



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

**THE PROCESS OF CCC APPROVAL**

**Prepared by:**

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**FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**AUGUST 2021**

It is recommended that the report of this practical training provided

**By**

**WAN MUHAMMAD SYAHMI THAQIF BIN WAN MUHAMAD SUBRI  
2019260228**

**entitled**

**THE PROCESS OF CCC APPROVAL**

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

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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 Daerah Tanah Merah (MDTM) 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 : Wan Muhammad Syahmi Thaqif Bin Wan Muhamad Subri

UiTM ID No : 2019260228

Date : 7 January 2022

## ACKNOWLEDGEMENT

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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 of all, I would like to thank Mr. Ahmad Azrin Bin Aziz and Mrs. Norasyikien Binti Shamsuddin guidance and advice given, to conduct my training in Majlis Daerah Tanah Merah. Not forgetting the OSC unit staff and development planners, Mrs. Faizah Binti Md Zin, Mr. Muhammad Aouni Bin Aziz, Mrs. Rokhayati Binti Che Omar, Mr. Hasbullah Bin Ahmad, Mrs. Nur Amni Binti Mohd Amin, and Mrs. Asni Binti Ab Latiff, who assisted and guided us throughout the process. They also provide knowledge on the building construction process, CCC approval, and even land zoning. In addition, to my lecturer at UiTM Seri Iskandar who taught me a lot about procedures when on site or at office, it is always beneficial to me during my practical training. It is a privilege for me to have the opportunity to 'work' with each of you.

I would also like to thank to all the UiTM lecturers that have taught me to becoming the better person and student. I'd also like to show my thankfulness to the lecturers who assisted me during this practical training. To Dr. Suryani Binti Ahmad, supervising lecturer, Ts Mohd Najib Bin Abd Rashid, assessor lecturer, Dr. Nor Asma Hafizah Binti Hadzaman, Practical Training Coordinator, Dr. Dzulkarnaen Bin Ismail, Programme Coordinator. I appreciate their time, effort, encouragement, and ideas in helping me complete my training, this report, and the valuable knowledge that they have 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 process for obtaining a Certificate of Completion and Compliance (CCC) begins with the PSP, also known as the Principal Submitting Person, submitting the building plan application through OSC Online. Building inspections and site sanitation inspections are held, during which the construction of the building, as well as construction waste, are inspected to ensure that the building complies with the law and that there is no pollution in the surrounding area. Therefore, a valid CCC certificate and a copy of the CCC are submitted to the developer or owner, and a valid G form is submitted to the local authority's development department. The contractor is responsible for ensuring that the house is constructed in accordance with the plan and area specified in the book Uniforms Building by Law (UBBL 1984). CCC (Certificate Completion and Compliance) is an important part of any construction project because it simplifies everything now and in the future.

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## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Background of Study

Certificate of Completion and Compliance (CCC) is very important in the real estate project development process. The CCC is what determines whether or not you are approved. On the other hand, CCC is a certificate required when a building has been completed. It is the outcome of a professional inspection to ensure that the building complies with the approval as per the original plan, is constructed safely, and is ready for occupation. There are several criteria in the CCC, among them are building foundations, earthworks, plumbing systems, drainage systems, street lighting, landscaping, and fire safety systems.

After that, The Principal Submitting Person (PSP) provides the CCC. PSP is an industry expert who has a clear knowledge about of the building. The PSP, as well as the contractors involved in each of their divisions, must all sign the CCC. It also needs supporting documents from utility companies or public safety association. Local authorities continue a significant role in the approval of completed building. CCC are also received, processed, and approved by this department. In the event of non-compliance with the laws, local authorities have the authority to impose fines.

Furthermore, in the CCC there are important document to local authorities such as Form G. G form was founded from Uniform Building By -Laws of 1984. This form involves 21 certifications, every 1-21 certification contains its own endorsements from several authorities. For to get the CCC approval, it's also need confirmation from parties such as the Jabatan Pengairan dan Saliran (JPS), Tenaga Nasional Berhad (TNB), and fire departments is required. For example, the house to be built, must have drainage. So, the contractor must follow the specifications JPS when building the drainage for gets approval from the JPS before getting the CCC certificate. (PropertyGuru, 2021)

## **1.2 Objectives**

The main objectives for this report are as follows:

- I. To explain the process involve of CCC approval.
- II. To determine the problem and its solution during CCC approval

## **1.3 Scope of Study**

This report focused the project house inspection for obtained CCC approval located at PT3388, Jalan Gual Ipoh, 17500 Tanah Merah, Kelantan. The objective of this study to explain in detail on how the process of CCC approval. A comprehensive elaboration for this study consists of time frame, requirement of the submission until the application is approved as well as the causes of rejection. Apart of that, the problem and solution while CCC application approval is done also been discussed. Thus, three methods of study were undertaken such as observation, interview and document review as stated below.

## **1.4 Methods of Study**

There are various methods used for research, the method is intended to provide us with information about the project or work that has been completed.

### **i. Observation**

Observations were made to the supervisor who conducted a detailed inspection of the house. The focus of the observation was to measure the room to determine its dimensions according to the approved plan. These observations also take time from start to finish of the inspection

### **ii. Interview**

Unstructured interviews were conducted with site supervisors. The interview lasted 20 minutes, and all information was written in a notebook. Supervisors also provide some knowledge on how to inspect and defects that need to be focused on a house, this can help to understand the inspection process.

### **iii. Document Review**

This method can also provide more precise data. Viewing the plan file can be helpful in performing inspections. this is because the details of a house are in the plan. In this way, it can assist in providing more information for the inspection.

