



اُيُوسِيتِي تِكْنُولُوجِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

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

**SEPTEMBER 2014**

It is recommended that the report of this practical training provided

**By**

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**2012662748**

**Entitled**

**THE CRITERIA OF THE BUILDING PLAN APPROVAL BY LOCAL AUTHORITY**  
**(NEW PROJECT PROPOSALS PLAN)**

Accepted in partial fulfillment of requirement has for obtaining Diploma In Building

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UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**SEPTEMBER 2014**

**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 Building Department, MajlisBandaraya Shah Alam for duration of 5 months starting from 12 May and ended 29 September 2013. It is submitted as one of the prerequisite requirements of DBN307 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

.....

Name :

UiTM ID No :

Date :

## ACKNOWLEDGEMENT

Alhamdulillah, praise be to the Almighty of Allah for the blessing, this practical training report has been completed properly. Although, there have obstacle during the process of preparing the report but the obstacle was successfully overcome and finally the report have done finished. Thanks a lot to the people, those caring to me during completing this report. Without their helps and care, the report may be hard to do and has no ending. They are, first Dr. Hayroman Bin Ahmad, as supervising lecture that never give up check my progress report and guide me to complete the report properly. Secondly are to all officer and staff at building department, MBSA for helping me a lot in giving information and knowledge about the report and always advise me about the future. Especially my supervisor Pn. Kharsiah Bt Ghazali because guide me very well during completing the report. Special thanks to the director Pn. Hjh.Siti Ros Zairani Bt. Marmuji because give me chance to involve myself in the department and gain the knowledge. Not forgetting my parents because were always behind me to give support to me and always raised me up when I was weak. May Allah SWT reward your deeds and sacrificed.

Thank you.

## **ABSTRACT**

This report briefly describes the criteria that are looking by local authority to approve the building plan. The building those will construct must be got the approval first from the local authority before construct. To get the approval, the architect who was appointed by the owner should submit the plan and the document needed to the local authority. The local authority will check the land status and the building plan. The purpose of submitted are to ensure the building are safe to use, the building that will construct are follow the laws or UBBL and comply with the requirements of the authority.

The report are describes about the process of building plan are approve, the criteria that should be fulfil from the architect and the problem arise during the process. All the information are gather from the experience and discussion with the officer at the office. In this report, it will explain more detail about the dividing topic.



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## **LIST OF ABBREVIATIONS**

UITM Universiti Teknologi Mara

UBBL Uniform Building By-Law

PBT Pihak BerkuasaTempatan

MBSA Majlis Bandaraya Shah Alam

OSC One Stop Centre

# CHAPTER 1

## 1.1 Introduction

In the construction process, the early process to construct a building is ask the approval from the local authorities. To get the approval from the authorities, the consultant, architect or engineer must do the submission plan to the local authorities. The submission plan process is aims to ensure the building are design follow the 'Akta Jalan, Parit Dan Bangunan 1976 (Akta 133)' and 'Uniform Building By-Laws 1984'. The local authorities will do the checking process to the plan and ensure the building's designs are safe. The plan approval process is very important in building construction to the safety of public.

## 1.2 Objective of the Study

The main objective of this practical production actually to meet the scope of learning as students taking diploma courses at Universiti Teknologi MARA Building before being awarded a diploma. Among the objectives of the review to achieve the goal of this research is related to:

- i) To study the process of building plan approval.
- ii) To identify the problem arise during approval process.

### **1.3 Scope of study**

The scope of this study focuses on how the method of the process are performed to a new building plan. The process consist the step that must follow from begin until the plan have finished process. The process also must follow the items or checklist that has be fixed by the local authorities. The checklist also can be facilitate to the staff in the local authorities to process and do checking to the plan. In addition, this process also to know the weakness to the building that will construct and to ensure the building are safe to construct and use by follow the laws.

### **1.4 Research Methods**

Report that detailed and accurate study of the process approves building plan should be refferred through the refferal sources properly. Among the methods of the study are :

#### **1.4.1 Observation.**

Method observations made while in the office hour. Observation can be seen during the technicians or architect do the checking process. Provide a focal observation during the checking process can see clearly how the process of the building plan approval are done.

### **1.4.2 Experience**

Experience also is a good method to the author to complete this report. The author is involved in himself in the job to approve the building plan. Every day in work the author is looking the worker doing this job. So the author can find out how the process plans are done starting from beginning until it finish. The author also was experienced doing job with the staff that full with experienced. The author always discuss with the experience staff if have any problem while doing the work. The author's supervisor are always give their good attention to the author in finished the job.

### **1.4.3 Interview**

Interviews conducted during writer methods do practical training. This method can provide a lot of accurate information by interviewing the technician, architectural assistant and others. They were gave a good information to me. Through this method, it is a bit of give and help to the writer to gather information about the research topic of the process approve plan by the local authority method.



## CHAPTER 2

### COMPANY BACKGROUND

#### 2.1 Introduction

##### 2.1.1 Company Name and Logo



**MAJLIS BANDARAYA SHAH ALAM.**

**(BUILDING DEPARTMENT)**

Jabatan Bangunan, Tingkat 8, Wisma MBSA,  
Persiaran Perbandaran, 40000 Shah Alam, Selangor.

Tel No. :                      Fax No. : 03-55108010

E-mail: [mbsa@mbsa.gov.my](mailto:mbsa@mbsa.gov.my)

Website: [www.mbsa.gov.my](http://www.mbsa.gov.my)

### **2.1.2 Company Hystory**

Majlis Bandaraya Shah Alam (MBSA) OR Shah Alam City Council Is the local authority for the city of Shah Alam and an agency under the Selangor state government. MBSA is responsible for public health and sanitation, waste removal and management, town planning, environmental protection and building control, social and economic development and general maintenance functions of urban infrastructure.

When Shah Alam was developed as a township in 1963, the Shah Alam Town Board was founded under the Perbadanan Kemajuan Negeri Selangor State Development Corporation (PKNS). The Town Board was made then made Majlis Perbandaran Shah Alam (MPSA) of the Shah Alam municipal council when Shah Alam declared the state capital of Selangor on 7 December 1978. The state secretary of Selangor at the time, was chosen to be heard of the council or the Yang di-Pertua. The municipal council was based in a shophouse in Section 3 with an operational staff of 123 and began operations on 1 January 1979. The council then relocates to the Kompleks PKNS at Section 14 in 1981 and subsequently to its own building the 28-storey Wisma MPSA in 1988 with the granting of the city status in 2000 the council is upgraded into the Shah Alam City council.

### **2.1.3 Company Department Provide**

1. Building Department
2. Monetary Department
3. Planning Department
4. Engineering Department
5. Information Technology and communication Department
6. Licensing and Enforcement Department
7. City Services Department
8. Law Department
9. Park and Recreation Department
10. Corporate Department
11. Stadium Management Unit
12. Tender and Contract Department
13. Service Management Department
14. Evaluation and Management of Property Department
15. Audit and Public Complaint Department

## 2.2 Company Profile

### 2.2.1 Company Profile

Company's Name : Building Department, Majlis Bandaraya Shah Alam.

Date of Incorporation : 1 January 1979

Registered Address : Jabatan Bangunan, Tingkat 8, Wisma MBSA,  
Persiaran Perbandaran, 40000 Shah Alam, Selangor.

