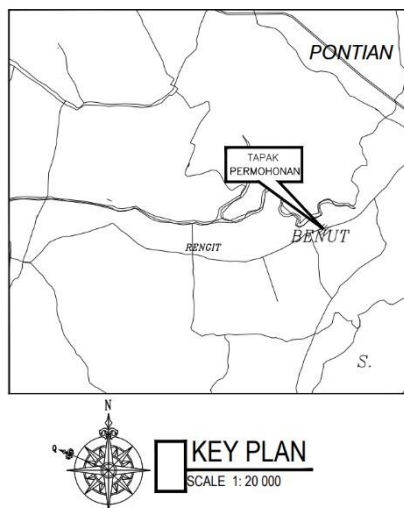


Figure 23: Key Plan

iii. Location Plan and Floor Area

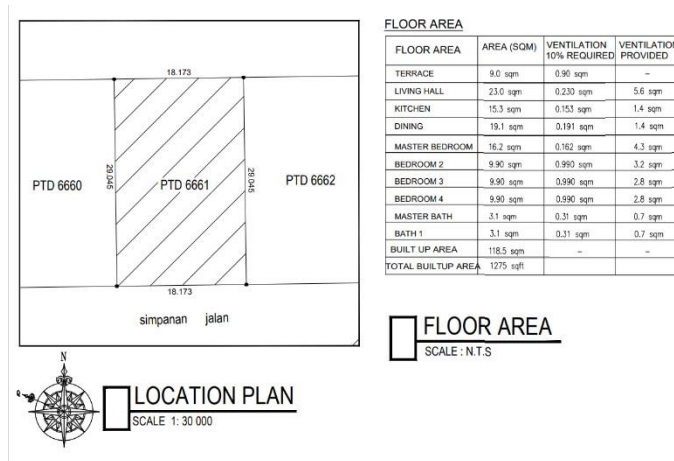


Figure 24: Location Plan and Floor Area

iv. Location Plan

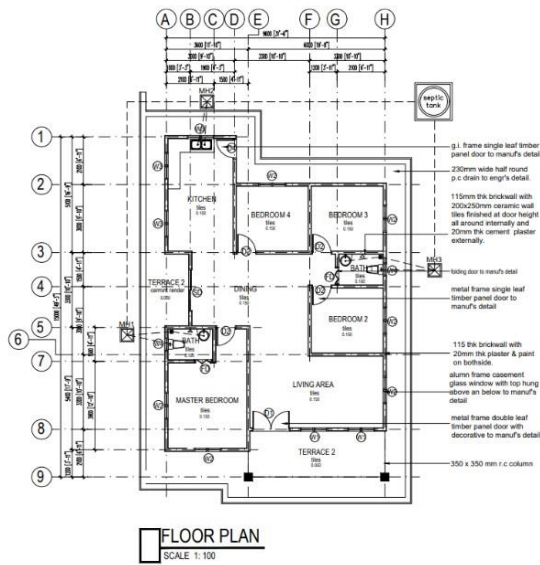


Figure 25: Floor Plan

v. Roof Plan

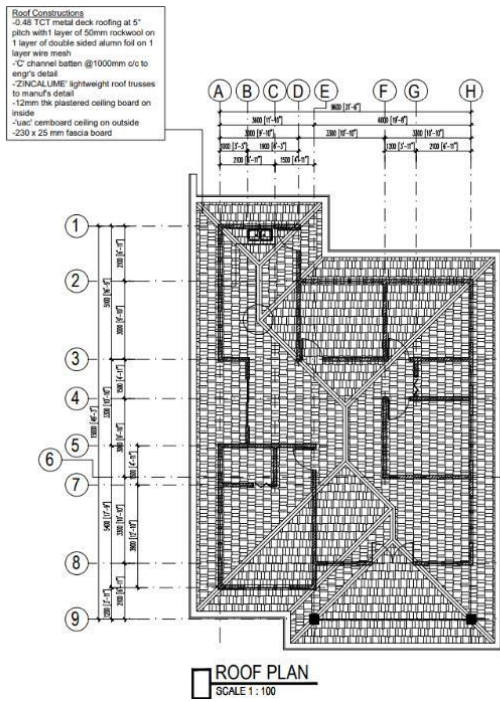


Figure 26: Roof Plan for En. Anuar House

vi. Ceiling Plan

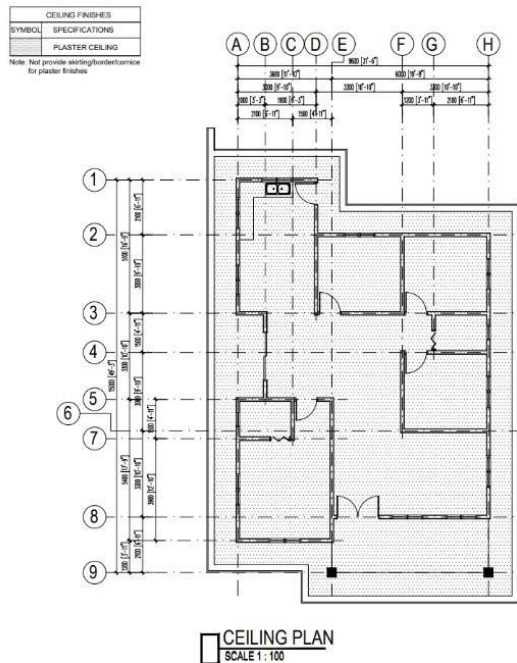


