



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

**BUILDING PLAN APPROVAL AT  
TAIPING MUNICIPAL COUNCIL**

**Prepared by:  
MUHAMMAD HAZMIN HAKIMI  
BIN HAZREY  
2019296824**



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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**

MUHAMMAD HAZMIN HAKIMI BIN HAZREY

**UiTM ID No**

2019296824

**Entitled**

**Building Plan Approval At Taiping Municipal Council**

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

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FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
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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 Exxomas Sdn Bhd for duration of 20 weeks starting from 23 August 2021 and ended on 10 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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Name : MUHAMMAD HAZMIN HAKIMI BIN HAZREY

UiTM ID No : 2019296824

Date : 10 JANUARY 2022

## ACKNOWLEDGEMENT

Bismillah,

Alhamdulillah praise to Allah SWT, the Most Merciful, the Most Graceful.

First of all, I am grateful to The Taiping Municipal Council for successfully arranging the internship program for me. I also thank Building Department of Taiping Municipal Council for recruit me as an intern and creating such a wonderful environment for learning both soft and hard skills. I would like to thank Encik Nor Hisham Bin Haron for the opportunity given, to conduct my training in his department. His team of professionals comprising of Encik Helmy Shah Reza Bin Hashim, Encik Norazmi Bin Mohd Yusof and Encik Nizwal Bin Mohamad Tarmizi, have enabled me to learn and develop my understanding, knowledge about building plan approval process, permit application and annual compound. They are also responsible towards streamlining and assessing my training. Also to the site personnel in all staff at Building Department who have extended their cooperation and help to further enhance my ability in understanding the procedures in construction and things to do before running a project, permit application and annual compound.

I would also like to thank ALL the UiTM lecturers that taught and nurtured me in becoming a better student and person. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my practical training. To Sr Siti Jamiah Tun Jamil Supervising Lecturer, Cik Nor Azizah Binti Talkis Evaluation Lecturer, En. Muhammad Naim Bin. Mahyuddin Practical Training Coordinator and Dr. Dzulkarnaean Bin Ismail Programme Coordinator, I would like to thank with all of my heart because they have contributed the time, effort, encouragement and ideas for me to successful completion of my practical training, this report and the valuable knowledge for me.

Last but not least, my special thanks to my mom for her sacrifices over the years. Without her prayers I will not reach to this level.

Thank you so much.

## **ABSTRACT**

The growth of building activities in Malaysia has required the implementation of more legal controls to ensure that the country's development is systematic and orderly. The statutory approval procedure entails getting permissions from the appropriate authorities to guarantee that the development meets the requirements set forth in the building laws, and that specific stages of the construction are examined by local government officers. The upgrading of the mechanism delivery system for the construction plan process, termed as the One Stop Centre, demonstrates this endeavour (OSC). In fact, the acceptance of the building plan and construction permit is the most crucial stage in the development process because it determines the exact start date for construction.

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## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Background of Study

Cities are growing rapidly around the world. By 2030, the population of most emerging countries will double, and urban centers are likely to triple in size (United Nations, 2016). The total market of the construction industry is projected to reach \$ 15 trillion by 2025, and it is expected to increase at a rate of 70% or more (Global Construction Report 2025, 2013). With this, the Sustainable Development Goals (SDGs) have been introduced to give the city a new lease of life. Goal 13 emphasizes the importance of “developing effective, accountable and transparent institutions at all levels” as well as “ensuring responsive, inclusive, participatory and representative decision -making at all levels,” as stated in the goal (United Nations, 2017).

The rise in population and rapid urbanization has led to an increased demand for local authorities’ services. Situations such as difficulty in enforcing standards, laws, or guidelines in order to deliver efficient and comprehensive services due to shortages in budgets and resources are seldom faced by developed nations. As claimed by Muller (200), many developers tend to build buildings without obtaining complete approvals from the local authority due to complicated and costly procedures. In fact, Hernando (2000) claimed that, it is estimated 60–80% of building projects in developing countries were developed without proper approvals from local authorities.

To ensure the effectiveness of laws and regulatory practices of the government, the enacted laws and related institutional machineries established at the national, state and local levels should be regularly assessed, especially for public officials who design, implement, monitor and enforce laws and regulations (United Nations, 1992). Thus, this study is important to identify the effectiveness of building plan approval processes in local authority to ensure efficient, fast, and competitive approval processes, particularly in Taiping Municipal Council, Perak..

