



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

**PERMITS APPLICATION PROCESS FOR CONSTRUCTION
AT MAJLIS PERBANDARAN TAIPING (MPT)**

Prepared by:

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(PERAK)

FEBRUARY 2022

It is recommended that the report of this practical training provided

By

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entitled

Permits Application Process for Construction
at Majlis Perbandaran Taiping (MPT)

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

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(PERAK)

FEBRUARY 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 Majlis Perbandaran Taiping for duration of 20 weeks starting from 23 August 2021 and ended on 07 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.

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UiTM ID No : 2019445676

Date : 16/09/2021

ACKNOWLEDGMENT

Assalamualaikum w.b.t. and a very good day. First and foremost I, Nurul Athirah bt. Ibrahim would like to thank to Allah SWT for allowing me to finishing the internship training report for BGN 310. Also to my lecturers, family and friends that are always helping me in the duration of completing this report.

From the bottom of my heart, I would like to express the greatest gratitude to the lecturer that handling the BGN 310 subject which are Dr. Nor Asma Hafizah bt. Hadzaman as the practical training coordinator and Dr. Dzulkarnaen bin Ismail as programme coordinator. Apart from that, I am very grateful to my report supervisor, IR Raja Nurulhaiza bt. Raja Nhari for the continuous support for this report as well as for my report examiner, TS Muhammad Redza bin Rosman. Thank you for your patient, motivation and guidance. Without the help from both lecturers, this report would not be able to finished successfully.

Other than that, I would like to thanks to all employees of Building Department of Majlis Perbandaran Taiping that leads by Mr. Hisham Haron as the head of the building department. Thank you for all guidance and acknowledgement that has been given through my internship training duration.

Last but not least, I hope that IR Raja Nurulhaiza will be satisfied with the information that has been gained and presented through this report and I am sincerely thankful to all the parties that has been involved officially and unofficially in the making time of this report.

Thank you

ABSTRACT

For every construction projects that runs within the Majlis Perbandaran Taiping jurisdiction, the contractors of the project should be responsible for the permit application for the said construction projects. This is because the permits are one of the important documents that needed to be owned by the contractors in the construction duration. There are three main permits that conveys the similar uses between each of it but the permit is used for different type of construction projects. The three main permits that will be introduce in this report are construction permit, construction materials permit and small construction work permit. These permits acts as a free pass for the contractors to runs the construction albeit all situation. All of this permits are managed under the building department of this municipal council. Mr. Hisham, the head of building department along with Mr. Nizwal, Mr. Helmy and Mr. Norazmi are the one who has given the power to validate the said permit. Other than that, there are several problems that may be faced by the user of the permits regarding the permit for the construction. Nevertheless, the problems may be solved as the contractors could come to building department and seek a consultation from the related staffs. To recapitulate, this report will explain completely the steps on the way to applying the permit process as well as the its uses and problems that may rise regarding this three permits.

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CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

Permits can be defined as an official document that allow any parties an authorization to do any types of construction in construction aspect. The permits act as a free pass to the contractors or consultants to make sure that their construction or project going smoothly without any disturbance or problems that may be occur during the project. At the same time, the permit also allows the contractors to work under any circumcises in the given period.

Generally, the permit will be applied by the contractors or consultants that managing the construction after the plan proposal has been accepted and confirmed by the head of building department or the president of the municipal council itself. There are also few documents that needed to be submitted along with the building plans of the construction project to make sure the process of requesting the permit could be considered and successful.

There are many types of permits that available and related to the construction process. In this context, there are three main permits that always used by the contractors which are Construction materials permit, Construction permit and Small construction work permit. All of this permits will be explained in details starting from the essential documents needed until the permits is ready to be use by the contractors or the consultant.

1.2 Objectives

For this report, there are three objectives that has been focused on which are:

- i) To determine the types of permits and the difference uses of each of it.
- ii) To define the application process of each permits.
- iii) To identify the problems and solutions regarding the permit matter.

1.3 Scope of study

At Majlis Perbandaran Taiping, that has been a lot of aspects that will be covered by the staffs of the building department. For instant, the building department staffs will be covered about building plans validation, permits matter, bunting and banner purchase as well as building matter. Nevertheless, all of this aspects will only be covered by Majlis Perbandaran Taiping within its jurisdiction.

In this report, it will briefly explain about the three main permits that always be requested by the contractors for their construction projects. The three main are construction materials permit, construction permits and small construction work permit. This report will explain about the uses of every permits, the process to applying the permits according to its types and the problems that may occur while consuming the permits.

1.4 Methods of study

All the information and data that has been used for this study report are collected from the Majlis Perbandaran Taiping at building department. The information about the title of this report which is permit application process for construction are collected through three different sources.

The three different sources include the primary sources which is observation, secondary sources which is hands-on activities and tertiary sources which is unstructured interviews and Internet information. Through all these three sources, a lot of information has been gained successfully.

1.4.1. Primary sources (Observation)

The first sources that used for collecting the data is by observing the working environment in the building department. Starting on watching and learning the way of the staffs handling the clients to purpose the permit for the construction projects until the permit is legally to be used within the date that has been set by the building department.

In the same time, through observing the working environment, the pattern of the permit that always requested by the contractors also can be easily obtained. Types of permit that requested by the contractors always refers to their types of construction projects as well as the scale of the projects.