Telephone No :

Fax No : (60)-5510 8010

Toll Free No : 1800 88 4477

Email : [mbsa@mbsa.gov.my](mailto:mbsa@mbsa.gov.my)

Web page : [www.mbsa.gov.my](http://www.mbsa.gov.my)

Department's director : Pn. Hj. Siti Rose Zairani Bt. Marmuji

Numbers of Staff : 53 staff

## **2.2.2 Objective, Mission and Vision Company**

### **Objective**

Ensure the buildings are built to comply with the law prescribed that the safety and comfort of the residents in the area MBSA guaranteed.

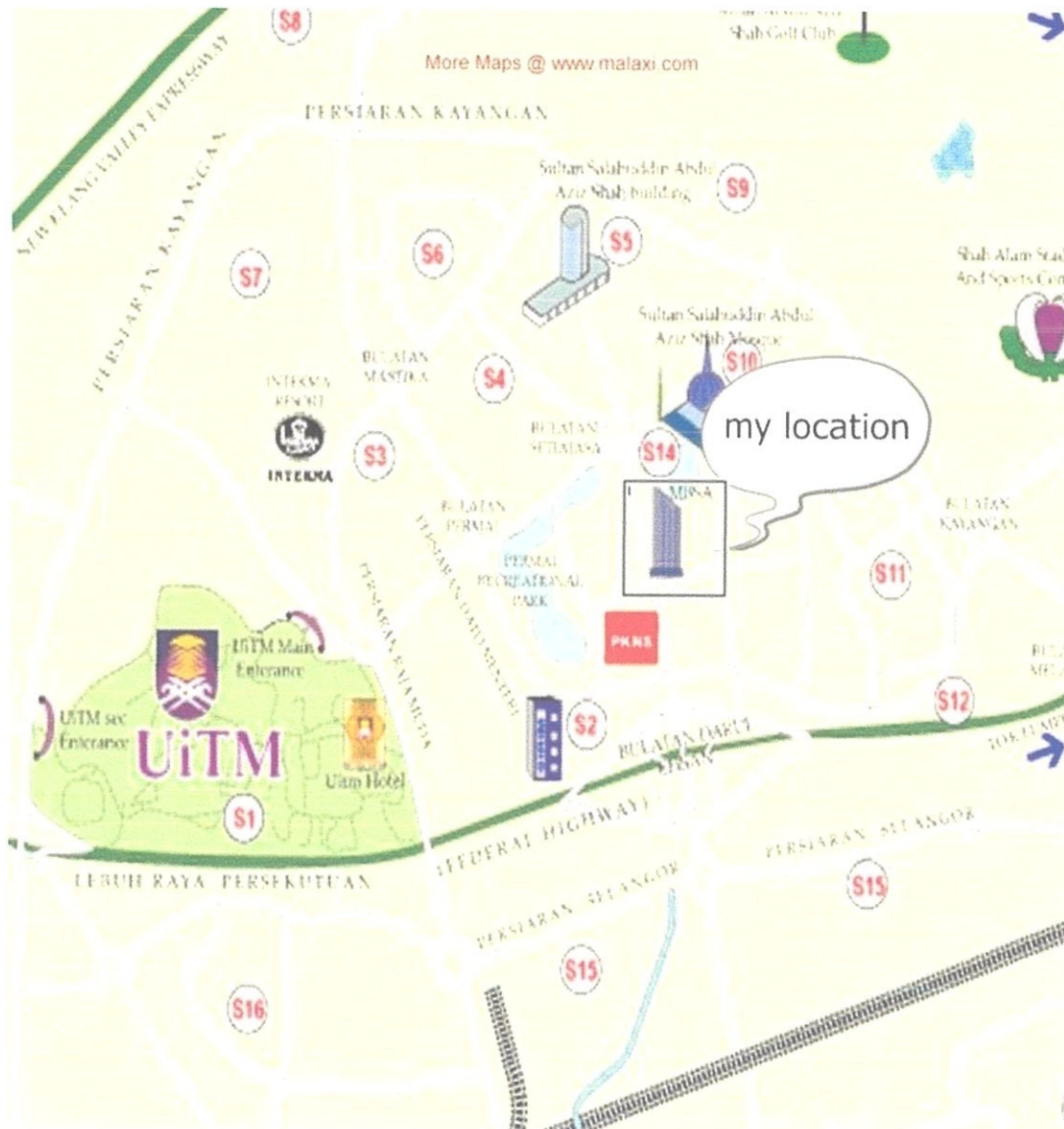
### **Mission**

Provide the excellent service and quality to all developers, owners, and other clients based on professionalism ethics.

### **Vision**

Building department, PBT the most outstanding and professional in Malaysia.

### 2.2.3 Industrial Training Location

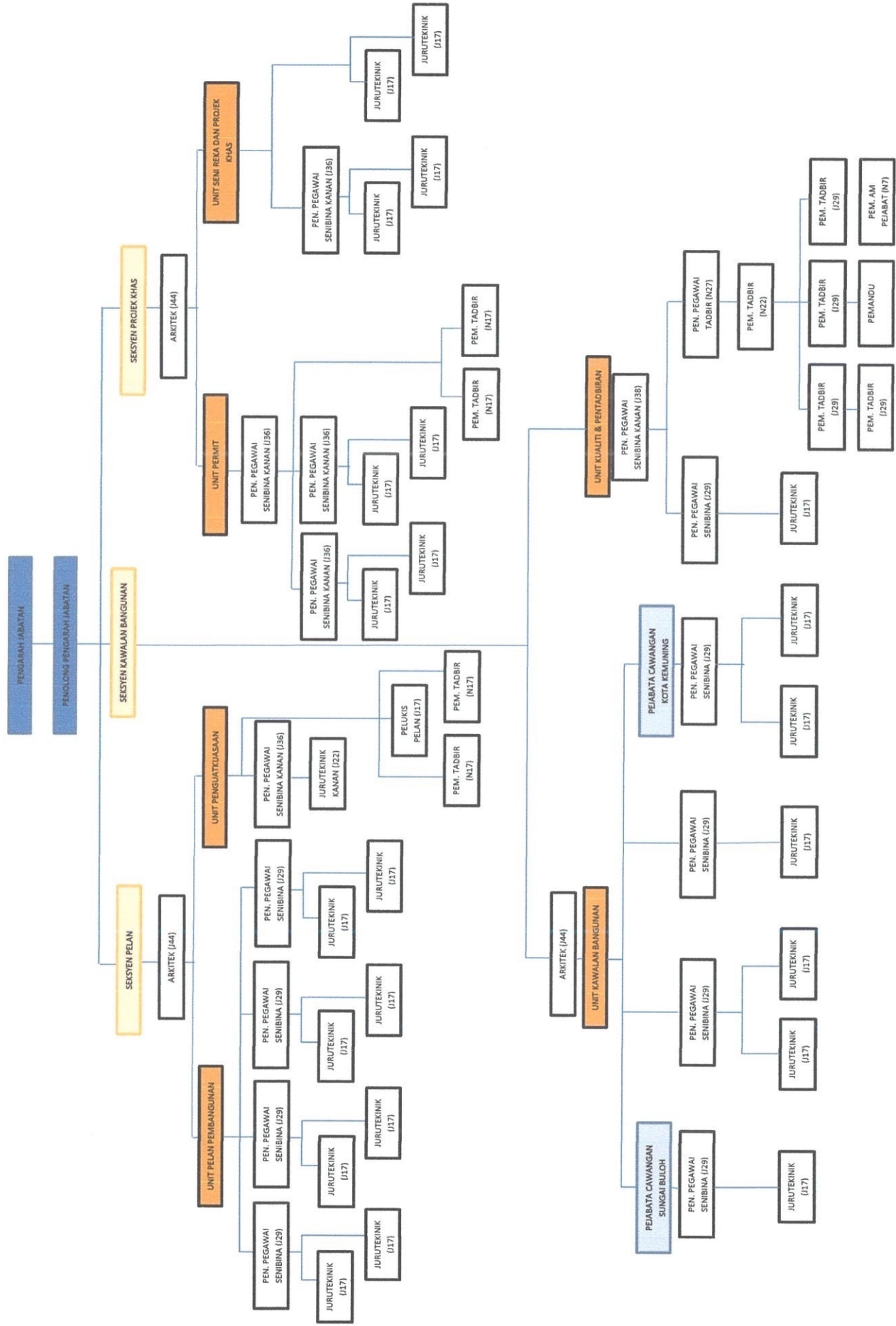


**Figure 1 : Location Plan**

**Source : Majlis Bandaraya Shah alam**



### 2.3 Organization Chart





## 2.4 List of Unit in Department

### 1. Section Plan.

Section plan unit is a unit that control all about the new proposed plan. The section plan unit is responsibility to process the new proposed plan such as housing, factory, hospital and hotel. They will give the approval of the plan.