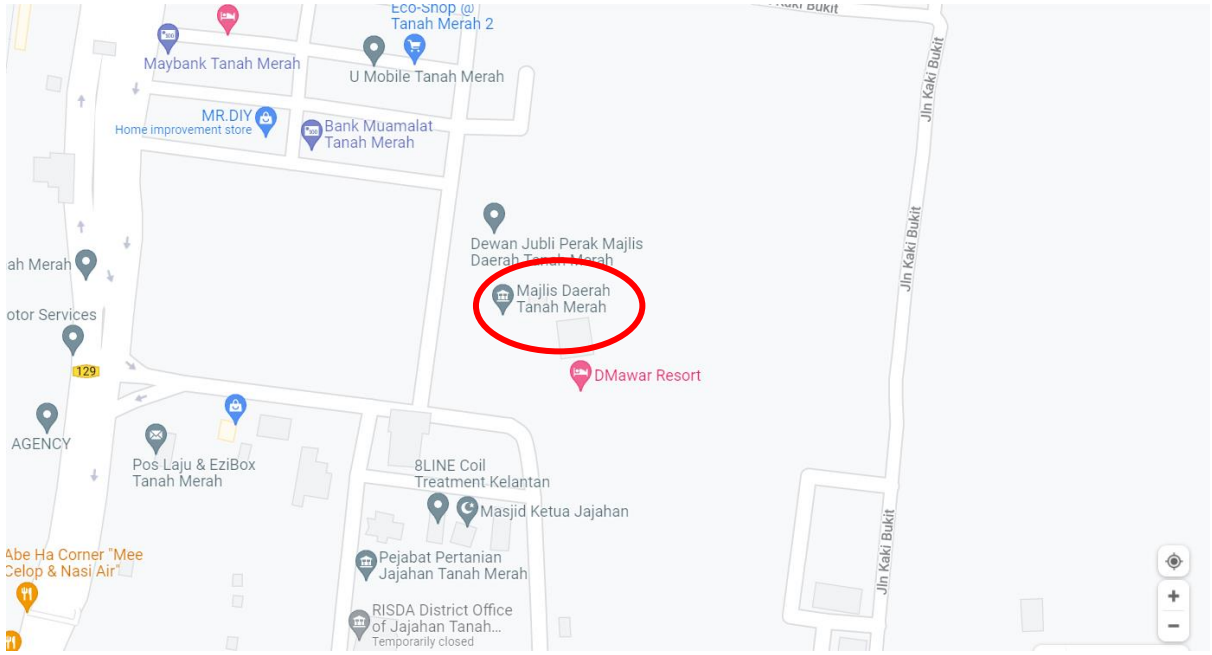
## **CHAPTER 2.0**

### **COMPANY BACKGROUND**

#### **2.1 Introduction of Company**

Majlis Daerah Tanah Merah (MDTM) is located at Tanah Merah, Kelantan. The Tanah Merah District Council was established on January 1, 1979, under the Local Government Act (Act 171) with a gazetted area of 136.60 square kilometres. The district council was made responsible with reorganising some areas so that they could be governed as a single entity, combining the three current Local Authorities as well as several other economic growth areas in the district. This district council works in the same way that every other district council does. It functions like as a third government, managing its own administrative areas to maintain harmony, cleanliness, and growth development. It is important because it will provide residents with a comfortable living environment.

Another of the district council's functions is to provide services to all residents who live within the council's administrative area, such as rubbish transportation and city cleaning. Moreover, provide and maintain facilities for residents in the Council's administrative area, such as road, drain, and street lighting maintenance. It also provides a variety of social and community services, such as a children's playground and flower garden maintenance. Controlling public health via giving business licences, preventing infectious diseases, and controlling building construction. The district council also is responsible for engaging in development projects such as joint ventures to create business centres and stalls to allow the public to engage in commerce.



*Figure 2.1 Shown Location MDTM*



*Figure 2.2 Shown MDTM Logo*

## 2.2 Majlis Daerah Tanah Merah Company Profile

<b>1. Company name</b>	Majlis Daerah Tanah Merah
<b>2. Company address</b>	Tanah Merah, 17500 Tanah Merah, Kelantan
<b>3. Year of establishment</b>	1 <sup>st</sup> January 1979
<b>4. Contact</b>	Tel : 09-955 6023 Fax : 09-955 6826
<b>7. Company vision</b>	Creating a conducive ecosystem in the workplace
<b>8. Company mission</b>	Strengthen a safe, clean, disciplined, neat, comfortable and orderly work culture system by implementing conducive ecosystem practices among Tanah Merah District Council staff
<b>9. Company motto</b>	A conducive environment makes citizens more productive
<b>10. Company policy</b>	EKSA is a catalyst to improve the quality of work, services, and productivity through a friendly, safe, clean and orderly work environment
<b>11. Company goal</b>	creating a conducive and quality work environment by applying elements of corporate image, professionalism, cultivating creativity and innovation as well as green practices (GO GREEN) among MDTM citizens

*Table 2.1 : Company profile of MDTM*

## 2.3 Company Organisation Chart

Majlis Daerah Tanah Merah (MDTM) is led by Yang Dipertua Mohammad Yusoff Bin Hassan and the secretary Tengku Ahmad Zarir Bin Tengku Abdul Rahim. It also has 12 main units or departments, all units have their own scope of work. The 12 units or departments are administration and human resources, planning and development, financial, information, property valuation and management, Islamic development, legislation, one stop centre, administration, enforcement, engineering, and licensing department.