The data regarding the types of requested permits and the scale of the construction projects are showed as the Table 1.1 below:

Table 1.1 The scale of the construction and the types of permit applied.

No.	The scale of construction	Types of permit applied
1.	Large scale construction - Housing scheme - Industrial project	Construction permit
2.	Medium scale construction - House demolition - House rebuilt	Construction Material permit
3.	Small scale construction - Adding awning - Tiling the floor	Small construction work permit

1.4.2. Secondary sources (Hands-on activities)

While completing the industrial training at the building department of Majlis Perbandaran Taiping, the practical students are also actively involved in hands-on activities for managing the permit application process. The hands-on activities that involving the practical students are the ways to preparing the permits by following the clients request.

The practical students are guided the way to generating the bills for each permits as well as preparing the permits. After the payment has been made by the contractors, the permits finally will be signed and validated by the in-charged staffs and ready to be used by the contractors. Through this secondary sources, a lot of information regarding the permit application process has been gained.

1.4.3. Tertiary sources (Unstructured Interview and Internet search)

For the tertiary sources, the data for the permit application process at Majlis Perbandaran Taiping are also collected through the unstructured interviews with the staffs and also collected by using the Majlis Perbandaran Taiping official website.

The unstructured interviews with the staffs occurs when the staffs give the task for the practical students. The practical students tend to ask the related staffs if there any something confusing about the task. By this unstructured interviews, any careless mistakes could be avoided as well as the new acknowledgement about the permit process could be gained.

In the same time, the Majlis Perbandaran Taiping official website also has been used for the additional information about the permits. For example, the official website explaining about the permits simply so that the clients would not be confused when applying it. In the meantime, the information such as the organisation chart of the company as well as department also could be obtained.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company



Figure 2.1: Majlis Perbandaran Taiping

Majlis Perbandaran Taiping (MPT) as shown in Figure 2.1 is a local authority that specializes for the residents in Taiping. This municipal council tend to controlling and administering all developments or construction activities that happen inside its jurisdiction. This municipal council has been established on year 1930 up until now which has been almost 91 years since the built date. Majlis Perbandaran Taiping leads by Mr. Khairul Amir bin Mohamad Zubir as Yang Di-pertua position along with Mr. Kamaruzzaman bin Kamari as the vice president.

The jurisdiction of Majlis Perbandaran Taiping has cover about 186.46 square kilometres of Taiping. The administration area that covered under Taiping area are include Batu Kurau, Kamunting, Asam Kumbang, Jebong, Tupai, Bandar Taiping, Pengkalan Aor, Simpang, Sungai Limau, Bukit Gantang, Trong and Sungai Tinggi. By this, all of the construction that will be conducted under this place should requesting the permission from the council first.

On the other hand, this municipal council not only specialize for the construction matter but it is also responsible to manage others business that related to public health and sanitation, waste removal and management process, town planning, environmental protection and building control, social and economic development as well as general maintenance functions or urban infrastructure.

The reason of Majlis Perbandaran Taiping is having a lot of responsible towards various business is because this municipal council consist of several departments that manage the specifics case. Altogether, they have exactly 20 departments that responsible to solve any related problems in Taiping area. For my internship duration, I have been placed at building department which is under the urban planning and development department.

2.2 Company Profile



Figure 2.2: Building Department

As stated before, I have been placed at Building department of Majlis Perbandaran Taiping as shown in Figure 2.2. Substantively, the Building department is one of the department that under Urban planning and development department along with Landscape department. Every project or constructions will be circulating between these three departments. This is because the project or constructions will be related and sometimes it is needed to have altogether three permissions from the three departments.

The building department is placed at the highest level of the municipal council buildings which is the sixth level along with the Landscape department and Urban planning and development department. All of this three department has been placed at the same level as to make works easier for both workers and the architectures.

In addition, most of the clients that come to settling all the business about the construction are the architectures or contractors that has been hired by the owner of the house or building. For settling the plans validations, the plans needed to be validate by both building and the urban planning and development department, so by placing these three department altogether, it will ease the work. After starting the project or construction, the contractors usually come to the building department to hand-on important documents such as letter to be kept as reference in the building files storage.

The scope of work of building department is covering the constructions issues such as the constructions permits, drawing the plans and building plans management. In the building department, the staffs have been assigned according to their specialty. For example, the staff that hold the position as the plan drawer is also responsible towards the yearly compound for the building. Altogether, the building department hold nine staffs including the head of the building department which is Mr. Norhisham bin Haron.