## **1.2 Objectives**

- i. To determine process of building plan approval.
- ii. To identify document required for application building plan approval.
- iii To investigate the function of the permit.

## **1.3 Scope of Study**

The case study focuses on the effectiveness of building plan approval processes in Taiping Municipal Council. The case study was conducted by referring a completed project file with reference number **G2/F/2/2018**. The case study took around 20 weeks which in practical training period was conducted at Department Building of Taiping Municipal Council. The point to be raised in this case study is the process to get an building plan approval, document required and conditions to get an approval.

## **1.4 Methods of Study**

Based on the observation, the building plan approval is a very important document for a project because it is a sign that the project was approved. This is because, every contractor or building owner who wants to carry out construction or renovation work must submit a plan to obtain approval from the Taiping Municipal Council. The Building Department Officer will check the plan and document before send it to Yang Dipertua for an approval.

- i. Activity Observation

Every project owner or contractor must submit a plan and document require for an approval from local authorities. The contractor will come to Building Department, Taiping Municipal Council and submit the document such as Land Title Grants, Copy of Payment Slip and G01A Form. After that, Building Department Staff will proceed the document and create a new file for the project.

ii. Document Review

By referring a completed project file with reference number **G2/F/2/2018**,  
They is a lot of document that required for build a new home. Every project  
owner or contractor must follow all the terms and condition, or their plan  
will be reject.

## CHAPTER 2.0

### COMPANY BACKGROUND

#### 2.1 Introduction of Company

Taiping City is the capital of Larut, Matang & Selama districts. Before 1937, Taiping was the capital of Perak. The old name of Taiping is Klian Pauh. Klian means the mines, while Pauh is a small mango fruit. Taiping means 'safe' or 'peaceful' in Mandarin. Came from the conflict of the Chinese immigrants who conducted in mining activities in Larut District, Chee Hind An Hai San, who was so crowded in Klian Pauh at that time. The secret societies of these two tribes have been conflict with tin are mines and waterways. After getting a consensus for reconciliation, Taiping was chosen as a new name for the city in the blood of soluble. Taiping was explored by Long Jaafarin 1880. With the discovery of tin ore in Klian Pauh, incidentally Long Jaafar had encouraged the Malays open tin mine and the company has been successful member decent results. Long Jaafar then imports Chinese labor from Penang. In 1850, Sultan Abdullah Muhammad Shah had awarded Larut (Taiping) to Long Jaafar to administer and forward him to the colonies. Long Jaafar died in 1857 and his second son named Ngah Ibrahim was appointed to inherit the power in his father's colony. Taiping under the reign of Local Authorities (PBTs) by Taiping Municipal Council (MPT). The MPT has an autonomous power of finance and is an organization that provides local authority services in Taiping Town and its operations areas.

The entire MPT areas now reaches 116.46KM square and as realizing the mission and vision of making Taiping always viable through efficient, friendly and quality services. MPT has spread management and administrative strategies in line with current developments and requirements. Taiping Municipal Council (MPT) was established on 1 September 1979 under the Local Government Act 1976 (Act 171).

## 2.2 Company Profile

### 2.2.1 Company History

Taiping Municipal Council was established in accordance with Act 1714, Local Government Act 1976, on 1 September 1979. TMC is made up of eight Local Government Administration Boards and covers an area of 186.46 square kilometres. The town centre and its outskirts are included in this area.

Development history of Taiping administration:

- i. 1874 The establishment of the Sanitary Board
- ii. 1930 Township Board was established through Board Act Chapter 137
- iii. 1956 Financial Autonomous Municipal Council ( with an area of 33.67 sq km)
- iv. 1/7/1977 Local Authority Administration Board (with an area of 33.67 sq km)
- v. 1/9/1979 The establishment of Taiping Municipal Council (with an area of 139.89 sq km)