CARTA ORGANISASI MAJLIS DAERAH TANAH MERAH

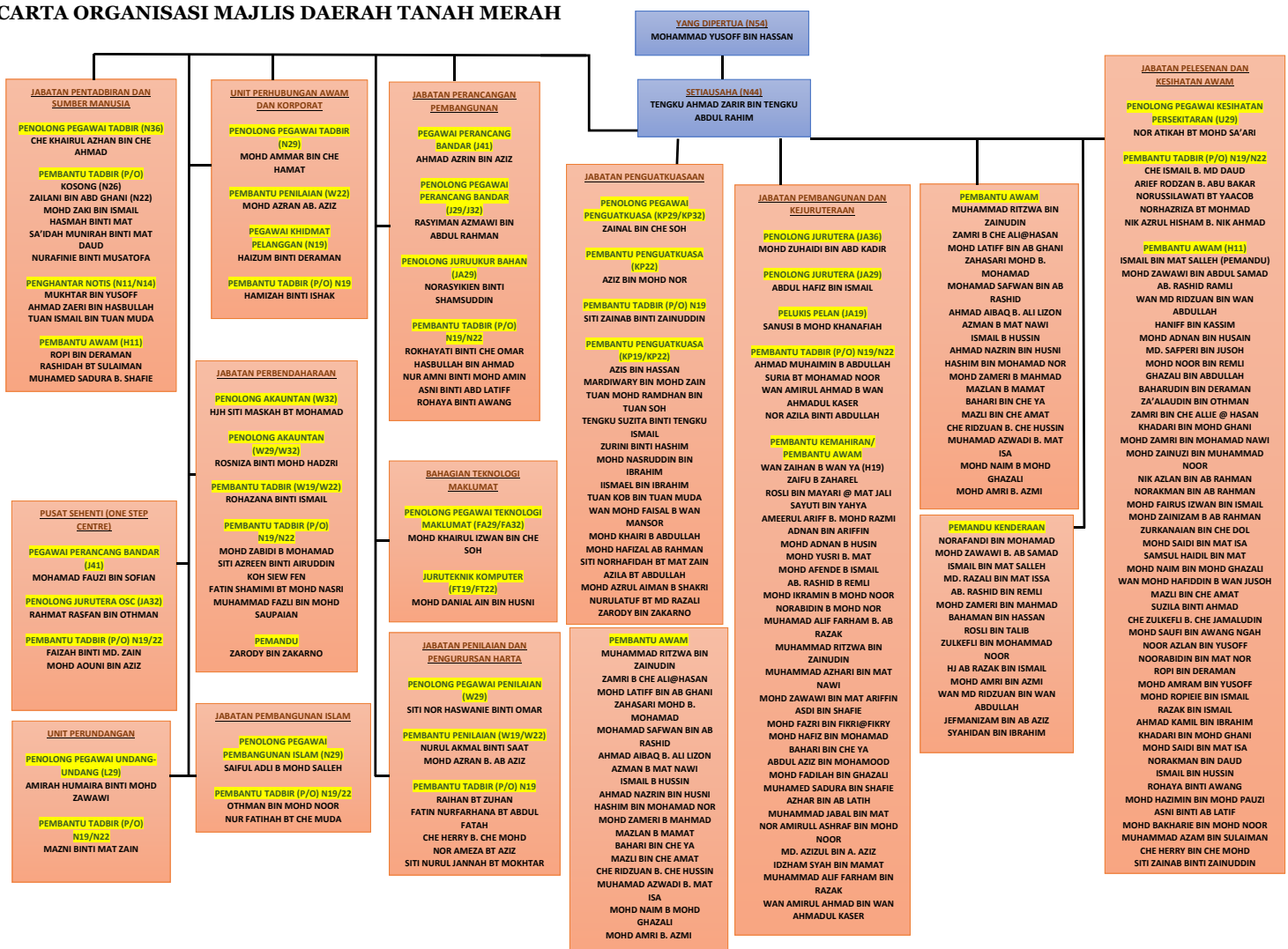
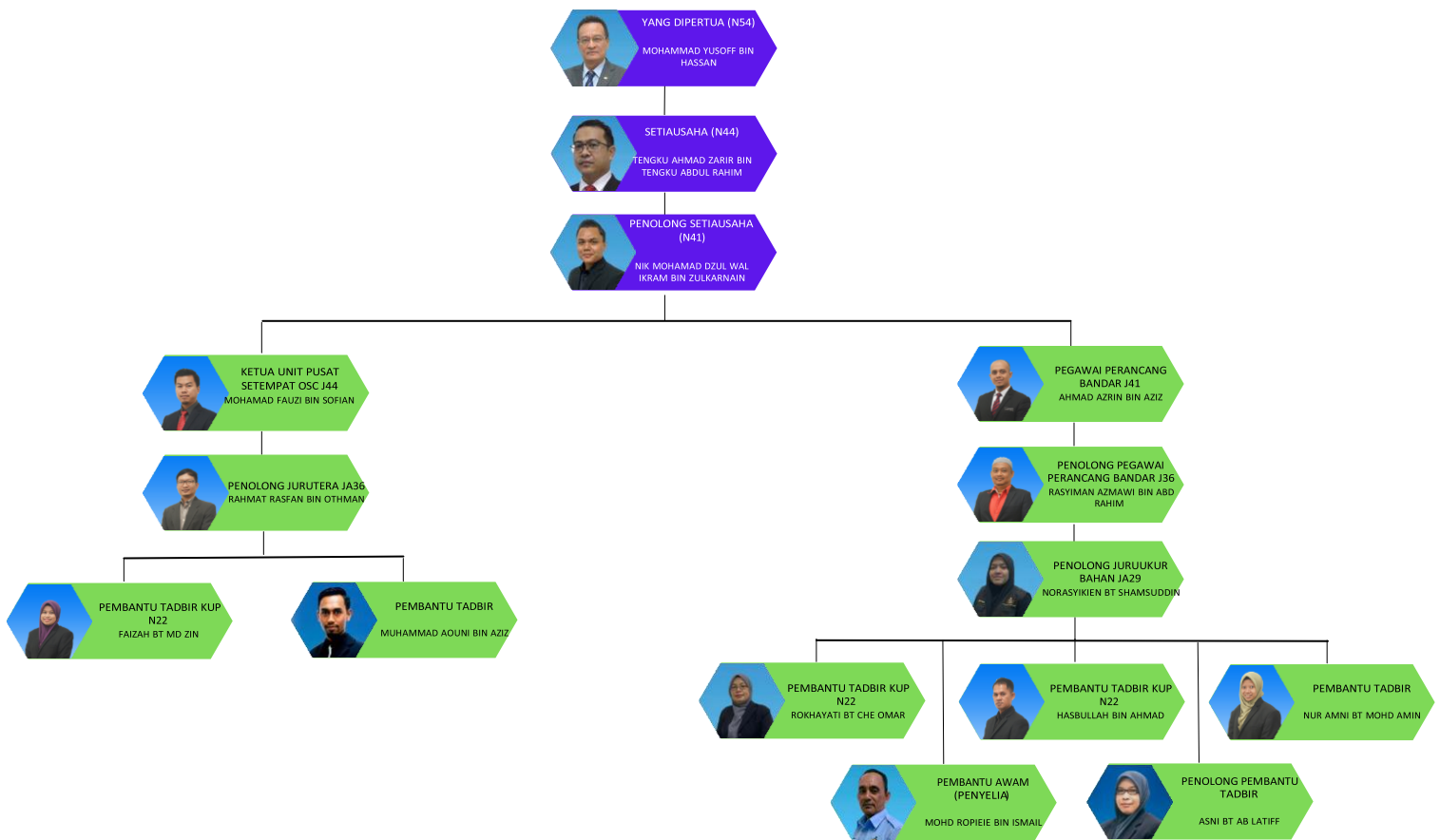