2.3. Organization Chart

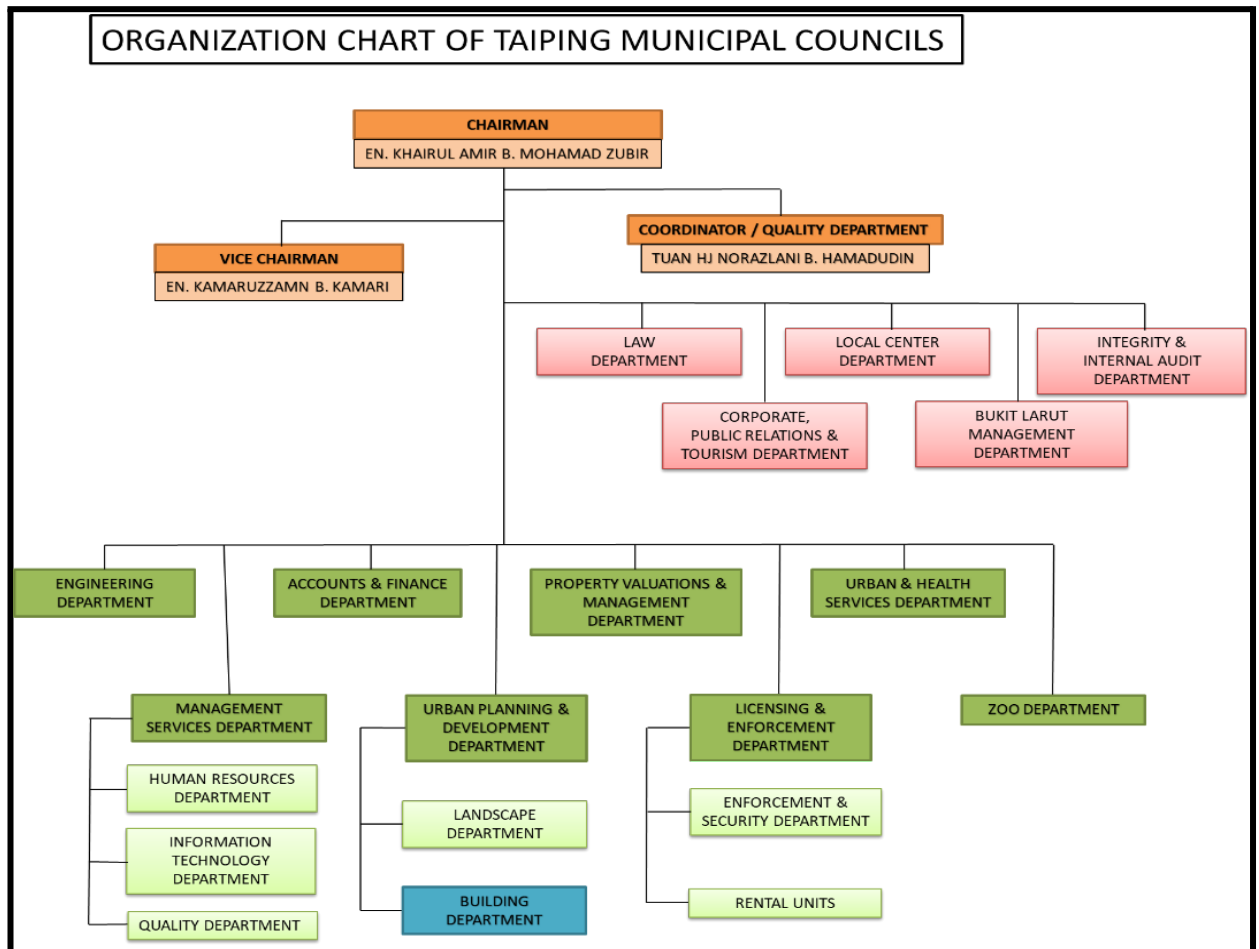


Figure 2.3: Organization Chart of Majlis Perbandaran Taiping

As shown in Figure 2.3 above, the Majlis Perbandaran Taiping is led by Mr. Khairul Amir bin Mohamad Zubir as the head president of Taiping Municipal Council along with Mr. Kamaruzamn bin Kamari as the vice president. According to this organization chart, the Majlis Perbandaran Taiping have approximately 20 departments that has been specialize for specific case. As for building department, this department is placed under Urban planning and development department along with Landscape department.