**Figure 2 :** Example of Section Plan Work

### 2. Section Building Control.

Section Building Control is responsibility to control all about renovation in a building. The section will process the renovation plan and give the approval to the plan. They will ensure the plan either save or not.



**Figure 3 :** Example of Section Building Control Work

### **3. Section Special Projects .**

The section special project is responsibility to control all about temporary structure work. For example, temporary building in construction site, partition wall in the building and the awning. All the approval about the temporary building are control by this section.



**Figure 4 : Section Special Project Work**

## **CHAPTER 3**

### **THE CRITERIA OF BUILDING PLAN APPROVAL BY LOCAL AUTHORITY**

#### **(NEW PROJECT PROPOSALS PLAN)**

##### **3.1 Introduction**

This study describes the whole method the local authority do the process plan approval for the new plan project proposals. This study, also describe about the item that architect and engineer must fulfill in their plan to get approval. There are many building plan in the construction such as Hospital, Factory and others but in this case study only focused on the method of plan processes for 3 storey semi-detached house unit, where is located at Seksyen 35, Shah Alam, Selangor owned by Perkasa Tulen Sdn. Bhd.

The purpose of submission plan to the local authority is to ensure the building is safe to use follow the UBBL 1984. The local authority also help to the architect identified the weakness that contain in the plan before it was constructed. After the local authority approve the plan, the developer or contractor can apply their building at site follow their plan that was approves by the local authority. If the developer or contractor just build their building without submit the plan, they will be sued for violating the law contained in the Akta Jalan, Parit dan Bangunan 1974.

### **3.2 Background of the Project.**

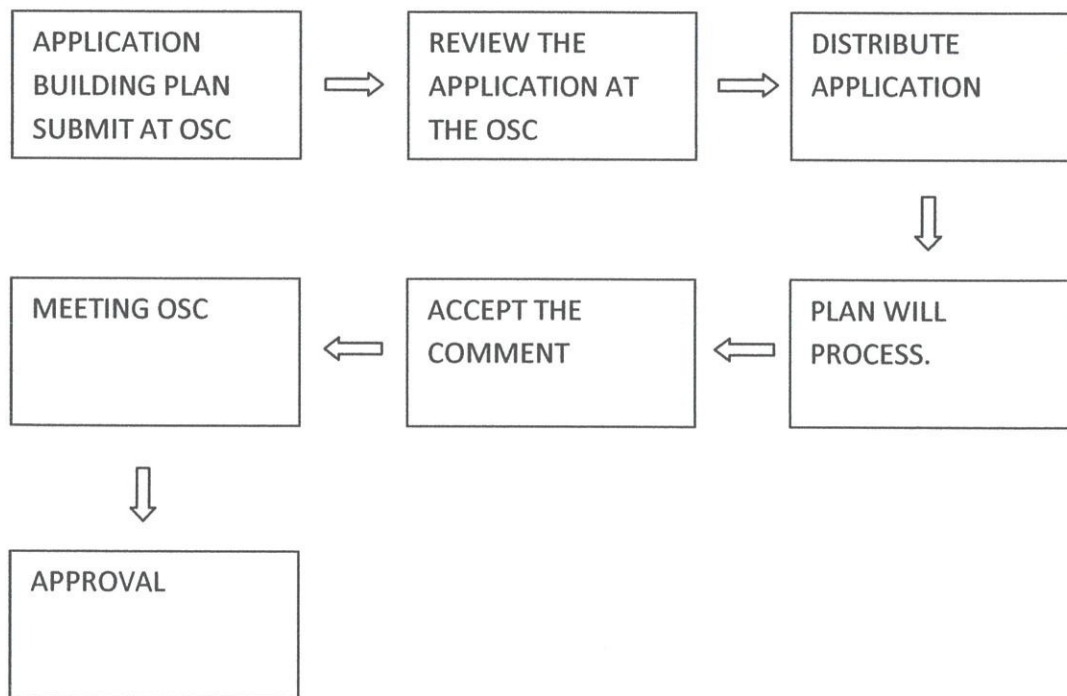
Based on case studies, the project was carried out in practical training is about the processing and give approval to the plan of 14 unit of three storey semi-detached house on lot PT 140458, Section 35, 40470 Shah Alam, Selangor Darul Ehsan.

The plan was submitted by Ar. Zainal Abidin Bin Ahmad as a consultant to the Messrs Perkasa Tulen Sdn. Bhd. The architect must follow up the plan until it got the approval from the local authority. Actually the plan was submitted in January but it was can't be approved because have some mistake in the plan. The architect was followed up and made correction in Jun. After the process in second submission, the plan was in good and got approval from the Building Department of MBSA. The approval letter has been out in 14 August 2014.

### 3.3 Case Study

#### 3.3.1 The Method of plan has been processed

##### 3.3.1.1 Flow Chart of Plan Approval



**Figure 5 :** Flow chart of plan approval

### 3.3.1.2 Detail Process

#### I. Application building plan submit at OSC (One Stop Centre)

The consultant, architect or engineer must submit the application form within the plan at OSC counter. This is the condition of submitted plan. The OSC staff will ensure the plan was submitted with the items that needed. The consultant also should be get the approval from the Planning Department the 'planning permission'.

#### II. Review the application at the OSC

At the OSC, the staff will check the application and ensure the consultant was submitted the plan within the item that needed. If the consultants have fulfills the term, the OSC staff will accept the application and bring out the 'memo' latter to the relevant department.

1. Building Department
2. Planning Department
3. Engineering Department

The items that should be submitted within plan are;

1. A application latter from registered consultant
2. A1-A/A1-D form and checklist applications form for planning permission to Planning Department that completed.
3. Checklist applications form to Building Department that completed.
4. Checklist application form to Engineering Department that completed.
5. A copy of land title or grants.
6. The latest land text receipt.
7. Payment schedule for plan process and need to pay.



## Appendix

**CONTOH SURAT PERUNDING KEPADA JABATAN PUSAT SETEMPAT  
(OSC)**

No.Ruj. :  
Tarikh :

Pengarah,  
Jabatan Pusat Setempat,  
Majlis Bandaraya Shah Alam,  
Tingkat LG,Wisma MBSA,  
40000 Shah Alam,  
**SELANGOR DARUL EHSAN.**

Tuan,

TAJUK PROJEK  
.....  
.....

DI ATAS LOT .....  
SEKSYEN .....  
UNTUK .....