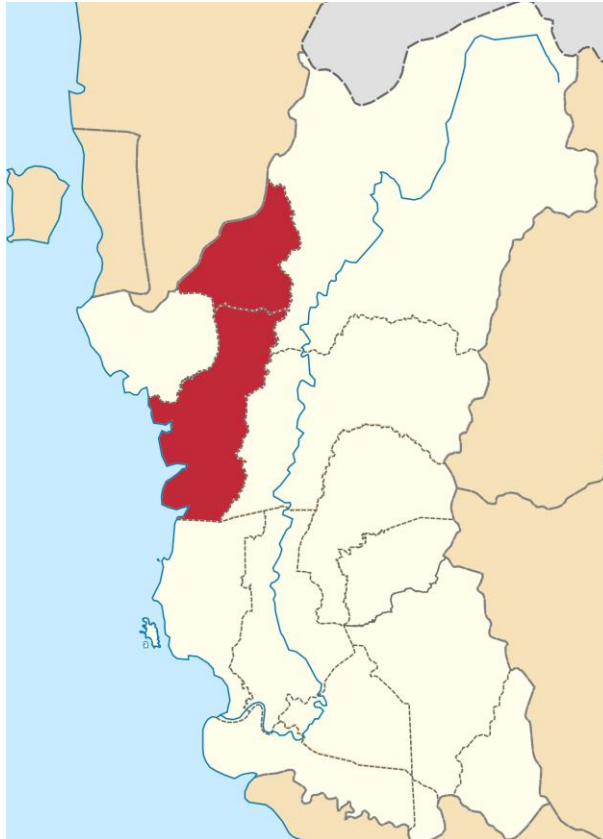
The role of the Taiping Municipal Council is to plan and create the course of the Council area in terms of delivering municipal services to meet the basic needs of the community. TMC has developed a vision to attain this goal, which is to make the Taiping Municipal Council region a calm, beautiful, well-organized, and vibrant place.



**Figure 1.0 :** *Building of Taiping Municipal Council (MPT)*

### 2.2.2 Location

Taiping Municipal Council is located at the heart of Taiping. It is near Dataran Warisan Taiping and McDonald's Taman Tasik Taiping. It tools only 1 minutes to walk to the city from this place. The location showed at Figure 2.0 is area of Larut, Matang and Selama District.



**Figure 2.0 :** *Location of Larut, Matang and Selama District*

### **2.2.3 Company Mission & Vision**

#### **Mission**

“Memberikan perkhidmatan perbandaran dan merancang pembangunan dengan tadbir urus yang efektif di samping mengekalkan kelestarian warisan serta keindahan semulajadi.”

#### **Vision**

“Menjadikan Taiping sebagai Sebuah Bandaraya Yang Progresif, Dinamik, Mampan, Selamat dan Sejahtera menjelang tahun 2050”

### **2.2.4 Organization Functions**

- i. Planning and controlling the development, including approving the Layout Plan, Site Plan and Restructuring Planning Plan.
- ii. Controlling the buildings, including approving the Building Plan.
- iii. Permit Application and issuing Certificate of Fitness for Occupation.
- iv. Licensing and controlling business premises, temporary permits, hawkers and advertisements licenses.
- v. Providing services, food quality control, food sale centres hygiene and contagious diseases control.
- vi. Monitoring and maintaining the town and interesting landscapes.
- vii. Constructing and maintaining the drainage and traffic systems.
- viii. Providing and maintaining the public facilities such as the markets, halls, sports complexes, swimming pool, children playground, bus stops and others recreational facilities.
- ix. Managing and maintaining the zoo.
- x. Continuously upgrading the basic facilities and community socioeconomic to a higher level.

### 2.2.5 Company Logo

Taiping Municipal Council Logo was authorized by His Royal Highness Paduka Seri Sultan Yusuff Izuddin Shah Ibni Almarhum Sultan Abdul Jalil, Darjah Utama Seri Mahkota Negara. The logo makes a variety of symbols including :-

**i. Crown**

Symbolises the importance of Taiping that was once the capital of Perak. The crown has an inscription of "Aman Selama-lamanya" i.e. "Everlasting Peace".

**ii. Shield**

On it is a piece of tin ingot that symbolises the earliest discovery of tin in Taiping and the economic strength of Taiping Municipal Council. The paddy stalks define the meaning of unity, harmony and cooperation between Taiping Municipal Council and the local community.

**iii. Shield Sides**

The shield is supported by gold with black stripes Malayan Tiger on each side that symbolises the local strength that protect and assist the local community. Each tiger supports an natural-coloured small rubber tree (*Havea Braziliensis*). All these emblems stood on a grassy space that includes a roll of paper with the word "Taiping" (Taipeng) which means "Everlasting Peace" in Chinese language.