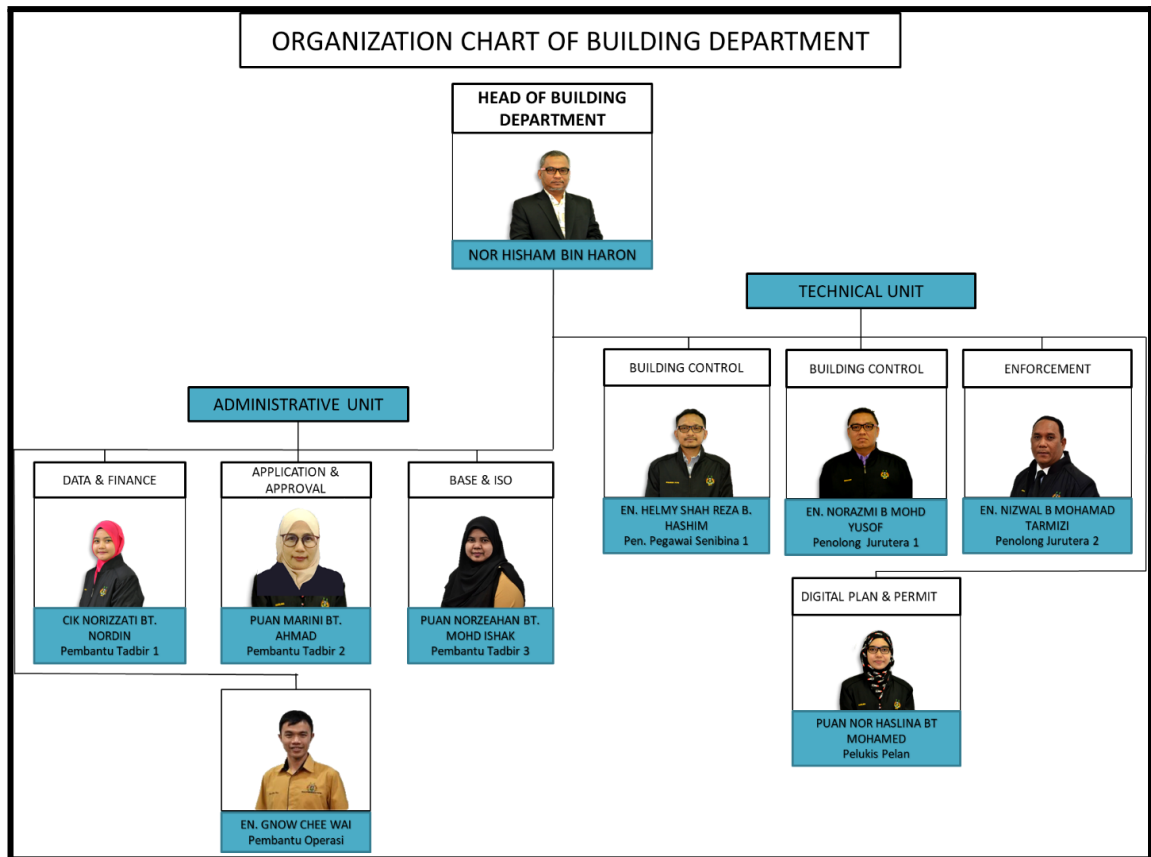


Figure 2.4: Organization chart of Building department

For the organization chart of building department which as shown in Figure 2.4, the department of building is led by Mr. Hisham bin Haron as the head of department. The members of building department consist of eight staff members which has been divided into two units equally. The first unit is the technical unit that featuring Mr. Helmy, Mr. Norazmi, Mr. Nizwal and Mrs. Haslina. The working scope of technical unit are managing the residence’s digital plan, dealing with the residents’ complaints as well as the permit matter.

As for the second team which is the administrative unit, it is also consist of four staff members which is Miss Norizzati, Mrs. Marini, Mrs. Norzeahan and Mr. Gnow Chee Wai. As for this team, the working scope involved are monitoring the department’s financial, plans approvals letters, bunting and permits matter as well as dealing with the consultants about constructions matter.

2.4 List of Project

2.4.1 Completed Projects

The construction projects that labelled as the completed projects are the projects that has been received the Certification of Completion and Compliance (CCC) form. After the municipal council receiving this form, the construction projects are considered as successful and completed. This is because the CCC forms indicates that the building is safe and following all the building regulations.

In the meantime, all of this completed construction projects also consume the permits according to their scale of construction. For the completed construction projects that has been listed here, three of the projects are consuming the construction permit and two of the projects are consuming the construction materials permit.

The list of the completed projects at Majlis Perbandaran Taiping are as shown in Table 2.1 below:

Table 2.1: List of completed projects at Majlis Perbandaran Taiping

No	Project Title	Building Plan Value	Start Date	Complete Date	Clients	Types of permit involved
1	Suggestion to build 28 units of single-storey terrace house at Mukim of Batu Kurau.	RM 4807.15	22 nd August 2019	29 th September 2020	Success Input Sdn. Bhd.	Construction permit

2	Suggestion to build a double-storey of office and a workshop at Mukim of Tupai	Rm 253.00	24 th August 2018	30 th August 2019	Mr. Cheah Tai Chai & Mr. Choy Sook Peng	Construction permit
3	Suggestion to build two unit of double-storey semi-D houses at RKT Larut Tin Tambahan, Mukim of Pengkalan Aor	Rm 470.00	11 th January 2021	06 th September 2021	TCA Glory Development (M) Sdn. Bhd.	Construction permit
4	Suggestion to demolish and rebuild a single-storey house at RKT Paduka Setia, Mukim of Asam Kumbang	Rm 233.00	19 th February 2019	30 th September 2021	Mr. Tan Suo Siang	Construction materials permit
5	Suggestion to build a double-storey house at RPT Paduka Setia, Mukim of Asam Kumbang	RM 429.81	18 th March 2019	04 th August 2021	Mr. Lian Ah Kim & Mr. tan Thiam Huat	Construction materials permit

2.4.1 Project in Progress

The projects in progress can be described as the construction projects that still under construction and does not completed yet. As for the durations for every construction, it only lasts until six months and if the construction projects are not completed yet, the contractor needs to renew the construction plans and the permit.

Usually, the contractors just revealed the prediction date of the completed projects to the municipal councils as it is not the essential information that needed to be shared. As long as the building plans and the permits are still valid, the construction projects are considered as following the rules. Other than that, all these five uncompleted projects consuming the construction materials permit as all of this project are single build house construction.