Table 2,2 shown MDTM Organization Chart

## UNIT PUSAT SETEMPAT (OSC) and Perancang Pembangunan Organization Chart



*Table 2.3 Shown OSC & Perancangan Pembangunan chart*



## 2.4 List of Project

### 2.4.1 Completed Projects

No	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1	Kerja-Kerja Menaik Taraf Landskap Serta Kerja-Kerja Berkaitan Di Kawasan Tanah Merah	RM 190,000.00	28/3/2021	23/5/2021	8 weeks	Majlis Daerah Tanah Merah
2	Kerja-Kerja Membina dan Menyiapkan Kioks & Replika Buah Durian Kunyit Serta Kerja-Kerja Berkaitan Di Tanah Merah	RM 200,000.00	4/4/2021	13/6/2021	10 weeks	Majlis Daerah Tanah Merah
3	Kerja-Kerja Membina dan Menyiapkan Laluan Pejalan Kaki dan Kelengkapan Berkaitan Di Taman Raudhah Pechong, Tanah Merah	RM 30,000.00	24/3/2021	12/4/2021	3 weeks	Majlis Daerah Tanah Merah
4	Kerja-Kerja Membina dan Menyiapkan Alatan Permainan Luar (Outdoor Gym), Padang Merdeka, Tanah Merah	RM 70,000.00	19/10/2020	29/11/2020	6 weeks	Majlis Daerah Tanah Merah
5	Kerja-Kerja Membina dan Menyiapkan Font Board 'TANAH MERAH', Di hadapan Perkedaian Barakah, Tanah Merah	RM 50,000.00	19/10/2020	13/12/2020	8 weeks	Majlis Daerah Tanah Merah
6	Kerja-Kerja Menaik Taraf Landskap di Taman Sinaran, Tanah Merah	RM 160,000.00	8/9/2019	16/11/2019	10 weeks	Majlis Daerah Tanah Merah
7	Kerja-Kerja Menaik Taraf Plaza IMT-GT Bukit Bunga, Tanah Merah	RM 610,000.00	10/1/2021	21/3/2021	10 weeks	Majlis Daerah Tanah Merah

*Table 2.4.1 shown Completed Projects*

## 2.4.2 Project in Progress

No	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1	Kerja-Kerja Menaik Taraf Kemudahan Sukan Di Taman Sinaran, Tanah Merah	RM 50,000.00	26/10/2021	22/11/2021	4 weeks	Majlis Daerah Tanah Merah
2	Kerja-Kerja Membina dan Menyiapkan Mercu Tanda Tanah Merah, MD Tanah Merah	RM 70,000.00	8/8/2021	17/10/2021	10 weeks	Majlis Daerah Tanah Merah
3	Kerja-Kerja Menaik Taraf Kemudahan Awam Di Kawasan Pelancongan Lata Hujan, Ulu Kusial, MD Tanah Merah	RM 450,000.00	15/8/2021	7/11/2021	12 weeks	Majlis Daerah Tanah Merah

*Table 2.4.2 shown Completed Projects*

## **CHAPTER 3.0**

### **THE PROCESS OF CCC APPROVAL**

#### **3.1 Introduction to Case Study**

The CCC approval process is important to a building, as it is to any building that must fulfil regulations. So, CCC approval process took place at a single storey bungalow house PT3388, Jalan Gual Ipoh, 17500 Tanah Merah, Kelantan. This Certificate of Completion and Compliance (CCC) is an official endorsement that a building is safe to construct and fulfils all applicable regulations. It's also included in the 2007 (amendment) act's Street, Drainage, and Building. Due to the existence of this CCC, mistakes such as the construction of houses on land that is not owned, road reserves, and even drainage systems can be avoided. Furthermore, a house that is built in accordance with the law is safer to buy or occupy. This is due to the fact that all house construction must adhere to the Uniforms Building by Laws of 1984 (UBBL 1984), which requires the contractor to follow all sorts of laws.

The contractor must prepare some important documents from various agencies and departments before sending the document to the district council for processing in to get CCC approval. Among the agencies involved are Tenaga Nasional Berhad (TNB), BOMBA, Irrigation and Drainage Department (JPS), Public Works Department (JKR) and other departments or agencies. They have their own scope of approval requirements that the contractor must fulfil or obtain prior to moving forward with the CCC process. The contractor also needs to provide all G forms from G1 to G21 if they want to proc get approval.

Next, to build a building and get CCC approval also has costs. Initial costs such as file registration, building plan process fees, approval board fees, and inspection fees are usually under RM300.00 excluding contribution fees. Lastly, the expected duration of the CCC cannot be determined specifically as it depends on how quickly the contractor completes all documents.