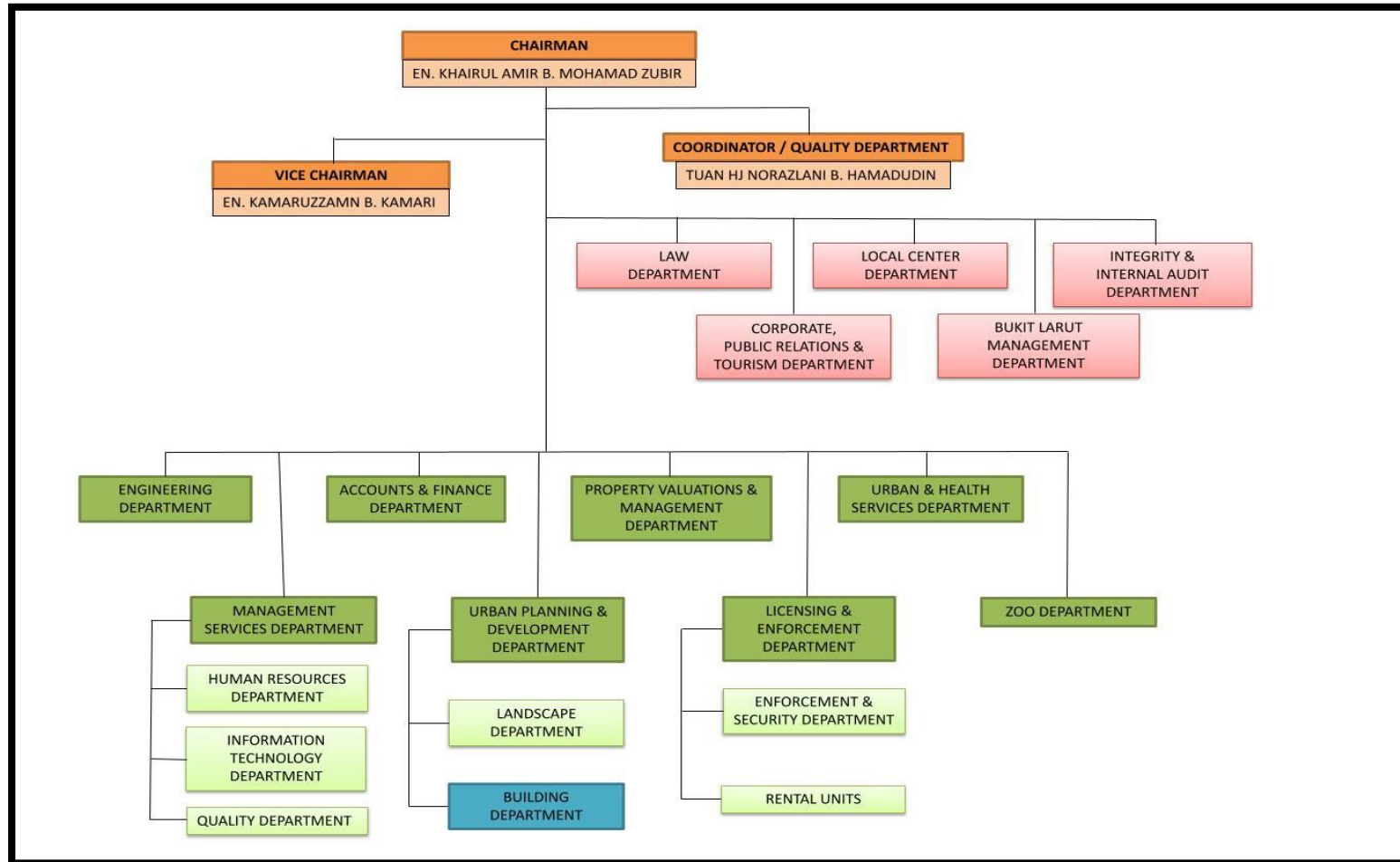


**Figure 3.0 :** *Taiping Municipal Council Logo*



### 2.3 Company Organization Chart

The Chairman of Taiping Municipal Council is Encik Khairul Amir Bin Mohamad Zubir. He was assisted by Encik Kamaruzzaman bin Kamari who was Vice Chairman and Tuan Haji Norazlani Bin Hamadudin who was Coordinator/Quality Department.



**Figure 4.0 :** Organization Chart of Taiping Municipal Council (MPT)

### 2.3.1 Building Department Organization Chart

The building department was established to control and ensure that all construction activities in the taiping municipal council area are carried out in accordance with the council's standards and policies. There are several building department roles including controlling the buildings, including approving the Building Plan.