The projects that still in progress in the department building of Majlis Perbandaran Taiping are stated as Table 2.2 below:

Table 2.2: List of uncompleted projects at Majlis Perbandaran Taiping

No	Project Title	Building Plan Value	Start Date	Client	Types of permit involved
1	Suggestion to demolish and rebuild one unit of 1 ½ storey residence at RKT Kg. Benggali, Mukim Assam Kumbang.	RM 263	19 th October 2020	Mr, Kesavan A/L Raja Gopal	Construction materials permit

2	Suggestion to build one unit of single storey residence at Kamunting Baru Tambahan, Mukim of Assam Kumbang	RM 287	13 th October 2020	Mrs. Normazura binti Mazlan	Construction materials permit
3	Suggestion to build one unit of single storey residence at RKT Air Kuning, Mukim of Pengkalan Aor	RM 219	30 th November 2020	Mr, Mohd. Jamal bin Yaakob	Construction materials permit
4	Suggestion to additions and amendments of one unit of 2 storey terrace house at Taman Ria, Mukim of Pengkalan Aor	RM 400	16 th August 2021	Mr. Mohd Pouzi bin Zakaria	Construction materials permit
5	Suggestion to additions and amendments of one unit of single storey terrace house (low cost) at Taman Desa Jaya, Mukim of Kamunting	RM 350	08 th February 2021	Mr. Ong Kok Sin	Construction materials permit

CHAPTER 3.0

PERMIT APPLICATION PROCESS FOR CONSTRUCTION AT MAJLIS PERBANDARAN TAIPING

3.1 Introduction

Permit can be defined as an official document that giving some parties an authorisation to completing certain work. In construction matter, the purpose of applying the permits before starting any construction project is to ensure the construction project could be finished without any interruption from any other parties.

Initially, there is a lot of permits that has been offered in the construction matter but for building department, this department will only focus on the main permits that always used by the contractors. These three main permits also playing the big role to make sure the construction have the permission to be operated safely.

The next subtopic will explain about three different types of permits that usually requested by the clients which are the contractors. The three types of permits are construction materials permit, construction permit and small construction work permit where all the permits conveys the difference uses in construction matter.

3.2 Types of Permits and Its Uses.

The first permit is construction material permit as shown in Figure 3.1. This is one of the common permit that always be requested by the clients. This is because the permit act as the permission for the contractors to undergo their construction without any disturbance by any parties as long as their following the rules that has been fixed.

In the meantime, this permit mainly gives the permission to the contractors to put their plants as well as the construction tools at the construction site without being confiscated by the authorities. This rules applied as long as it is not disturbing and harming the residence around the construction site.

MAJLIS PERBANDARAN TAIPING
PERMIT BAHAN BINAAN
BERHUBUNG DENGAN KERJA-KERJA PEMBINAAN

A. LOKASI PEMBINAAN-	B. KETERANGAN PEMOHON-
CADANGAN TAMBAHAN PINDAAN: PT 7767 (NO. 33) & PT 7768 (NO. 35) PERSIARAN TBC TAIPING BUSINESS CENTRE, MUKIM TUPAI, DAERAH LARUT MATANG	Nama: PERTUBUHAN KESELAMATAN SOSIAL (PERKESO) Alamat: CAWANGAN PENGURUSAN HARTANAH, MENARA PERKESO 281, JALAN AMPANG, 50538 KUALA LUMPUR
C. ANGGARAN TEMPOH KEGILOAN :	
Tempoh	TARIKH
	SERAHAN BORANG B
D. PERAKSIAN PEMOHON	
Saya/Kami mengaku akan mematuhi semua syarat-syarat yang dikenakan oleh pihak MPT dalam kelulusan PERMIT KERJA KECIL seperti berikut:	
<ul style="list-style-type: none"> a. Mematuhi kehendak Undang-Undang Kecil 18 (UUK18) di bawah Undang-Undang Kecil Bangunan 1984, membenarkan sesuatu bangunan yang toleh siap dan mempunyai Sijil Kelulusan Menuduki / Borang F. b. Mematuhi apa-apa syarat yang akan dikenakan oleh MPT dari masa ke semasa. c. Bertanggungjawab bagi memastikan semua disipakan dengan dengan kemas dan teratur serta tidak mengakibatkan gangguan. 	
Tanda Tangan Pemohon	
E. KATEGORI PERMIT	F. KADAR BAYARAN
1) PERMIT BAHAN BINAAN	RM 50.00
Jumlah Fee Permit Perlu Bayar	RM 50.00
G. DILULUSKAN	
Tandatangan dan NIZWAL bin MOHTAMIN (APRIL) (Menteri Kanan (Pengarah) (Menteri Kanan (Pengarah) Jabatan Perancang Dan Pembangunan Bandar, Majlis Perbandaran Taiping)	No. Rujukan: CS/E/8/2021 Tarikh: 4 OKTOBER 2021

Figure 3.1: Construction material permit.

For the construction material permit, the types of construction projects that applied for are construction from type G2 and G5. The G2 types are the construction that consist of newly built single house while the G5 types are the construction that consist of demolishing and rebuilt the newly single house on the same lot of the old house.

In shorts, all newly build single house that categorised either G2 or G5 types needed to apply the construction materials permit before proceeding with the construction. This is to make sure the construction works of the house would not be disturbed and build legally with the acknowledgement and validation of the municipal council.

The second permit that needed to be managed by the building department is Small construction work permit as shown as Figure 3.2. This permit is the second permit that always be requested by the contractors. Different from the other two permit, this permit act as the permission for the contractors or even the owner of the building to renovating the house.