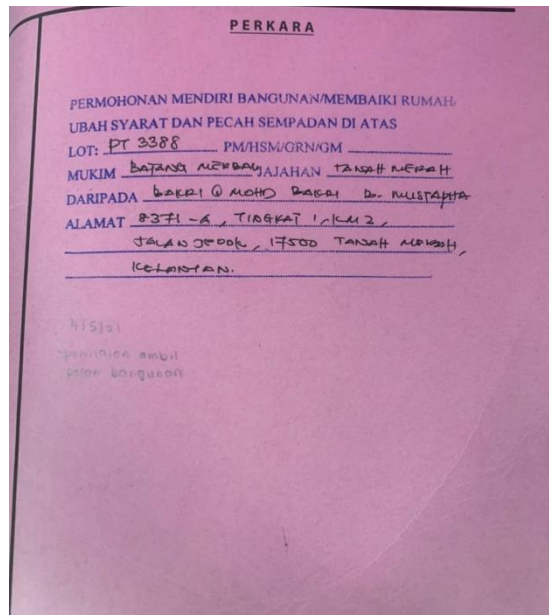


Figure 3.1 shown Client File

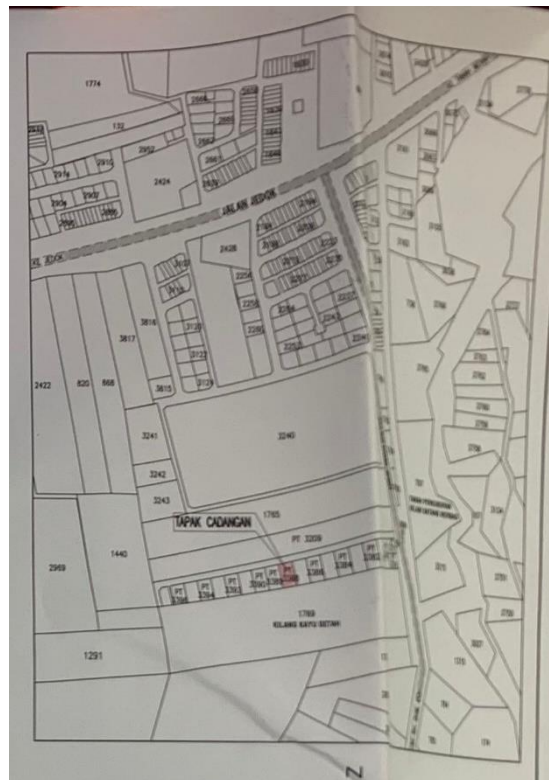


Figure 3.2 shown location client house

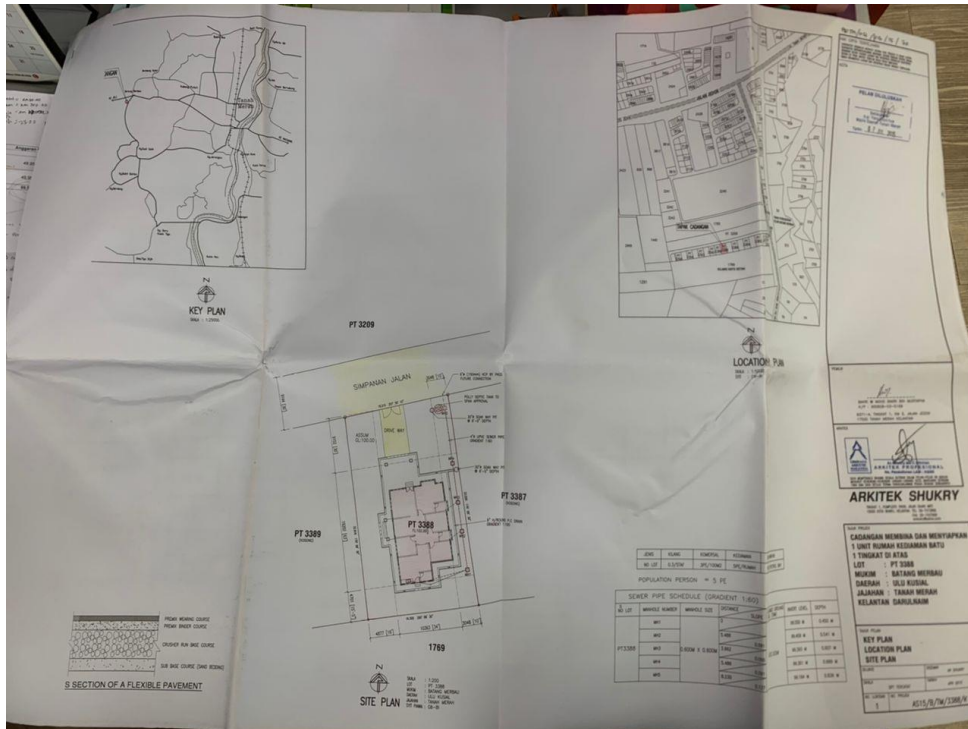


Figure 3.3 shown site key plan



Figure 3.4 Shown key plan

### 3.2 The process involve of CCC approval.

Certificate of Completion and Compliance (CCC) process starts with the PSP or known as the Principal Submitting Person, the building plan application must be submitted through OSC Online. PSP must fill out all of the forms provided. The OSC will then instruct the PSP to submit the application to the OSC counter if it is complete and meets the requirements. After that, there are some fees charged at the OSC counter to receive the building plan. First and foremost, there is file registration. This file is important for storing all of the important documents involved with a house development project before to and after the CCC. The registration fee for the file is RM50.00, this fee does not include ISF and plan fees. Next, Improvement Service Fund (ISF) has been provided in section 132, ditch roads and buildings act 1974 (act 113) for local authorities. Section 8 allows the local government to claim costs for new roads, road widening, and road paving. Meanwhile, local authorities can claim costs for road beautification and ditching under section 51 and the last section is section 132 shall be established in each local authority and shall be paid into it all moneys for carrying out this act.

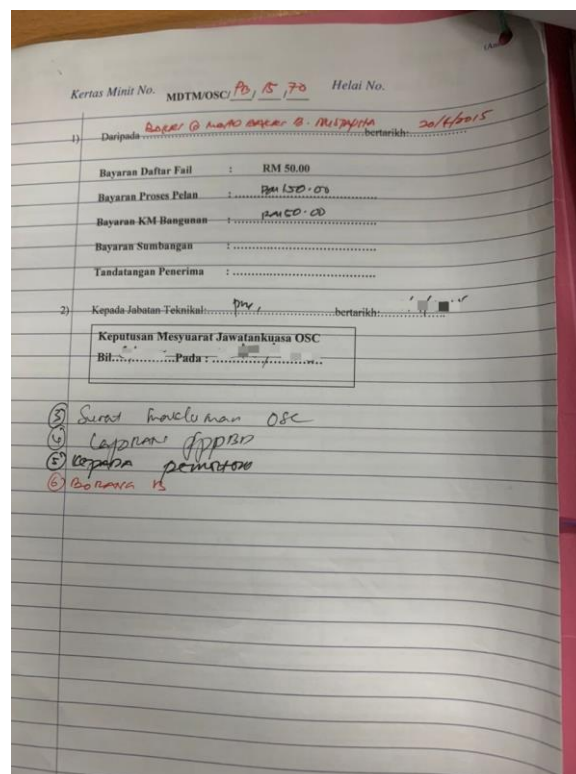



Figure 3.5 Shown file registration receipt


**مجلس دائرة تانه ميره**  
**MAJLIS DAERAH TANAH MERAH**  
 17500 Tanah Merah, Kelantan Darul Naim.  
 Tel : 09-9556026, 09-9556023 Fax : 09-9556826