**PERMOHONAN SERENTAK PELAN PEMBANGUNAN**

Dengan hormat saya merujuk perkara di atas.

2. Sukacita bersama-sama ini dikemukakan dokumen-dokumen seperti berikut untuk tindakan pihak tuan selanjutnya:

- 2.1 **Jabatan Pusat Setempat (OSC)**
  - 2.1.1 Surat rasmi (Cover Letter) dan perunding berdaftar.
  - 2.1.2 Senarai semak OSC.
- 2.2 **Jabatan Perancangan**
  - 2.2.1 Surat rasmi (Cover Letter) dan perunding berdaftar.
  - 2.2.2 Senarai semak Jabatan Perancangan.
- 2.3 **Jabatan Bangunan**
  - 2.3.1 Surat rasmi (Cover Letter) dan perunding berdaftar.
  - 2.3.2 Senarai semak Jabatan Bangunan.
- 2.4 **Jabatan Kejuruteraan**
  - 2.4.1 Surat rasmi (Cover Letter) dan perunding berdaftar.
  - 2.4.2 Senarai semak Jabatan Kejuruteraan.

Sekian. Terima Kasih.

Yang Benar,

.....  
( )

**Figure 6 : Example of Application Letter**

**Source : Building Department, Majlis Bandaraya Shah Alam**





JADUAL PERTAMA  
KAEDAH-KAEDAH PENGAWALAN PERANCANGAN (AM) (SELANGOR 2001)

**Borang A1-D**  
**PERMOHONAN UNTUK KEBENARAN MERANCANG PENDIRIAN BANGUNAN**  
(Kaedah 2(1))

Kepada:  
Pegarah Perancangan,  
Majlis Bandaraya Shah Alam,  
Tingkat 9, Wisma MBSA,  
Persiaran Perbandaran,  
40000 Shah Alam.

Saya/Kami .....  
(Nama penuh pemohon dengan huruf besar)

beralamat .....  
.....No. KPPN .....

dengan ini memohon untuk kebenaran merancang berkenaan dengan pemajuan yang berikut :-

- (a) Untuk mendirikan/membina/menjalankan di atas tanah yang diperihalkan di bawah ini \*suatu bangunan/bangunan-bangunan/kerja-kerja mengikut pelan yang disertakan ;
- (b) Untuk memecah/bahagi tanah yang diperihalkan di bawah ini mengikut pelan yang disertakan ;
- (c) Untuk menyatukan tanah-tanah yang diperihalkan di bawah ini mengikut pelan yang disertakan ;
- (d) Untuk membuat perubahan yang matan dalam penggunaan tanah yang diperihalkan di bawah ini mengikut pelan yang disertakan ;
- (e) Untuk membuat perubahan yang matan dalam penggunaan bangunan di atas tanah yang diperihalkan di bawah ini mengikut pelan yang disertakan ;
- (f) Untuk menjalankan \*tambahan/perubahan ke atas sesuatu bangunan di atas tanah yang diperihalkan di bawah ini mengikut pelan yang disertakan ;

**Figure 7 : Example of A1-A/A1-D Form**

**Source : Building Department, Majlis Bandaraya Shah Alam**

No. Rujukan OSC : .....

Nama Pemilik/ Pemaju : .....

Alamat Pemilik/ Pemaju : .....

.....

.....

\* Cek pembayaran **PROSES** hendaklah ditulis atas nama 'Majlis Bandaraya Shah Alam'.

\* Cek pembayaran **CAGARAN** ditulis atas nama 'MBSA – Akaun Cagaran'.

JABATAN TEKNIKAL	JENIS PERMOHONAN	BAYARAN	
		PROSES	CAGARAN
<b>A. PERMOHONAN KEBENARAN MERANCANG</b>			
PERANCANGAN	i. Pelan Susunatur/Pendirian Bangunan	RM.....	
	ii. Caj Pemajuan	RM.....	
<b>B. PERMOHONAN PELAN BANGUNAN</b>			
BANGUNAN	i. Bayaran Pelan Cadangan Baru/ Tambahan Pindaan/ Pindaan Kepada Pelan Lulus	RM.....	RM.....
	ii. Bayaran Permit Cadangan Baru/ Tambahan Pindaan/ Pindaan Kepada Pelan Lulus	RM.....	RM.....
	iii. Bayaran tambahan (denda)	RM.....	
<b>C. PERMOHONAN PELAN KEJURUTERAAN</b>			
KEJURUTERAAN	i. Bayaran Pelan Kerja Tanah	RM.....	RM.....
	ii. Bayaran Pelan Jalan & Part	RM.....	RM.....
	iii. Bayaran ISF (Caruman Kump. Wang Perkhidmatan Kemajuan)	RM.....	
	iv. Bayaran Lawatan Tapak	<b>RM 500</b>	
	v. Bayaran pelan Lampu Jalan/Laman/Taman/Isyarat	RM.....	RM.....
<b>D. PERMOHONAN PELAN LANDSKAP</b>			
TAMAN & REKREASI	i. Bayaran Pelan Landskap	RM.....	
	ii. Bayaran Menggantikan Penanaman Anggerik	RM.....	

**Figure 8** : Example of Payment Schedule for Plan Process

Source : Building Department, Majlis Bandaraya Shah Alam



### III. Distribute the applications.

Next step, the OSC staff will distribute the application to the relevant departments. The departments are usually involved are Building department, Planning department, Engineering department and Park and recreation department. Every department is responsible to process follow their own criteria.

### IV. Plan will be process

After the staff OSC distribute, the plan will be accept at the department, the governance assistant at the department will record the plan and stamped received. After that, the plan will past to the technician or architectural assistance, architect, and director of the department. They will check the plan.

### V. Accept the comment

After the plan has been process, the party who involved in checking the plan will bring out their comment. The comment will out together with a 'PBA' latter either support or not. If the parties are support the plan, the meeting OSC will occur to discuss about approval. But if not support, the architect or engineer must redo or make correction to their plan follow the comment.

### VI. Meeting OSC

Meeting OSC is seeks to discuss about the plan approval. The meeting will also attended by the mayor. All the departments that involved in the plan approval will attended the meeting. Usually, the department will represented by the director and the department architect.

### VII. Get approval.

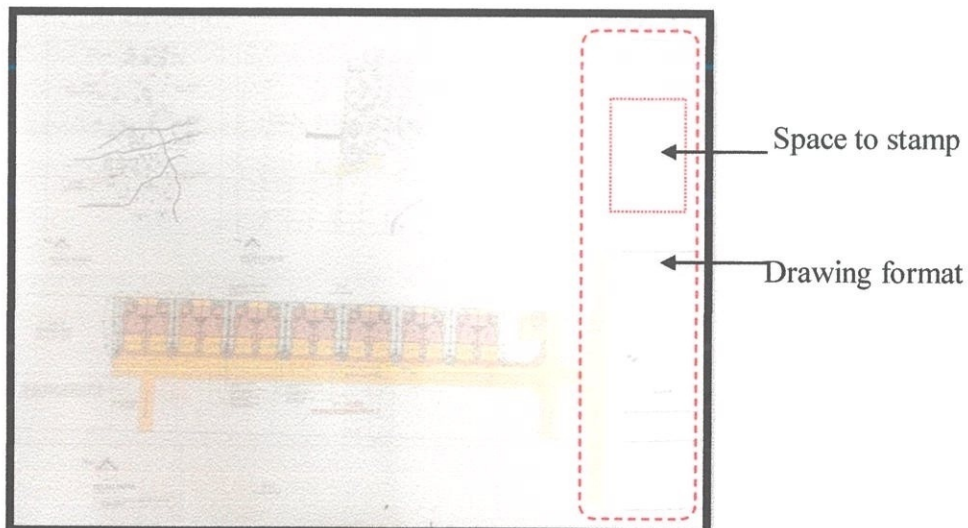
After the meeting have done, the members meeting will make a decision either approve or not. If they approve, an approval letter will submitted to the consultant. But there are two type of approval which is approve and approve with the condition. Approve with the condition means the consultant or contractor must have to follow the condition that set by local authority.