MAJLIS PERBANDARAN TAIPING
PERMIT KERJA KECIL (PPN FASA 2)
BERHUBUNG DENGAN KERJA-KERJA PEMBINAAN

A. LOKASI PEMBINAAN:- CADANGAN TAMBAHAN PINDAAN KERJA-KERJA UBAHSUAI DAN MEREKA BENTUK DALAMAN UNTUK RUANG KAUINTER PELANGGAN, RUANG PEJABAT DAN KERJA-KERJA BERKAITAN DI BANGUNAN EMPAT TINGKAT PEJABAT PERKESO DI NO. 33 & 35, PERSIARAN TBC, BUSINESS CENTRE, 34000 TAIPING, PERAK	B. KETERANGAN PEMOHON:- Nama : MERISK GLOBAL VENTURES Alamat : 12-18, BLOK KOMERSIAL, JALAN PENGIRAN 272, TAMAN PINGGIRAN, 68100 KUALA LUMPUR
C. ANGGARAN TEMPOH KEGUNAAN :	
Tempoh 3 BULAN	TARIKH 01 OKTOBER 2021 – 02 JANUARI 2022
D. PERAKSIAN PEMOHON Saya/Kami mengaku akan mematuhi semua syarat-syarat yang dikenakan oleh pihak MPT dalam kelulusan PERMIT KERJA seperti berikut :- a. Mematuhi kehendak Undang-Undang Kecil 18, (UUK18) di bawah Undang-Undang Kecil Bangunan 1984, membenarkan sesuatu bangunan yang telah siap dan mempunyai Sijil Kelayakan Menduduki / Borang F. b. Mematuhi apa-apa syarat yang akan dikenakan oleh MPT dari masa ke semasa. c. Bertanggungjawab bagi memastikan binaan disiapkan dengan dengan kemas dan teratur serta tidak mengakibatkan gangguan.	
E. KATEGORI PERMIT PERMIT KERJA KECIL (KERJA-KERJA UBAHSUAI DALAMAN BANGUNAN) Jumlah yang perlu dibayar	F. KADAR BAYARAN RM 350.00 RM 350.00
G. MELULUSKAN Tandatangan dan Cop [Signature] [Stamp] PENGARAH BANGUNAN Jabatan Bangunan, Majlis Perbandaran Taiping	No. Rujukan Tarikh: 06 OKTOBER 2021

PERMIT SRIH REZA BIN HASHIM
Pemborong Pegawai Sanitasi
Majlis Perbandaran Taiping


Figure 3.2: Small construction work permit

The renovation of the house such as tiling the floor, adding the front and back awning as well as adding the fence for the house are needed to be registered first at the building department. By registering this activities, the owner of the building could avoid the fine of the illegal construction or the worst, demolishing the construction.

Unlike the other two permit, this construction projects do not require to submitting the complete building plans and also do not require any personal file in the building department. Nevertheless, there are also several construction projects that required the personal files and records in the building department as the construction project could not be completed in the first three months after the application.

Recently, due to the situation in Malaysia which is the pandemic Covid-19, the name of the Small construction work permit has been added according to suit the current situation. The name of the permit has been changed into Small construction work (MCO) permit. The name of the permit is also changed according to the current stages of the pandemic. Although the name changed, the uses of the permit remains the same as the old one.

The third and the last permit as shown as Figure 3.3 is Construction permit. The construction permit is the only permit that rarely request by the contractors. This is due to the reason where the permit is only eligible for the large-scaled construction projects. The construction projects that required this permit are consists of the construction of housing scheme, industrial projects like factories construction as well as the tower of telecommunication projects.


مجلس تايپينج
MAJLIS PERBANDARAN TAIPING
PERMIT BINAAN
 BERHUBUNG DENGAN KERJA-KERJA PEMBINAAN

A. LOKASI PEMBINAAN:- Cadangan Tambahan Pindaan: LOT 932, MUKIM ASAM KUMBANG	B. KETERANGAN PEMOHON:- Nama : SUNRISE VIABLE SDN.BHD. Alamat: NO 1 & 3, LORONG KILANG 3A, OFF JALAN TUPAI, 34000 TAIPING, PERAK
C. ANGGARAN TEMPOH KEGUNAAN : Tempoh : 6 BULAN Mulai : 14.02.2020 – 14.08.2020	
D. PERAKUAN PEMOHON Saya/Kami mengaku akan mematuhi semua syarat-syarat yang dikenakan oleh pihak MPT diatas kelulusan permit seperti berikut :- a. Mematuhi kehendak Undang-Undang Kecil 18, 19, 20, 21 Undang-Undang Kecil Bangunan 1984, berhubung dengan papan dinding-klau, meletak bahan binaan di atas jalan dan bangunan sementara yang relevan. b. Mematuhi apa-apa syarat yang akan dikenakan oleh MPT dari masa ke semasa sehingga C/O/COC dikeluarkan atau cagarin dikembalikan. <div style="text-align: right;">Tanda Tangan Pemohon</div>	
E. KATEGORI PERMIT 1. PERMIT BINAAN,HOARDING DLL Jumlah Fee Permit kena di bayar	F. KADAR BAYARAN RM 13,948.80 RM 13,948.80
G. DILULUSKAN Tandatangani dan Cop <i>b/p Pengarah Bangunan Jabatan Bangunan Majlis Perbandaran Taiping</i>	No. Rujukan Fail : Tarikh :14.02.2020

Figure 3.3 Construction permit.

