



**DEPARTMENT OF BUILDING
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THE PROCESS OF BUILDING PLAN APPROVAL

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ABSTRACT

This report aimed is to explain the building plan process for approval by local authority in Municipal Council Port Dickson (MCPD), Negeri Sembilan. This was the main objective of this report. Apart of that, several problems occurred during the process were also identified and solutions to solve the problems also have been discussed. To achieve objectives above, there were two research methods were undertaken such as interviews and document reviews. Nevertheless, there was no observation has been conducted in this study. The findings revealed that building plan process approval had two categories such as individual house or bungalow and project. In individual house or bungalow category, there were five (5) steps involved consists of the submission building plan documents (refer to the checklist), site visit, draft letter of the result, signature from architect and *Yang DiPertua* (YDP) and prepared the approved building plan letter. Meanwhile, under project category, for the building plan approval required six (6) steps including submission building plan document (refer to checklist), site visit, preparing paperwork for One Stop Center (OSC) meeting, the result of submission, signature from architect and YDP and also prepared the approved building plan letter. Thus, it was discovered that the building plan process for approval in these two categories not much different except in project, they required OSC meeting before obtain the submission result. On the other hand, time-consuming, repetitive work, lack of expertise and system breakdown were amongst the common problem during this process. Therefore, several solutions such as innovation strategy, data retrieval, monitoring progress and data recovery were suggested in this study. In conclusion, by knowing on how the building plan process for approval by MCPD is undertaken, it could be beneficial for each applicant where they able to minimise the mistake which cause time consuming as well as efficient to proceed for construction process.

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CHAPTER 1

INTRODUCTION

1.0 Introduction

Building plans are the set of drawings which consists of floor plan, site plan, cross sections, elevations, electrical, plumbing and landscape drawings for the ease of construction at site (<https://theconstructor.org/practical-guide/building-plans-types/24963/>, 2018). It is important to submit these building plans for approval. Hence, this process of statutory approval refers to obtaining permissions from the relevant authorities to ensure the development follows the standards laid down in the building regulations and certain stages of the construction are inspected by officers from the local authority (Marzukhi, M. A., 2019, p.1).

The process can be made through filling up several form provided at website. Moreover, the Municipal Council appeals to all individuals or groups wishing to construct their buildings to first obtain the written approval of the Buildings Department of the Council. This is to avoid the owners from being served unpleasant notices and actions from the Council's authority (<http://www.mpsns.gov.my>, 2019).

In addition, the advantages from getting approval of building plan are ensuring buildings are safe for people, important when selling or re-mortgaging a home, promoting energy efficient and sustainable buildings, making buildings accessible, protecting publics from dangerous structures and also helps keep build quality high (<https://www.labc.co.uk>, 2019).

There are many ways to develop town and country for the economic of development and planning, however, the aim of this study is to determine the process of building plan for approval by Municipal Council Port Dickson (MCPD) of Negeri Sembilan .