Figure 27: Ceiling Plan for En. Anuar House

vii. Electrical Plan

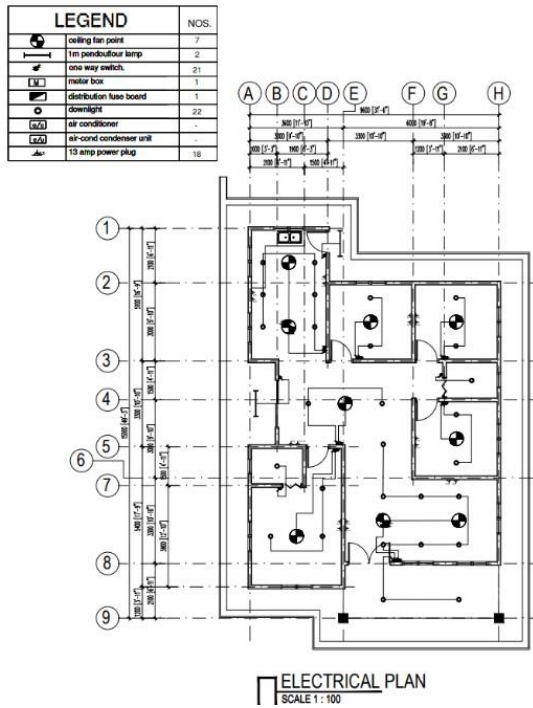


Figure 28: Electrical Plan for En. Anuar House

viii. Front Elevation

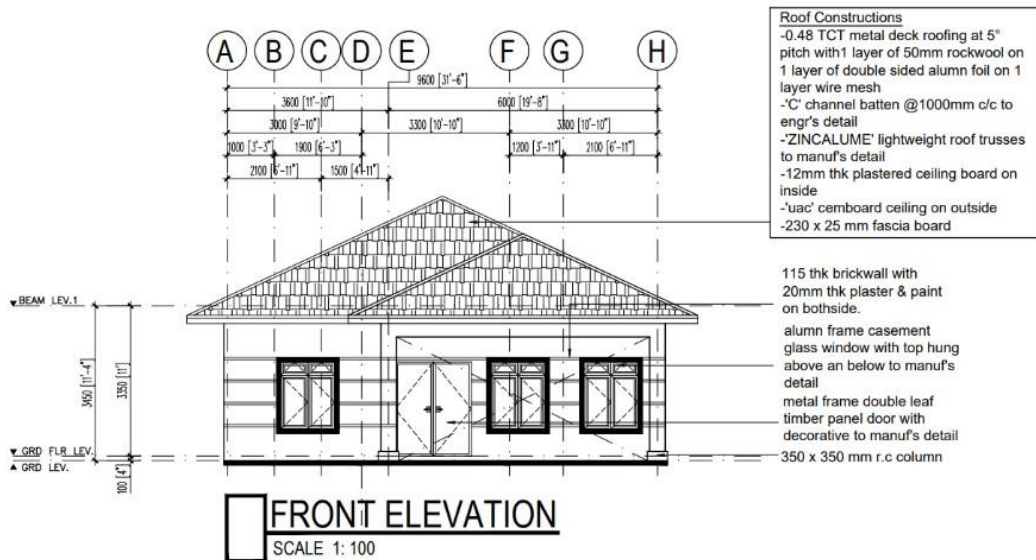


Figure 29: Front Elevation for En. Anuar House

ix. Rear Elevation

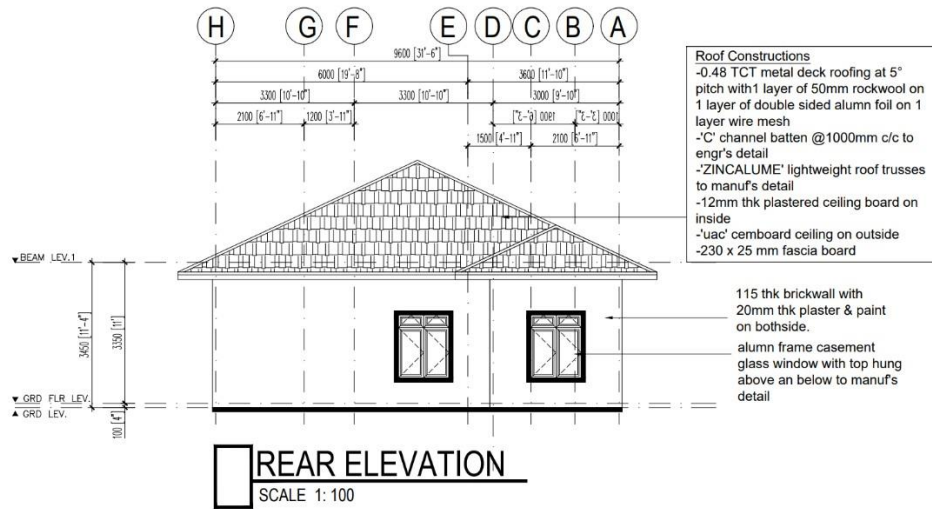


Figure 30: Rear Elevation for En. Anuar House

x. Right Elevation

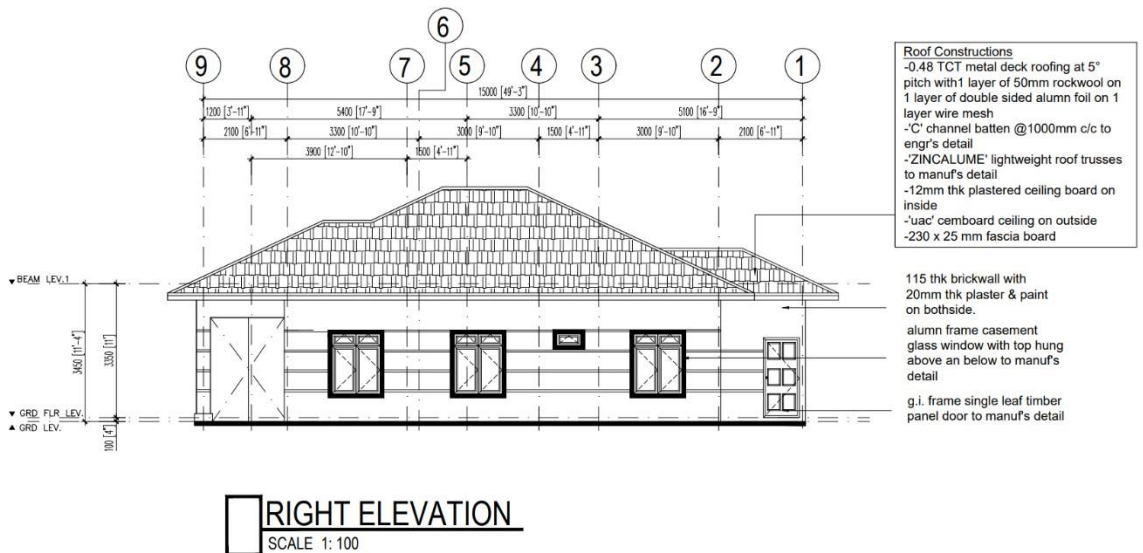