For the Construction permit, it is only requested by the contractors that managing the large-scale of the construction projects. In addition, this permit is also printed with the different colour paper to indicates the price of the permit. Usually, the Construction permit that cost RM1000 and above will be printed with green colour paper.

Other than that, this permit also use for the hoarding board application. For the hoarding board application, the price of the board is following the measurement that has been fixed at the municipal council. All in all, the Construction permit could be use as the construction project permit and hoarding board permit.

3.3. Permits application process for construction

Before applying the permits, the contractors or the consultants needs to prepared some important documents to be handed to the municipal council to make sure the process of applying the permits are successful. Altogether, there are two different methods that could be used by the contractors to applying the permits according to the types of permits.

3.3.1. Construction permit and Construction materials permit

For the construction permit and construction material permit, the contractors that applying this two permit need to opening the personal file of construction project in the building department. For opening the personal file, the contractors are given two choices to registering the construction project either by online submission or offline submission.

For the online submission, the contractor that managing the construction project needs to registering the project by using the online system. The online application form of construction projects could be found at the Majlis Perbandaran Taiping Official website, OSC part. For the online submission, all types of the construction project are eligible to be registered.

As using the online submission through the OSC part, the OSC department will print out the details of the construction projects along with other important documents from the contractor once the head of building department approved the application. The OSC department will deliver the documents to the building department to proceed to the next step. The example of the OSC documents projects as shown in Figure 3.4 below.

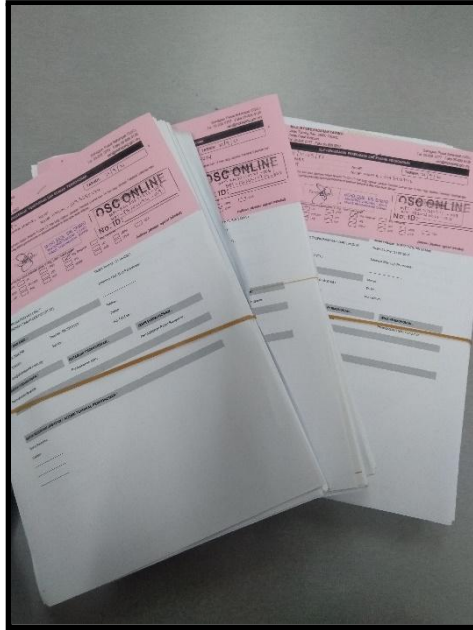


Figure 3.4: OSC document projects

As for the offline submission, the contractors need to come to the Building department of Majlis Perbandaran Taiping to registering the construction projects at the counter provided. Usually, the construction projects that consuming the offline submission is G5 type which is the construction projects of a house or medium scale construction projects.

The contractors that registering the construction projects by offline submission needs to come to the building department and managing the construction project file by themselves. All they need to for registering the construction file is register the file details in the registering file that has been placed at the counter. After putting all the needed documents, the contractors just need to hands-on the file to the in-charged staff.

As for both online and offline submission, the essential documents that needed to be submit for the permit application are same. The essential documents are consisting of building construction plans, the building lot plan, building

process payment slip and receipt, land grant, assessment tax payment slip and application for validating the building plan letter (A Form).

The personal construction file will proceed if all the stated documents are complete and readable. The file will be hands-on to the in-charged staff that handling the G5 type of construction projects. Usually, the duration from submitting the documents to obtaining the permits takes about two to three months according to the situation. This is because the construction plans will be checked first either by the YDP or by the head of building department before the approval.

If the construction plans are approved, the in-charged staff will call the owner of the project to come collecting the approved building plans as well as permit and bunting for the construction. The bill of the construction materials that cost RM 150 will be generated as well as the bunting receipt slip that cost RM 70 per bunting. After the owner pays the bills, the approved construction plans, bunting and permit as shown in Figure 3.5 below could be collected.



Figure 3.5: Bunting and permit for construction


3.3.2. Small construction work permit



Figure 3.6: Process of small construction work permit process.

To make the small construction work permit process easier, the building department prepared a simple flow chart of the procedure of construction work permit process. According to Figure 3.6 above, the contractors that come to apply the small construction work permit need to prepared some important documents. This is to make sure that the process become easier when there is completed documents as requested.

For the small construction work permit, there are few documents that needed to be handed off to Majlis Perbandaran Taiping while applying for the permit. The documents that involved are the official application letter from the contractors, permit application letter, building approval letter, valid contractor license and the picture of the construction site or the renovation area. For the permit application form as shown as Figure 3.7 below, it could be requested at the building department main counter.