### 3.3.2 The criteria that are looking by the local authority

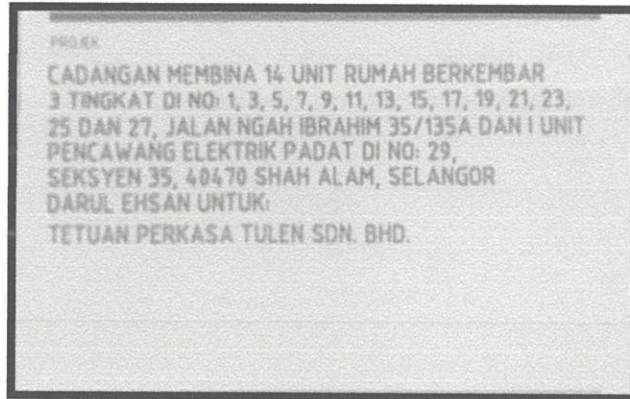
These criteria should be followed by the consultant. The council deserves to reject the application if the criteria are not met.

1. Letter and document applications requirement
  - i. The application form must follow the standard from the PBT.
  - ii. The signature of the consultant in the application should be same with the signature in the plan.
  - iii. The date in the application form must be the dates the application is made.
  - iv. The signature represent for the consultants are not allowed.
  - v. The consultant signature must use the wet ink pan.
  - vi. Minimum plan submitted in A1 size and be folded size A4.
  
2. Drawing format needs
  - i. Drawing format should be provided at right side of paper on each plan
  - ii. In the drawing format, a space should be available at the upper corner in measure 100mmx150mm to stamp approval from council.



**Figure 10 :** Picture Show the Drawing format and Space to Council Stamp

- iii. In the drawing format, the title of the proposed project should be stated type of building, number of units of building, number of building floor, house number, road name, section, postcode, city, state and owner name.



**Figure 11:** Figure show the Correct of the Project Title

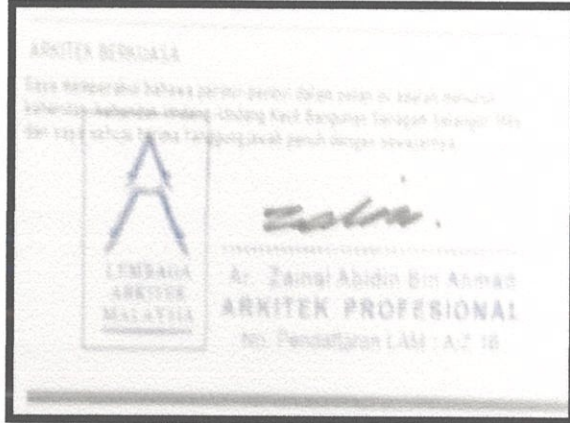
- iv. Fill the owner of the building or land name (must be as stated in the title deed) with original signature and address.



**Figure 5 :** Figure Show the Owner Name Stated in the Plan.

- v. Every plan must have entered certificate with the signature of the qualified person such as architect or engineer.

- vi. Content the name, address, register number and stamper of architect.



**Figure 6:** Figure Show the Example of the Architect Name within his registration number

- vii. Plans must be colored with clear and neat.

3. Drawing should be submitted.

- i. Key plan
  - Colored with red to the proposed site.
  - Should be show the section in the Shah Alam
- ii. Location plan
  - Should be show the near road name, number of lot and the use of land near the location.
  - Scale should be follow is either 1:6000, 1:3000 or 1:1500.
- iii. Floor plan
  - Must be in scale 1:100
- iv. Front elevation, rear elevation and side elevation
  - Must be in scale 1:100 or 1:200 for building over 5 storey.
- v. Section plan
  - Must be in scale 1:100 or 1:200 for building over 5 storey.
- vi. Details drawing for waste chamber, entrance gate and retaining wall



- The drawing must be in scale 1:25
- vii. Detail drawing for swimming pool
  - Must be in scale 1:50
- viii. Diagrammatic sanitary layout drawing
- ix. Table of specification
  - For type of window and door and also its opening
- x. Table for average of ventilation and lighting
  - Must be 10% from floor area.

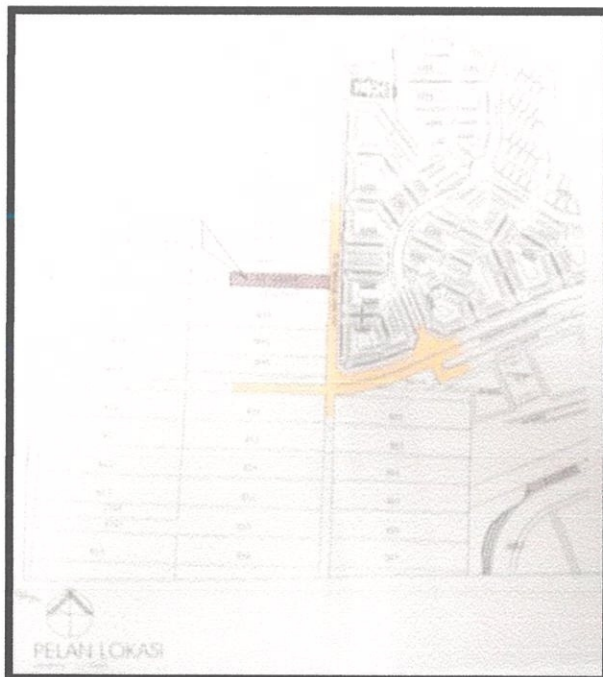
1) Key plan.



**Figure 14:** Figure Show the Key Plan Project

- I. Show the sections in the Shah Alam.
- II. Proposed site are colored with red.
- III. Show the north flow.

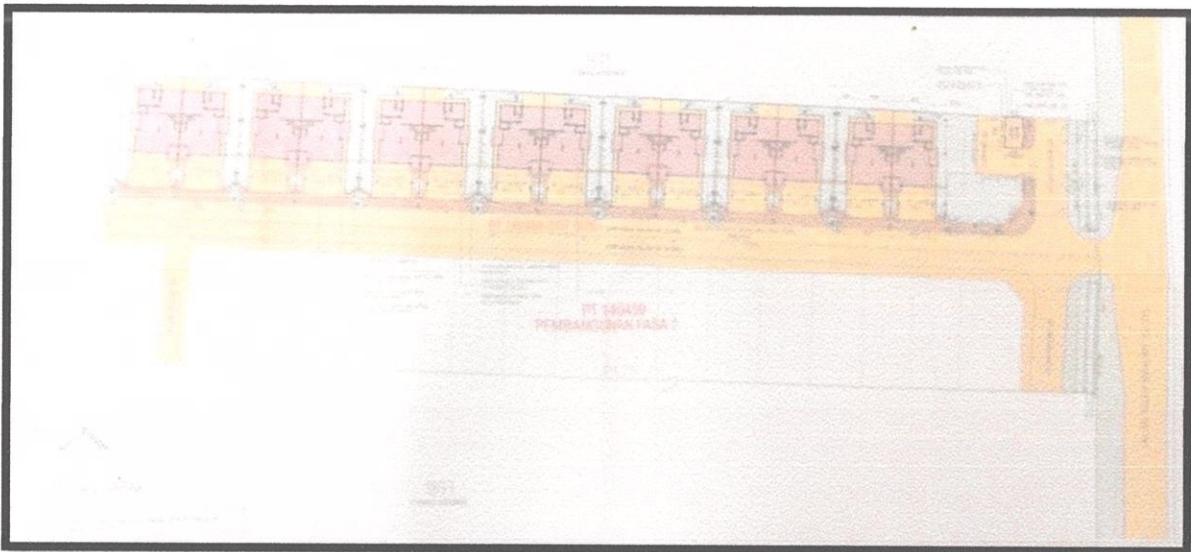
2) Location plan.