Figure 31: Right Elevation for En. Anuar House

xi. Left Elevation

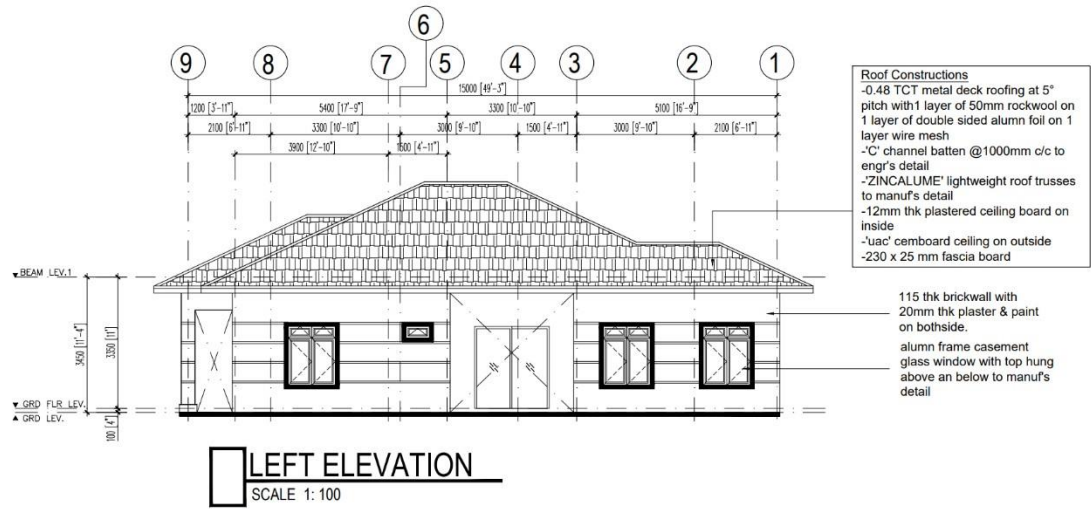


Figure 32: Left Elevation for En. Anuar House

xii. Section X-X

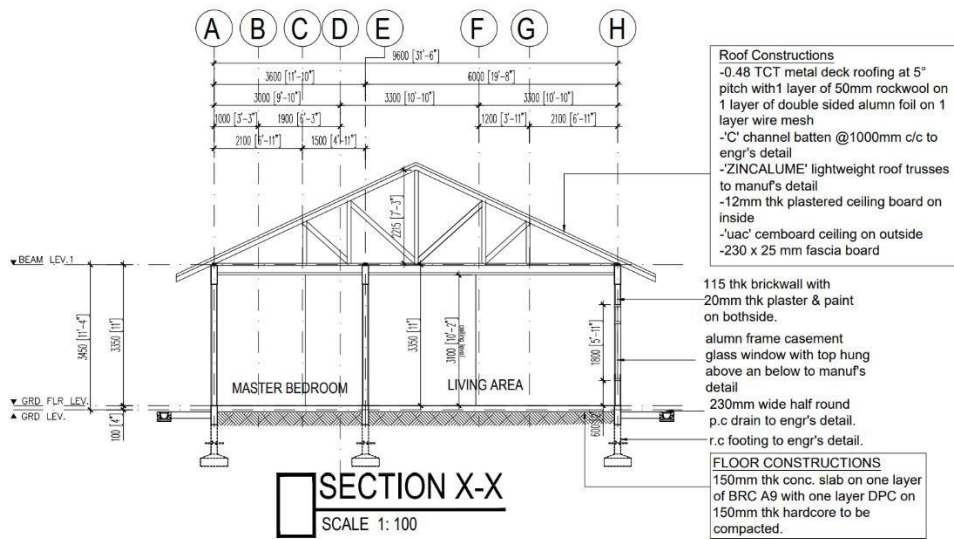


Figure 33: Section X-X for En. Anuar House

xiii. Section Y-Y

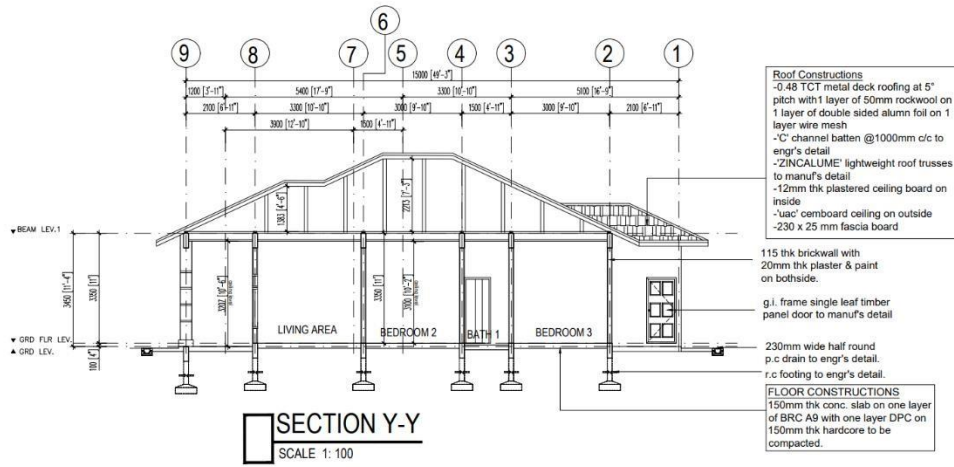


Figure 34: Section Y-Y for En. Anuar House

xiv. Window and Door Schedule

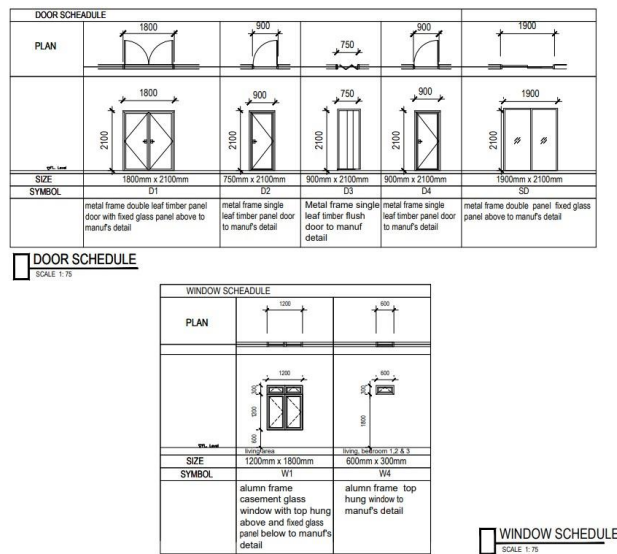