MAJLIS PERBANDARAN TAIPING
Jalan Taming Sari
34000 TAIPING .
PERAK DARUL RIDZUAN

**BORANG
PERMIT**

PERMOHONAN PEMBINAAN
PERMIT KERJA KECIL

JABATAN BANGUNAN

DOKUMEN DIPERLUKAN:

- Borang Permohonan Permit
- Surat hakmilik/geran
- Foto sediada dibina (as built)
- Sediakan PELAN SETARA / pelan lakar
- Bayaran

1.0 BUTIR-BUTIR PEMOHON

PERLU DIISI OLEH PEMOHON	
1.1	NAMA PEMOHON :
1.2	NO. KAD PENGENALAN BARU :
1.3	NO. TELEFON RUMAH :
1.4	ALAMAT BANGUNAN :
1.5	TEMPOH PERMOHONAN DARI :
	SEHINGGA:

2.0 MAKLUMAT PEMBINAAN

Adalah saya seperti nama diatas akur sepertimana seksyen 18(1) undang – undang kecil bangunan seragam 1984 menurunkan PELAN SETARA/ pelan lakar bagi kerja-kerja atau kerja pembaikan kecil seperti :

Pembaikan Bumbung

Pembaikan pagar hadapan / belakang

Pembaikan / manaiktaraf pintu pagar

Menurap semula lantai / memasang jubin (tiles)

Membaiki 'porch' tempat letak kereta menggunakan tiang besi atau kayu (awning)

Lain-lain (Nyatakan) : _____

3.0 PERAKUAN PEMOHON

Saya mengaku bahawa segala butiran permohonan dan keterangan yang diberi di atas adalah benar.

TANDATANGAN PEMOHON : _____ TARIKH : _____

Figure 3.7: Permit application form

To make sure the applying process could proceed as normal, the contractors should bring all the documents as requested by the building department except

for the permit application form. The in-charged staffs that handling this permit matter is then will check all the details of the application either it is successful or not to get the permit. Usually, all the applications are accepted as long as there are no problems with the construction physically.

For the price of the permit, it depends on the types of the building that requested for the permit. Usually, the building types are divided into two types which are the normal single or double storey house and the shop house. for the normal single or double storey house, the price for the permit would be in the range of RM 50 until RM 150 per permit. For the shop house, the price would be RM 350 per permit.

Unlike the other both permit which are construction and construction materials permit, this small construction work permit only could be settled by offline application. The contractors that has been hired by the owner need to come to the building department to settle the permit application. In addition, this application process only takes a short time to be approved as it only need to be approved by the head of building department.

Finally, after the contractors pays the amount of the permit that has been set by the in-charged staff, the permit will be prepared and will be validated by the head of building department or by the other three staffs that also in-charged for the validating the permits. After all the process settled, the permit could be use legally for the construction project as purposed.

3.4 Problems and Solution of Permit Matter

The contractors that using the permits in the period of the construction projects may faced several problems. The problems may occur during the process of obtaining the permits as well as the time of consuming the permits. Luckily, all of these problems can be solved.. The example of the problems that may be happened are the permit process could not proceed, the building plans does not follow the building regulations and the building plans expired.

The first problem that may occur during the process of obtaining the permits is the file of the permit application could not proceed. The only reason of this problems is the construction project's files are not completed. Each files that wanted to apply for the permit must have prepared the complete documents that have been listed by the building department.

To make sure all the documents that required are complete, the contractors are advised to prepare the documents earlier and ask the owner of the projects the complete documents that are required such as a copy of land grant, assessment tax payment slip and other important documents. The most important, the contractors are advised to come back to building department after paying the building process payment so the copy of the payment slip could be inserted inside the file on the spot

The second problem that could occur among the contractors that consuming the permit is the construction plans does not follow the building regulations that has been fixed by the building department of all municipals councils. Whenever this problem occurs, the in-charged staffs that managing the building plans matter will inform the contractors about this problem through a phone calls or through formal letters so the contractors are well aware about the problem.

To solve the problem, the contractors has been given two choices. The first choice is by adjusting the design of the construction plans so that the plans is following the building regulations that has been fixed. The other choice that can be choose is the owner of the house need to pay the compound payment for the building every year after the building has received Certification of Completion and Compliance (CCC). The contractors and the owner of the building could discuss and choose the better option for both parties.

The last problem that could happen while using the permit is the duration of the construction permit expired. This problem rarely happens as a lot of contractors finish the construction before the building plans are expired. However, there are some cases when the building plans are expired while the permit duration is still valid. This problem happened when the contractors obtaining the permit earlier but starting the construction project late from the fixed date.

For this problem, the contractors should be responsible by starting the construction on the fixed time. When the construction projects are completed in the given time, it may avoid the project from facing the other problem. Other than that, the contractors can also renew the construction building plans at the building department. For this option, the contractors need to repeat the same process as the new construction project.

The problems while using the permits may occur to all the contractors that consuming it. However, the contractors are free to come to respective municipals councils to discuss and consult about problems and the solutions. The staffs that are in-charge of those matters will help to choose the best options for each problem that has been faced by the contractors.

CHAPTER 4.0

CONCLUSION

4.1 Conclusion

In conclusion, the three main permits that has been managed and generated by building department of Majlis Perbandaran Taiping which are construction permit, construction materials permit and small construction work permit plays a big role in every construction projects that has been runs within this municipal council jurisdiction.

This three permits also have a lot of similarities where all of them are used by the contractors as the free pass for runs the construction projects under any circumstances. Nevertheless, this permits also have the differences where each of the permit have its own speciality. For example, the construction materials permit only will be requested by the contractors that managing small-scaled projects while the construction permit will only be requested by the contractors that managing bigger scale of construction such as house scheme.

All in all, the permits become one of the important thing that needed to be owned by the contractors before starting any construction projects. The failure to obtaining this document before starting the construction projects may be resulting the construction projects facing a lot of problems such as complaint from the nearest residents or the construction tools or machineries may be confiscated by the authorities.

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