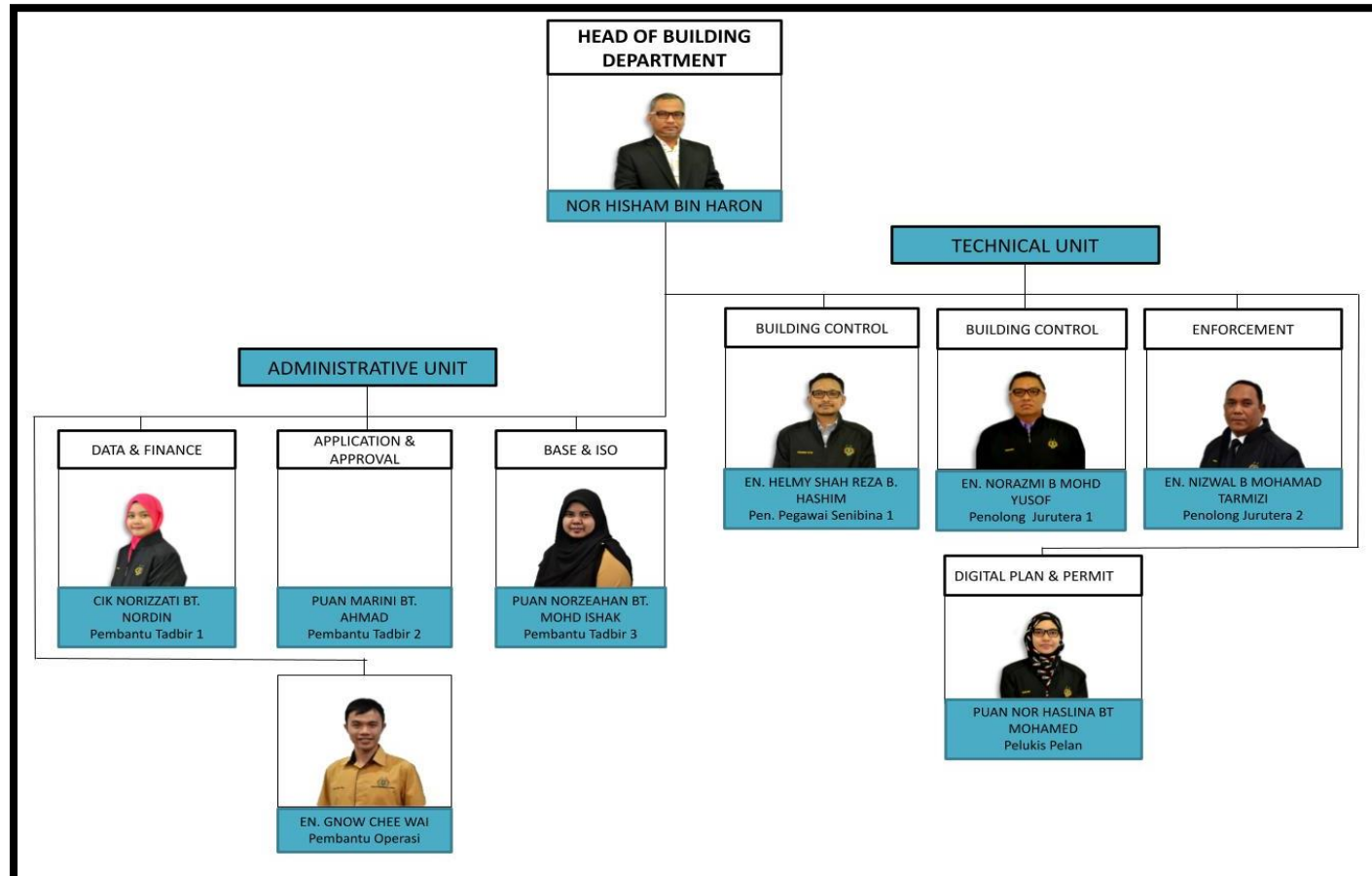


Figure 4.1 : Organization Chart of Building Department

## 2.4 List of Project

### 2.4.1 Completed Projects

Taiping Municipal Council is a mandatory place for contractors or architects before starting any project. This includes single house projects, industries, government buildings and telecommunication tower that are in the council area must obtain approval from the Taiping Municipal Council (Table 1.0).