Figure 35: Door and window schedule for En. Anuar house

xv. Water Supply Layout

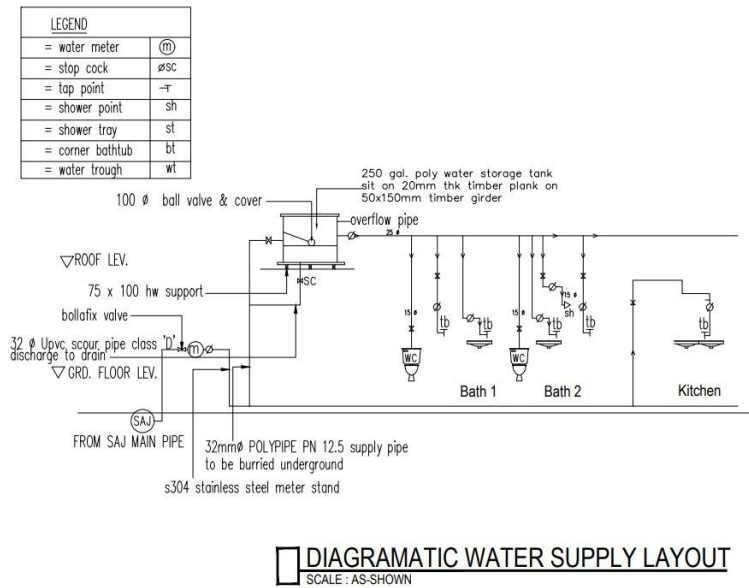


Figure 36: Water Supply Layout for En. Anuar house

xvi. Sanitary Layout

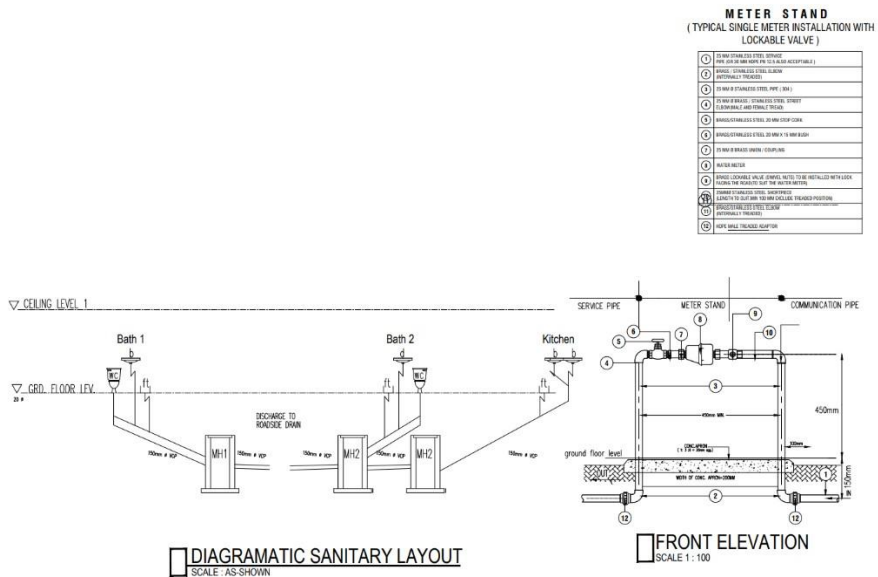


Figure 37: Sanitary layout for En. Anuar house

g) **Submit Submission Drawing**

The final submission plans must be print on A1 paper. As the paper is too big, the paper then can be folded with specific fold until the paper becomes A4 size.



Figure 38: The submission plans after being fold

There are two steps before submitting the plan approval to the local authority.

- i) Confirmation sign of the client.
- ii) Confirmation sign from architecture firm.

After getting the signs and the drawings have been approved by architect, the documents need to be prepared and submitted to the local authority which is Batu Pahat District Office. The documents must contain;

- i) Land grant of the client's land where the house will be built.
- ii) The information of the client's such as identity card.
- iii) Layout Plan with setting out details showing precise location of the complete house management system proposed.
- iv) Drawings of conveyance facilities shall show the longitude sections and cross sections with indication of every view.






