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**RENOVATION WORK IN OFFICE BUILDING : RENOVATION PERMITS
Case Study : K Builders Training & Consulting Office**

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**PRACTICAL TRAINING REPORT
DECEMBER 2013 – APRIL 2014**

DECLARATION:

I hereby admit that this report is the result of my own efforts, except for the certain parts that are attached from sources that specified in reference chapter.

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ACKNOWLEDGEMENT

In the name of Allah the Almighty, the most Beneficent and the most Merciful, I would like to express my deepest sense of gratitude to Him that I can manage to complete this practical training report completely. During preparing this practical training report, I would like to take this opportunity to extend my gratefulness and appreciation to the people who directly and indirectly involved during my practical training.

First of all, I would like to give my appreciate to my supervisor, Sr. Hasnan bin Hashim and also my practical coordinator, En Nor Amin Mohd Radzuan and Sr. Mariaty binti Bahari for their guidance, assistant and full commitment that they have given to me, throughout my practical training.

Furthermore, last but not least that I would like to express my sincere thanks, deep from my heart to Sr. Anuar bin Haron, principals of K Builders Training & Consulting and other staff of K Builders for giving their advices, support and taught me about industry and also help me in order to complete this report. Thanks for being my inspiration.

ABSTRACT

Renovation works is defines as one of the constructions works, alterations or amendments, and additional works that were made to the building, which was completed without any alterations were made towards the structure, space, external appearances and functions of the building. Any renovation works that requires a permit which is permissions from the Local Authority in order to carry out the renovation work, shall comply with the requirements and procedures that been set out in a guideline.

Besides that, other than renovation permit, for office space, there is also a temporary permit for partition, awning and others for local authority's approvals. This permit must be renew for every one (1) year in order to ensure that any extension or alteration that have been made are similar with building plan that have been submit during apply the permit.

The case study that I have been chosen was at K Builders Training & Consulting office itself. The building is a shop houses lot and the renovation works that involved are in both levels which is ground and first floor level. Most of the renovation works are involve with installation of partitions in order to divide the space with various functions. I also do some quick inspection on the building whether the building are follow with local authority needs and the result is mostly all the requirements of temporary renovation

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