**Figure 15:** Figure Show the Location Plan Project

- I. Should be show the north flow
- II. Show the Qiblah – 292°30'
- III. Clearly recorded the street names near the location.
- IV. State the lot number or the housing number.
- V. State the nearest building.
- VI. Proposed site should be in red color.
- VII. Show the way from main road to the site.

### 3) Site plan

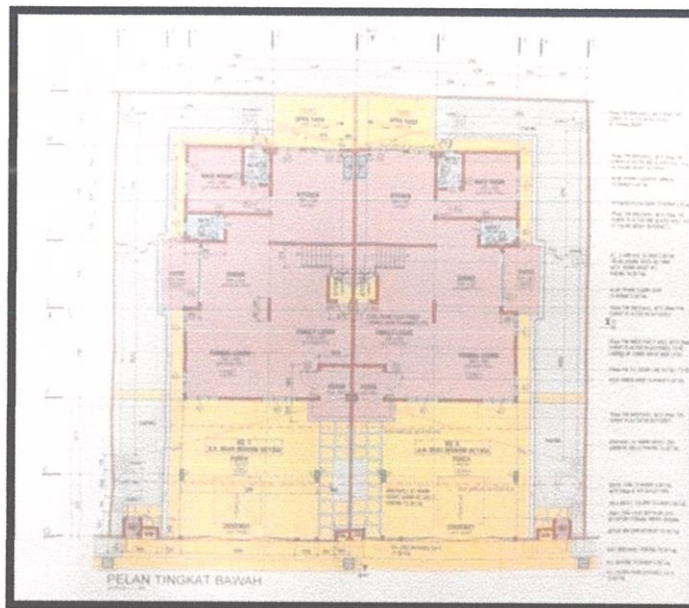


**Figure 16:** Figure Show Site Plan Project

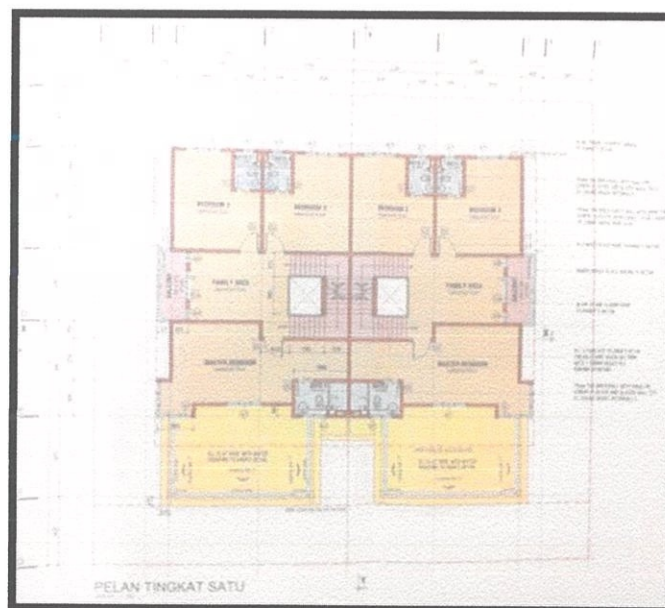
- I. Show the north flow and the Qiblah – 292°30'
- II. Use the scale 1:200 for 'bangunan sesebuah' and 1:400 for housing.
- III. State the lot number or house number
- IV. Type of building. Example bungalow, semi-detached house, and cluster house.
- V. Show the lot size.
- VI. Show the nearest building and state the type of building or vacant lot
- VII. State the gate and the entrance gate with their heights.
- VIII. In the plan, the proposed building must be red colored include the waste chamber, guard house and all the building that will construct.
- IX. Comply the distance of the building from the boundary line front, side and rear.
- X. Distance of setback/displacement. Show in red dotted line.

- XI. State the road width, the behind and side lane width and entrance gate width.
- XII. Show the direction of drainage ditches from the building to the existing drain and colored by blue color