Usually the waiting time for the District Office of Batu Pahat to fully review the plan is about 2 until 3 weeks due to lack of manpower of the District Office itself. If the documents or submission plan is not enough or wrong, the person in charge will contact the director to redo the drawings or to attach the missing document and then resubmit the plan approval documents to be reviewed again. At this time, it won't take too much time as only check at the part that has been corrected. After the documents have been approved, the project can be started to construct on the site.



Figure 39: Handover key for En. Anuar house

3.4 Tools, equipment and apps used to design a house

Table 3: List of tools, equipment and Apps used to do plan

No.	Tools, equipment and apps	Function
1.	Laptop 	<ul style="list-style-type: none"> Gadget used for the work purpose that can make work easier
2.	AutoCAD App 	<ul style="list-style-type: none"> To draw floor plans and submission drawings and other related drawings.
3.	Sketch Up App 	<ul style="list-style-type: none"> To sketch 3D house design for the elevation
4.	A1 Plotter Printer 	<ul style="list-style-type: none"> Printer to print the submission plans in size A1
5.	Precision ultrasonic infrared 	<ul style="list-style-type: none"> To measure the height and distance and for the construction site.

3.5 Problems occurred and solutions taken to solve the problems

a) Delay in submitting submission plan.

This delay was primarily due to the operation. This is because the draughtsman provided the local authorities with insufficient documents, leading the application to be further delayed. Every successful application relies on the work of a draughtsman and a consultant. If they don't know enough about development norms and laws, they'll be doomed from the start.

The solution used to solve the problem is the draughtsman must be notified of the time restriction and expected time frame of each procedure. Every draughtsman must be well-prepared before submitting a house permit application in order to prevent rejection. Pre-consultation is a strategy plan that will lead draughtsman on the right path for their physical growth. To ensure better physical development management and enforcement, there is always a need for ongoing reform of physical development legislation as well as the use of information technology.

b) Lack of manpower as a draughtsman in office.

Lack of manpower as draughtsman in office can cause to the late in submitting submission plans to Batu Pahat District Office for the plan approval. This is due to he is the only one to do the drawings for every house. Also, it can cause him to make mistakes in drawings as he has many things to handle. Thus, it will drag the approve of the plan and the construction site have to delay the house construction.

The solution for this problem is the Director must find an extra draughtsman to help the main draughtsman finish the drawings as it can reduce drawings mistake. Thus, the flow of the plan approval process can be easy without any drawings rejection and can save the time consumable.

CHAPTER 4.0

CONCLUSION AND RECOMMENDATIONS

To conclude, to build a house is never an easy way because it requires a lot of work whether to deal with client or the local authority. The documentation to be submitted need to comply the standard of the law for a house approval. The knowledge and understanding of this process serve as a basis for future strategic planning decisions for this country. There are a lot of reason why the law for a building is strict. The main reason is to make sure the project specification complies the house safety to avoid any unwanted incident such as, building collapse. Having a good connection with client can make the process be easier as it won't cause any misunderstood between client and contractor. Other than that, staying up to date to the latest house design can make the look of the house be more attractive which can engage to more client for the upcoming project. Moreover, be a detail person can prevent double work to do. The draughtsman must be highly competent and well-versed with all related development matters. The problems that arise during the plan approval process have been overcome well and successfully approved by the local authority. All the objectives of this report have been successfully completed.

REFERENCES

Anon. n.d. "58464d4f0b6a5.Pdf."

Marzukhi, Marlyana Azyyati, Oliver Ling Hoon Leh, Nurul Shakila Khalid, and Azfarnizam Jaafar. 2020. "THE BUILDING PLAN APPROVAL PROCESS FOR RESIDENTIAL DEVELOPMENT IN ONE STOP CENTRE. CASE STUDY: SUBANG JAYA MUNICIPAL COUNCIL, SELANGOR." *Journal of Surveying, Construction and Property* 11(2):40–49. doi: 10.22452/jscp.sp2020no1.4.