**BIL BAYARAN PERKHIDMATAN / AM**

TARIKH : 22 / 11 /  
 NAMA :  
 NO. K/P : Bakri @ Mohd Bakri bin Mustafa  
 ALAMAT :

**MDTM/OSC/PB/ 15/ 70**  
**MDTM/431/ /**

KENYATAAN BAYARAN :

71399 DAFTAR FAIL	RM
72409 BAYARAN PROSES PELAN & KM PELAN BANGUNAN	RM
77403 BAYARAN SUMBANGAN	RM 630.00
73221 BAYARAN PAPAN PLET	RM 5.00
72409 BAYARAN SKD	RM
<b>JUMLAH</b>	<b>RM 635.00</b>

COP AKUAN TERIMA BAYARAN →

*Figure 3.6 Shown OSC registration fees*

**MAJLIS DAERAH TANAH MERAH**  
**MAJLIS DAERAH TANAH MERAH**  
**PENGIRAAN CAJ SUMBANGAN PEMBANGUNAN (ISF)**

No. Lot/PT: PT 3388  
 Jenis Bangunan: 1 Unit Rumah Kediaman 1 Tingkat  
 Kegunaan Bangunan: Kediaman  
 Mukim: Batang Merbau  
 Jajahan: Tanah Merah


2) Bangunan

Bangunan Utama	: 1,614 kp @ RM 130.00 skp	RM 209,820.00
Bangunan Luar	: kp @ RM130.00 skp	
		RM209,820.00
		Digenapkan RM 210,000.00
		Katakan Nilai Pasaran RM 210,000.00

Kadar ISF Yang Dikenakan ialah:

Nilai Pasaran	RM	210,000.00	
Kadar ISF		0.3%	
Bayaran ISF	RM	634.00	

Di Nilai Oleh:

  
 ( Tuan Haji Zamri bin Jusoh )  
 Penolong Pegawai Penilaian  
 Majlis Daerah Tanah Merah.  
 Tarikh: 11/11/2025

*Figure 3.7 Shown ISF receipt*



The OSC must distribute to the technical departments and agencies involved before giving them the go-ahead to begin construction. It takes at least 14 days for the departments and technical agencies involved to comment. Besides that, within seven days, site visits were conducted to assess the site's readiness for construction. During this time, PSP, architects, and contractors are prohibited from performing construction work. After that, meetings of the OSC committee are held to ensure that all construction proposals and processes are carried out properly and in accordance with the law. As a result, determine whether the application is approved or whether amendments to the plan are required based on the terms and decisions of the meeting. After obtaining approval, the PSP must make payment for form C1 (KM certificate), waste maintenance costs, cleaning deposit, site visit charges, and fines (if any).



*Figure 3.8 Shown OSC meeting*





*Figure 3.9 Shown OSC meeting*

Subsequently, the PSP must submit Form B to the OSC, and construction can begin after 4 days from the date of submission of Form B. The next phase of construction is regulated by the PSP, however local authorities are allowed to visit the site at any stage. First stage is forms G1-G3 must be submitted to the OSC by the applicant or PSP, and the form must be certified by the departments and agencies involved. The PSP must keep the certified Form G. Additionally, the second and third stage the PSP must then submit Form G4-G21 to the OSC for the next step in the process. For Forms G4-G21, the PSP must submit once with a letter of support from the departments and agencies involved to support the construction carried out in accordance with the law. Within 7 working days, a building inspection and site cleanliness inspection is held, during which the construction of the building according to the approved plan is inspected, as well as construction waste, to ensure that there is no pollution in the surrounding area.



UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984  
BORANG G.2  
PERAKUAN BERPERINGKAT : PEMANCANGAN TANDA  
[undang-undang kecil 25 atau 27]

Tajuk Projek: CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH KEDIAMAN (BATU) 1 TINGKAT DI ATAS LOT PT 3388, MUKIM BAYANG MERRAU, DAERAH ULU KUSIAL, JAJAHAN TANAH MERAH, KELANTAN.

\*1. Kami memperakui bahawa kami telah mengawasi dan/atau menjalankan kerja-kerja pemancangan tanda bagi bangunan itu dan bahawa sepanjang pengetahuan dan kepercayaan kami kerja-kerja itu adalah mengikut pelan yang diluluskan No. Ruj. MDT/MOSC/FB/15/70 dan bahawa kami menerima tanggungjawab sepenuhnya ke atas kerja-kerja pemancangan tanda itu.

Nama (Perseorangan)	#No. Pendaftaran	Tandatangan
SQUARE FRONT INTERTRADE NO. 26 TAMAN SRI KEMANGA 17000 TANAH MERAH KELANTAN		
(a) <u>KELANTAN</u>	Lembaga Pemancangan Industri Pembinaan	(Tarikh: _____)
(b) Juruukur Tanah Berlesen	Lembaga Juruukur Tanah	(Tarikh: _____)
(c) Orang utama yang mengemukakan	Lembaga Jurutera Malaysia	(Tarikh: _____)

09 NOV 2020

ATAU

\*2. Saya memperakui bahawa borang ini tidak berkaitan.

(Orang utama yang mengemukakan)

\* No. K.P., jika tidak badan yang berkaitan berkenaan dengan pendaftaran  
\* Pusing mem-muna yang tidak berkaitan.

Figure 3.12 Shown G2 forms

Next, the local authority will then conduct a full inspection of the house to ensure that it is being built in accordance with the approved plan and that the owner has not made any changes. This inspection includes key plans such as the front, left, right, and rear elevations, and the sanitary layout. Besides that, inspections such as setback measurements and room area were also carried out. According to the Uniforms Building by Laws of 1984 (UBBL 1984), the setback from the left, right, and rear must be a minimum of 10 feet from the boundary, and the setback from the front must be a minimum of 20 feet from the boundary. If the construction goes as planned and the site and surroundings are cleared, a letter of support for the CCC will be send. However, if not, the PSP will have to submit a plan amendment passed for the fined extent, in accordance with the setback compliance and the decision of the meeting.