4) Floor plan

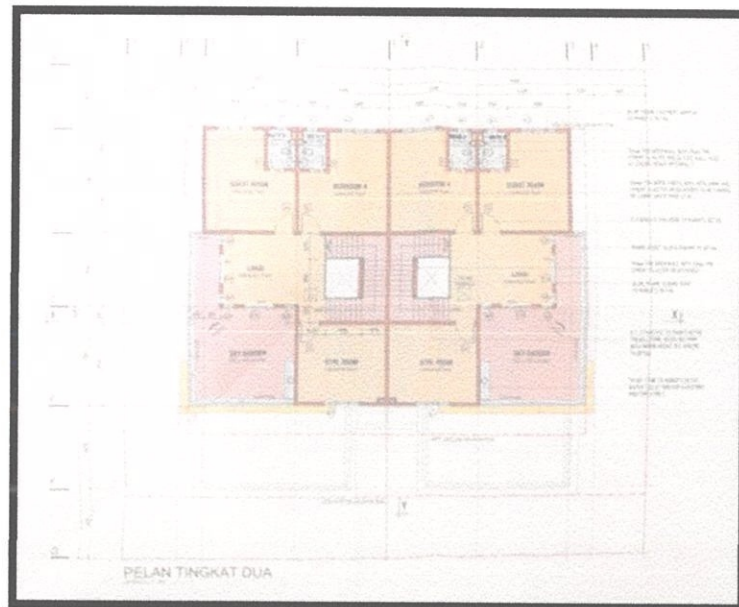


**Figure 17:** Figure Show the Ground Floor Plan Project



**Figure 18:** Figure Show the First Floor Project



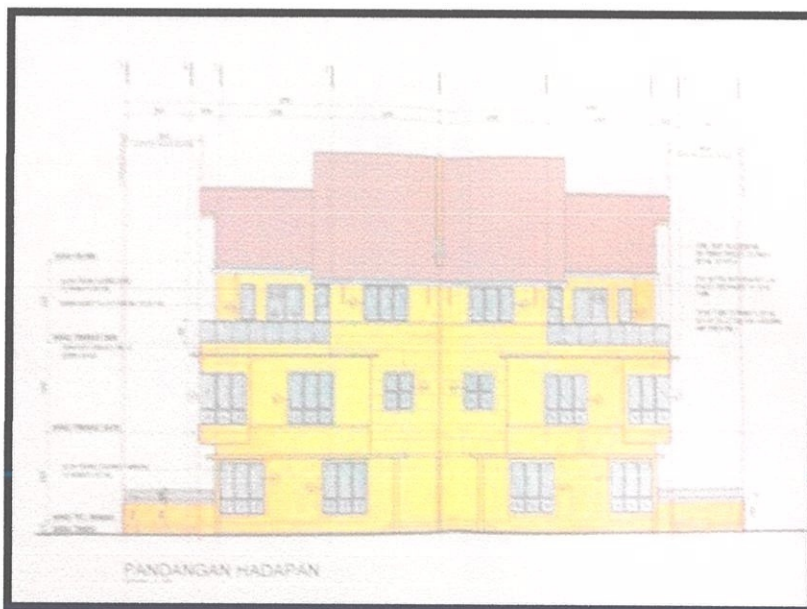


**Figure 19:** Figure Show the Second Floor Plan Project

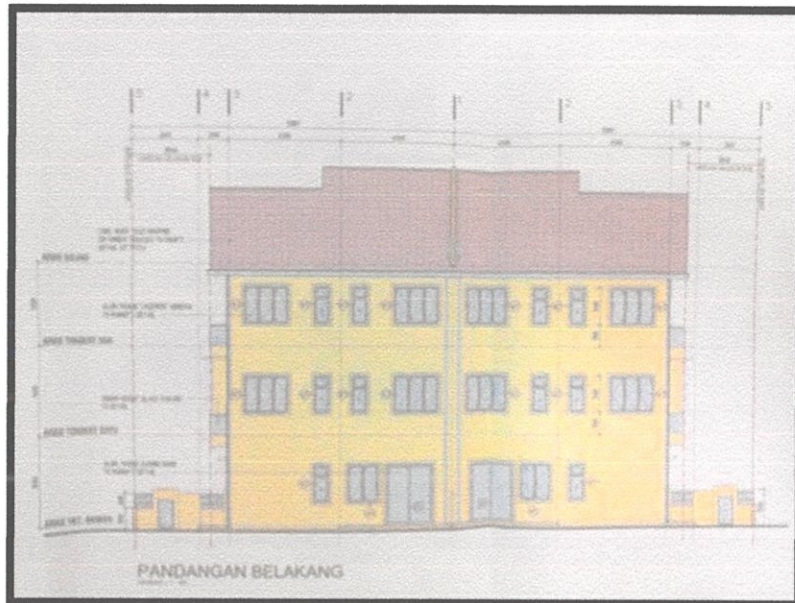
- I. Should be in 1:100 scales.
- II. State the lot number or the house number.
- III. State the type of the building.
- IV. Show the lot size.
- V. Show the ground level, road and floor of the building.
- VI. Comply the distance of setback/displacement from the boundary.
- VII. The setback must show in red dotted line.
- VIII. Show the eaves line from the boundary line.
- IX. Provide the drain and apron around the building.
- X. Show the direction of the drainage.
- XI. Show the pipe direction – sink/basin/bath tub/floor trap to the gully trap and then to the manhole.
- XII. Pipe direction urinal/bidet to the manhole.
- XIII. Minimum angle is 90° of direction of waste water to the sewage system.
- XIV. Show the position of the rain water down pipe (rwdp) and ventilation pipe.
- XV. State the size and the opening of the door and window.
- XVI. Provide a legend for detail door and window.
- XVII. Provide drop at the kitchen and bathroom floor (min. 50mm) or between the dry area and the wet area.
- XVIII. Floor finishes for kitchen and bathroom must be from ubin gerlis.

- XIX. Wall finishes for kitchen must be ubin gerlis until 5 feet heights and for toilet are glazed tiles until the ceiling.
- XX. State the using of room in the building and show the area of the room.
- XXI. State the type and the width of wall.
- XXII. Dimension of stairs step 225 min. and riser 180 max. and state the number of stairs.
- XXIII. Dimension of porch must be not less than 4.26m x 2.5m and porch must be provide to all type of house.
- XXIV. Minimum area of room for habitable room is 6.5m square.
- XXV. All the residential space should provide the lighting and ventilation - 5% and toilet – 10%.
- XXVI. Provide the water tap at the dry yard.

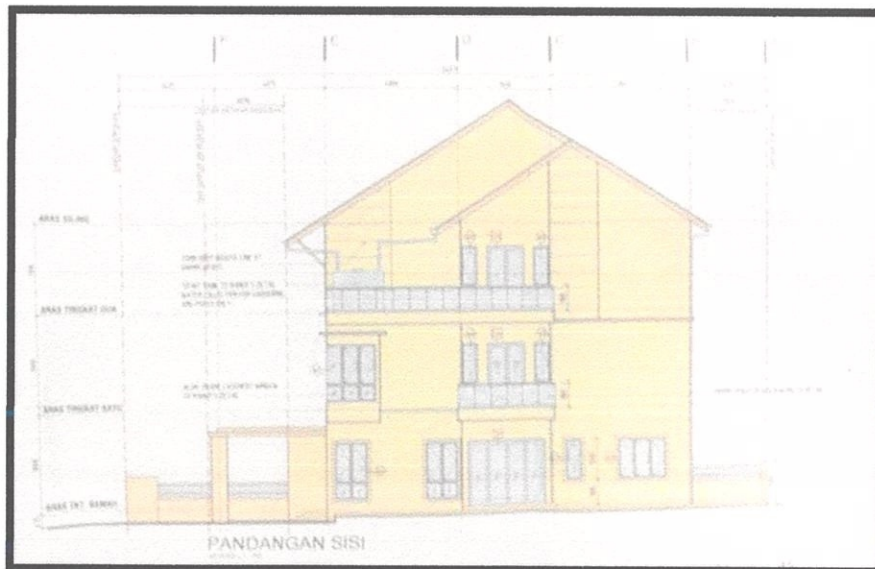
5) Elevation Plan – Front Elevation, Rear Elevation, and Side Elevation



**Figure 20:** Figure Show the Front Elevation Project Plan Project



**Figure 21:** Figure Show the Rear Elevation Plan Project



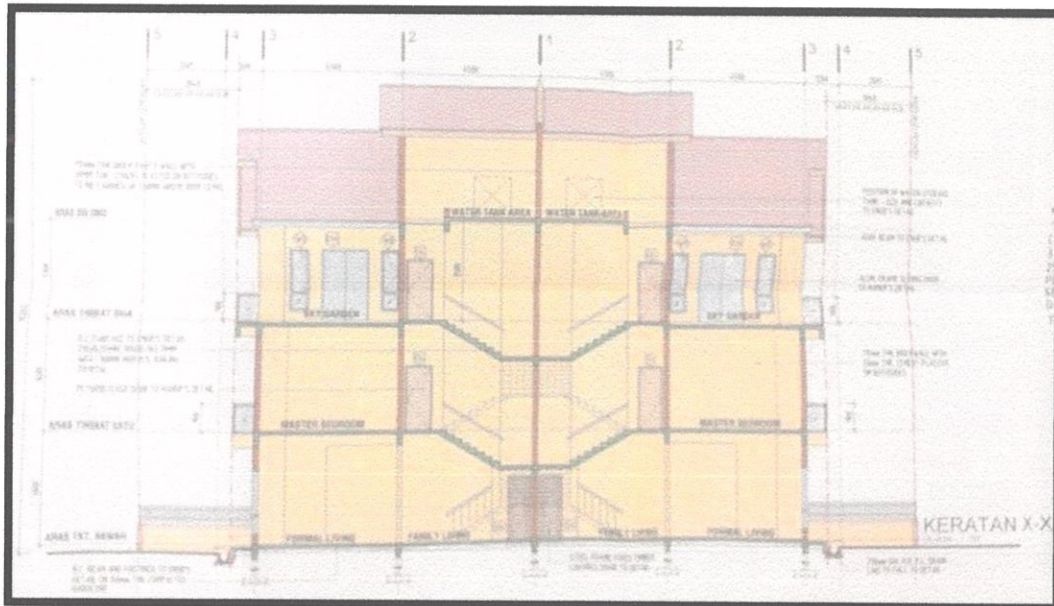
**Figure 22:** Figure Show the Side Elevation Plan Project

- I. Should be show the distance from the building to the boundary.
- II. Must show the height of the building from the ground level to the floor and to the roof.
- III. Roof eave line must be one meter from the setback.
- IV. State the type and size window, door, and air well in the legend on the plan.