*Figure 3.13 Shown front elevation*



*Figure 3.14 shown right elevation*



*Figure 3.15 Shown rear elevation*



*Figure 3.16 Shown rear elevation*



**LAPORAN LAWATAN DAN PEMERIKSAAN (CCC)**

MALIS DAERAH TANAH MERAH

TARIKH : 08/06/2022  
 HARI : Rabu  
 MASA : 11:00

**MAKLUMAT PROJEK:**  
 NO FAIL : MDTM/02K/PR/1570 LOT : \_\_\_\_\_

**KEHADIRAN :**

BIL	NAMA YANG HADIR	AGENSI
1	NORASYIKEN BT SHAMSUDIN	MDTM
2		
3		
4		
5		

**LAPORAN PEMERIKSAAN :**

BIL	BUTIRAN STRUKTUR	PELAN KELULUSAN	PINDAAN
1	Anjakan bangunan (Kanan)	16'	15'
2	Anjakan bangunan (Kiri)	15'-5"	12'
3	Saiz Living	14' x 15'	14' x 19'
4	Saiz Master Bedroom	16' x 17'	16' x 21'
5	Pertambahan ruang	TIADA	12' x 9'
6	Pertambahan tingkap : - Masterbedrooms	TIADA	W3

Diperiksa oleh : *[Signature]*  
 Nama : NORASYIKEN BT SHAMSUDIN  
 Jawatan : Peningkat Jurutera Baharu  
 Tarikh : \_\_\_\_\_

Disahkan oleh : *[Signature]*  
 Nama : AHMAD AZRIN BIN AZIZ  
 Jawatan : AGAWKI PERANCANG BANDAR  
 Tarikh : 08/06/2022

*Kedua, maka kerana perubahan pelan as-bill dan kerana sudah 15 kali sudah diproses.*  
 PFB

Figure 3.17 Shown CCC report



Figure 3.18 Shown measuring the house setback



*Figure 3.19 Shown measuring the width store*

Furthermore, there are several tools used during the inspection, namely steel tape, invar tape, and camera. for steel tape, it is used for a short distance of 5 meters, while invar tape is used for a long distance of 5 meters and above. invar tape is suitable for measuring the length of the setback to the boundary. the last is the camera, it is used to snap 4 corners of the house namely front, left, right, and rear elevations and also changes made not according to the approved plan.



*Figure 3.20 Shown a steel tape*



*Figure 3.21 Shown a invar tape*





*Figure 3.22 Shown a camera*

In the end, a certified copy of the CCC form G form is submitted to the professional board associated with the PSP. thereafter, a valid CCC certificate is submitted to the developer or owner and a copy of the CCC, and a valid G form is submitted to the local Authority, development department. the PSP also needs to sign the F form as a sign of passing the CCC, the serial number F form can also be obtained from the Professional Board associated with the PSP.

UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984

**BORANG F**  
PERAKUAN SIAP DAN PEMATUHAN  
[undang-undang kecil 25]

LAM / Kel / No. 17859  
Tarikh: 09 NOV 2020

Kepada : \* ZAWAWI BIN HU, MOHAMAD,  
LOT PT 3388 KG. BATU 8, BATANG MERBAU,  
JALAN GUAL IPOH,  
17500 TANAH MERAH,  
KELANTAN.

Saya dengan ini mengeluarkan Perakuan Siap dan Pematuhan untuk bangunan-bangunan atas Lot-Lot/Seksyen/Jalan

CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT RUMAH KEDIAMAN BATU 1 TINGKAT DI ATAS LOT PT 3388 (14845) MUKIM BATANG MERBAU, DAERAH ULU SAT, JAJAHAN TANAH MERAH, KELANTAN.

*(elle ialah untuk pemah projek)*

setelah berpuas hati bahawa bangunan/bangunan-bangunan itu telah siap menurut plan yang diluluskan No. MDTM/OSC/PB/15/70 bertarikh 7 JULAI 2015

Saya telah mengawasi pembinaan dan penyediaan bangunan-bangunan itu dan sepanjang pengetahuan dan kepercayaan saya kerjakerja-kerja itu adalah mengikut Akta, Undang-Undang Kecil Bangunan Seragam 1984 dan plan-plan yang diluluskan. Saya dengan ini memperakui bahawa bangunan/bangunan-bangunan itu adalah selamat dan layak untuk diduduki.

1. Butir-butir orang utama yang mengemukakan *(Orang Utama Yang Mengemukakan)*  
 Nama : Ar. SHUKRY BIN C. OTHMAN  
 ARKITEK SHUKRY,  
 Alamat : TINGKAT 1, JALAN GAJAH MATI,  
 KOMPLEKS YAKIN,  
 15000 KOTA BHARU, KELANTAN.  
 No. Pendaftaran LAM : A/S 65

2. Salinan kepada :  
 (a) Pihak Berkuasa Tempatan : MAJLIS DAERAH TANAH MERAH  
*(Nama Pihak Berkuasa Tempatan)*  
 (b) Lembaga Arkitek Malaysia (LAM)

Ar. Shukry bin C Othman  
 ARKITEK PROFESIONAL  
 No. Pendaftaran LAM : A/S 65

\* Pemaju, jika ia adalah untuk pembangunan selain rumah berasingan yang dibina secara tunggal atau, pemunya jika ia adalah untuk rumah berasingan yang dibina secara tunggal

SALINAN PIHAK BERKUASA TEMPATAN

Figure 3.23 Shown a F forms

### 3.3 The problem and its solution during CCC approval

There are some issues that homeowners face in obtaining a CCC. The issue is minor, but it can have an impact on the house's ability to obtain a Certificate of Completion and Compliance (CCC). To begin with, the submitted plan has some label errors. For example, in the floor plan window label states W2 but in sections A-A they state W3. this can slow down the CCC process a bit where the PSP needs to correct the label so that there is no confusion. If it is not repaired, it may be detrimental to obtain a CCC because it is considered an offence during the inspection, and the owner or PSP may be fined for failing to build according to the approved plan. Next, the construction of a completed house is not the same as the approved plan. It's similar to the first point, but it's not the same. For this one, the house undergoes a change such as the position of the window which is supposed to face north but it changes facing east. Before moving on to the next step, each change will be penalized. The last one is errors in the measurement of a room space that differs from the approved plan as a result, the room is narrower than the plan. This is a minor infraction, but it can have an impact on the size of a house, so the contractor must take care of it so that the house is built according to the plan and area specified in the book Uniforms Building by Law (UBBL 1984).

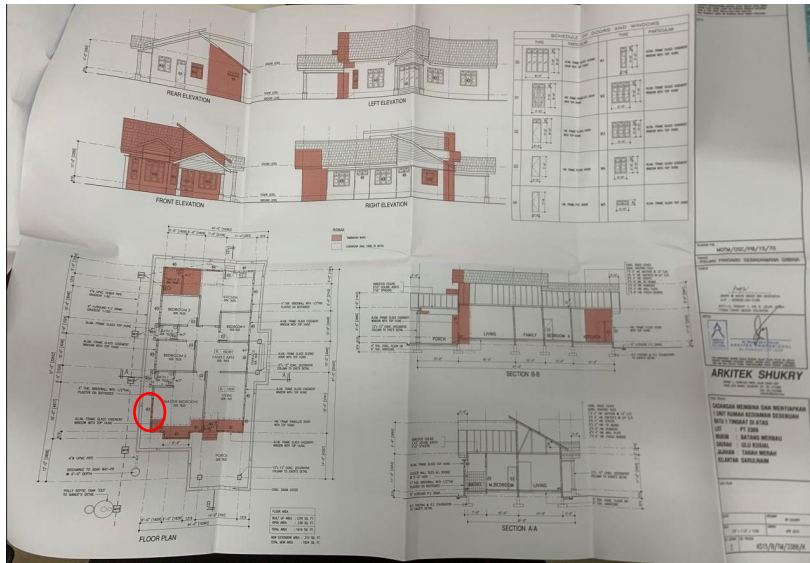


Figure 3.24 shown label error on plan

Fasad dan ketinggian bangunan cadangan tidak selaras dengan bangunan sedia ada di sekitar tapak.  
 Tidak menerapkan ciri-ciri pendekatan Rekabentuk berasaskan Islam (Islamic Design Approach) terutama pada fasad bangunan secara keseluruhan.  
 Bangunan Cadangan tidak mesra Orang Kelainan Upaya (OKU) dan tidak menggunakan Garis Panduan Rekabentuk Sejahtera.  
 Aras ketinggian tanah cadangan tidak selaras dengan pembangunan sekitar.  
 Lain-lain:

2.5 SYARAT-SYARAT TAMBAHAN: (Sila tandakan / /)

Pemohonan perlu mengemukakan cadangan \*\*Pelan Landskap / Pelan Nama Taman dan Nama Jalan.  
 Pemohonan perlu mengemukakan Pelan R.C untuk semakan dan rekod Majlis.  
 Pemohonan perlu menyatakan di atas pelan satu Lapisan Kalis Lembap (DPC) sebagaimana kehendak dan keperluan UBBB. 1994.  
 Pemohonan **TIDAK DIBENARKAN** menggunakan premis ini untuk menjalankan aktiviti perusahaan Sarang Burung Waik.  
 Pemohonan perlu memohon Permit Meletak Bahan Binaan.  
 Pemohonan perlu mengadakan lingkungan / jaring keselamatan.  
 Pemohonan perlu mengemukakan cadangan Pelan Dinding Adang serta bayaran sebanyak (1 meter x RM 3 x 1 bulan).  
 Pemohonan didenda \_\_\_\_\_ kali ganda daripada wang proses kerana membina tanpa kebenaran bertulis daripada Pihak Berkuasa Tempatan.  
 Pemohonan hendaklah mengemukakan Pelan Sebagaimana Dibina (As-Built Plan).  
 Lain-lain:

MELUPOKANG

① LABEL WINDOW POKOK BERZONOT STRIKATION  
 ② LABEL DOOR PADA SECTION A-A.

\*\*polong yang mana tidak berkenaan

Disemak oleh : (NORASYIKIEN BINTI SHAMSUDDIN)  
Penolong Jurutera,  
Jabatan Perancangan Pembangunan.

Disahkan oleh : (AHMAD AZRIN BIN AZIZ)  
Pegawai Perancang Bandar,  
Jabatan Perancangan Pembangunan,  
Majlis Perbandaran Seremban.

Figure 3.25 shown comment form

There is only one solution to all of these issues. The PSP should go to the OSC office and correct the plan based on the current state of the house being built. The PSP can correct minor errors such as labels with handwriting, but major errors, such as changes in window placement, need the PSP to submit a new plan. The OSC requires four copies of a new plan to be submitted in order to take various precautions in case something goes wrong. In addition, to obtain a CCC, the PSP or owner must pay the fine imposed as a result of the offence. This fine warns the PSP to construct a building according to plan to avoid future problems in the event of a fire or otherwise.



*Figure 3.26 shown PSP correct the plan*

## **CHAPTER 4.0**

### **CONCLUSION**

Certificate Completion and Compliance (CCC) is a critical aspect of any construction project because it will make everything easier now and in the future. The CCC process is lengthy, but it is worthwhile because it ensures that a building is constructed in accordance with the law. There are far too many steps to obtain CCC, for instance spending money on certain processes. There are some important things in the CCC process such as a full inspection has been carried out successfully in the project this time. The process of the house to get the CCC is successful and in accordance with all the laws that have been set.

The CCC process has been thoroughly described in this report. It is a very detailed process in building a house, from the beginning to the end. Although there were some errors initially from the PSP, it was still able to correct them in the near future and did not cause any delays in the process.

There are several tools used during the inspection, namely steel tape, invar tape, and camera. It is operated by assigned staff to ensure that each measurement is accurate and according to plan. The measurement method used is very simple and straightforward, anyone can do it as long as they understand the plan. The camera is used to take photos from four different perspectives: front, right, left, and back elevations. If something does not go as planned, a picture will be taken to prove that the house has changed.

Moreover, The CCC inspection process has some risks and dangers because it focuses on the house environment, where a newly completed house must have nails and screws around it. Therefore, wearing safety shoes while performing this process is critical to avoid accidents. Furthermore, weather conditions can also be hazardous because the soil around the house may be soft, dense, and muddy, it can be happen slipping if not careful.

As conclusion, A building's Certificate of Completion and Compliance (CCC) is important because it can provide so many benefits in the future, including making it easier to claim insurance in the event of an accident. CCC can also reassure the owner or buyer that the building is built in accordance with the law and includes fire and other safety features.

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