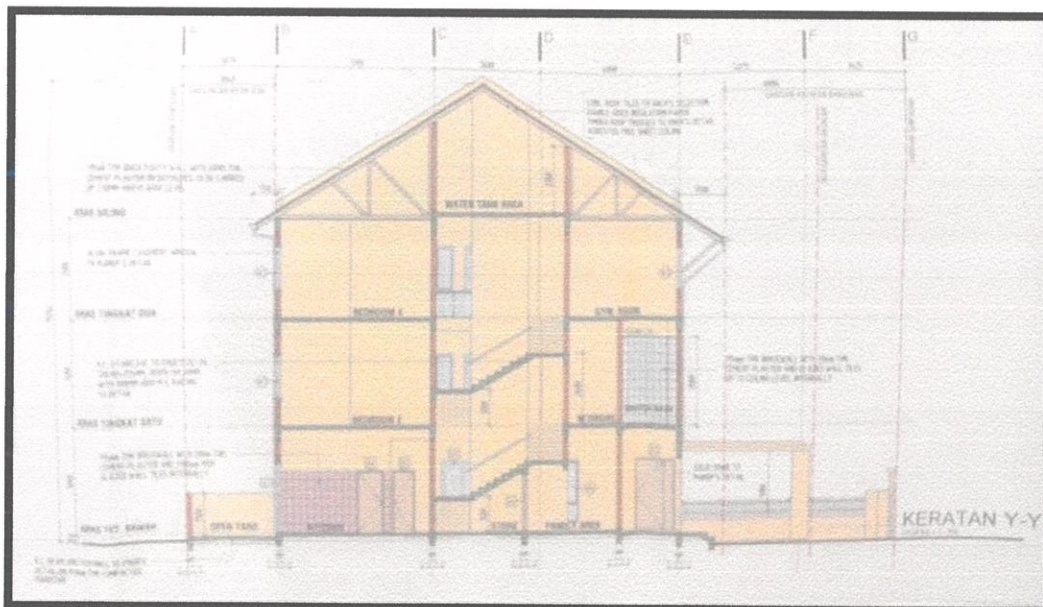


- V. State the wall finishes that use.
- VI. The position of rain water down pipe must be planted under the apron.
- VII. Should have the gutter.
- VIII. Show the pitch of the roof.

6) Sectional plan.



**Figure 23:** Figure Show the Section X-X Plan Project

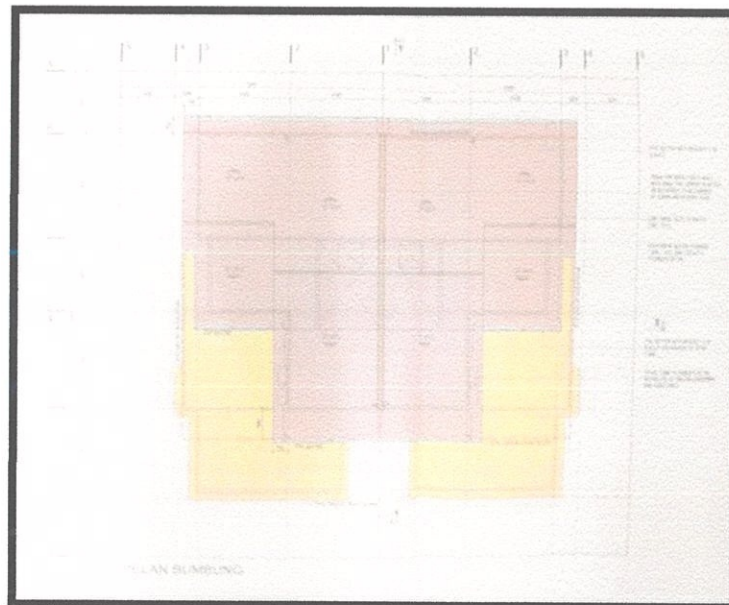


**Figure 24:** Figure Show the Section Y-Y Plan Project



- I. Building height – residential space not less than 2.50m ‘clear height’ not including building facility such as ducting, ceiling, mechanical tools etc.
- II. Thickness of partition wall must not less than 200mm.
- III. Must show the height of the building from the ground level to the floor and to the roof.
- IV. State the type and size window, door, and air well in the legend on the plan.
- V. State the thickness and the type of wall using.
- VI. The position of rain water down pipe must be planted under the apron.
- VII. State the type of roof and the pitch must not less than 17.5° minimum (for roof tile typical).
- VIII. Provided the roof construction and thermal insulation materials.
- IX. Show the position of the water tank. – the water tank should be situated in the roof frame and are on the ‘rc slab’.
- X. Should have the gutter.
- XI. Dimension of stairs step 225 min. and riser 180 max. and state the number of stairs.

#### 7) Roof plan.



**Figure 25:** Figure Show the Roof Plan Project

- I. The position of the water tank. –The water tank should be situated in the roof frame and are on the ‘rc slab’.
- II. The pitch must not less than 17.5° minimum (for roof tile typical).
- III. Show the position of the ventilation pipe and the rain water down pipe.
- IV. Provide the gutter for every roof unless bungalow.

### 3.3.3 The Problem Arise During Approval Process.

Actually there are no big problems arising during the approval process. But the problems that normal arise during the process is the architect not follow the checklist or UBBL in their plan. It will cause their plan rejected and do the correction.

The problem that common happened.

1. The architects are not shows the sections in the Shah Alam clearly in the key plan.
2. Not stated the road near the project.
3. Not shows the entrance road from the main road to the site.
4. The colors in the plan are not follows the council need and not clear.
5. There is the construction in the setback area.
6. There are the parts are not complete in the plan that was submitted.
7. Building plan also need get the approval from BOMBA too. So it have the waiting time.

The solutions to overcome the problems

1. Write the offense in the review that will return to the architect. The architect will check their offense based on the reviews and then do the correction. After that the architect should be do the submission.

## CHAPTER 4

### CONCLUSIONS AND RECOMMENDATIONS

#### 4.1 Conclusion

The conclusion of this report is about the criteria of the local authority approves the building plan. The building plan that I choose is the construction of 14 unit 3 storey semi-detached houses at lot PT 140458, Section 35, Shah Alam, Selangor Darul Ehsan. The objective of this report is to identify the process of plan approval and the criteria that are looking in the approval process. The process plan approval are aim to ensure the building that are construct are follow the law. Besides that the local authority (PBT) also want the building are construct follow the standard of their need. If the building follow all the term the building wii be safe to use and avoid from the dangerous and hazard. Other than that, this report also describe the problem arise during the process plan. Through the process plan approval, the writer can learn about the term needed to fulfill before the construction process. It can be seen more clearly about how to process, why it should be process, what the term need to follow and etc. From this report also give information to writer the importance of submission plan to local authority and get approval.

## **4.2 Recommendations**

For the future report, is recommended to do a research about the process submission and process plan for the renovation of house or factory and also the submission and process plan for temporary building or structure. This process also importance to know because nowadays the renovations in the buildings are frequently done. The submission and process plan for temporary structure like partition and awning also many do. It is a particular interest especially in field of business industry.