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1.	Proposal To Build 2 Units of 2 Storey Semi -Detached Houses. No.: <b>G2/D/12/2014</b>	RM 600.40	28 April 2016	19 August 2020	4 Years 4 Months	Tan Teng Yew Rice Sdn. Bhd.
2.	1 Unit 11kv Independent Main Switch Station With 1 Tool Room. No. : <b>G8/F/1/2019</b>	RM70.00	22 August 2019	21 September 2020	1 Year 2 Months	Pet Master Sdn. Bhd.
3.	2 Factory/Office Units From 4 Floors To A Single Storey Workshop. No. : <b>G3/D/1/2020</b>	RM303.00	05 June 2020	15 October 2020	2 Months	Dataran Nilai Seni Sdn. Bhd.
4.	28 Units of 20 'x 70' Single Storey Terrace Houses. No. : <b>G1/A/2/2019</b>	RM 4807.15	22 August 2018	29 September 2021	1 Year 2 Months	Success Input Sdn. Bhd.
5.	1 Unit Single Storey Banglo No. : <b>G2/F/5/2020</b>	RM 221.91	13 Julai 2020	17 September 2021	1 Year 3 Months	Sapphire Delight Sdn. Bhd.

**Table 1.0 : Completed Projects**

## 2.4.2 Project in Progress

In Taiping, mega projects such as skyscrapers are a foreign thing but the construction of a house is common here. This is because, Taiping is a small city covering 186.46 square kilometers and makes it difficult to build tall and large buildings (Table 1.1).

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1.	Demolish And Rebuild A Single-Storey Banglo House. No. : <b>G2/A/17/2020</b>		07 October 2020	-	-	Saravanan A/L Sahadevan
2.	Demolish And Rebuild A Single-Storey Banglo House. No : <b>G2/D/27/2021</b>		08 October 2021	-	-	Jayna Alisha Bamah Viswalingam
3.	Build A One - Story Residential House. No. : <b>G2/D/25/2021</b>		30 September 2021	-	-	Farah Diyanah Binti Azhab
4.	Demolish And Rebuild A Double-Storey Banglo House. No. : <b>G2/F/22/2018</b>		14 February 2019	-	-	Nur Fatihah Binti Ismail
5.	Build A One - Story Terrace House. No. : <b>G2/A/16/2021</b>		30 September 2021	-	-	Tan Siew Hoe

**Table 1.1 : Project in Progress**

## CHAPTER 3.0

### BUILDING PLAN APPROVAL IN TAIPING MUNICIPAL COUNCIL

#### 3.1 Introduction to Building Plan Approval

The approval of a building plan is a vital step in the development process in Malaysia. This covers the development permission application, building plan approval, infrastructure plan approval, and other necessary steps to guarantee that the Principal Submitting Plan (PSP) in charge of the building follows all government rules and regulations. In reality, no one should be able to start any development initiatives without first obtaining written permission from the local government. PSP must send all applicable drawings, reports, and designs to the Local Authority, which must then review the papers and provide relevant comments and recommendations based on their requirements. These procedures are necessary to ensure that the project is carried out in accordance with the law and regulations, therefore safeguarding the public's interest and rights.

The local government plays an important role in ensuring that all construction-related applications follow all applicable laws and regulations. All authorised individuals, such as the current or subsequent owners, must have access to the information and records relating to the connected building operations. In addition, the information and records must be kept by the local government. As a result, no structure or development can be constructed without the permission of the local planning authority. The local planning authority may need details pertaining to access, "setbacks," elevations, design, site levels, or any other details that the local planning authority deems required for a building in order to create the structure. The details have to be written on the plan and other documents that are prepared by the qualified person that is entitled by the law.

The development process is divided into three stages namely; early construction stage, which construction stage, and completion stage. Building plan approvals that are in the early stages are the most numerous important stage in development because it will determine the actual date construction began. In fact, the application and building plan approval is the first step before development can begin. This step is to ensure the

development plan will be reviewed by qualified personnel to limit the risk of construction failure. A development project, that is involving the construction, renovation, addition, removal or cleaning of existing buildings (demolition) are all considered as construction and development work. If someone has started any construction on the current site they have not yet acquired it approval of building plans, they are deemed to have violated the law (Section 70, Act 133, 1974). Therefore, a building plan approval is required before any work can commence on any proposed development. As stated in Town and Country Planning Act 1976, no one is allowed to start any development without written permission from local authorities. Written consent is granted if all plans and relevant documents comply local authority standards and requirements. After someone is given building plan approval by the Taiping Municipal Council under the building act (or building code), he can implement anything building works on the ground.

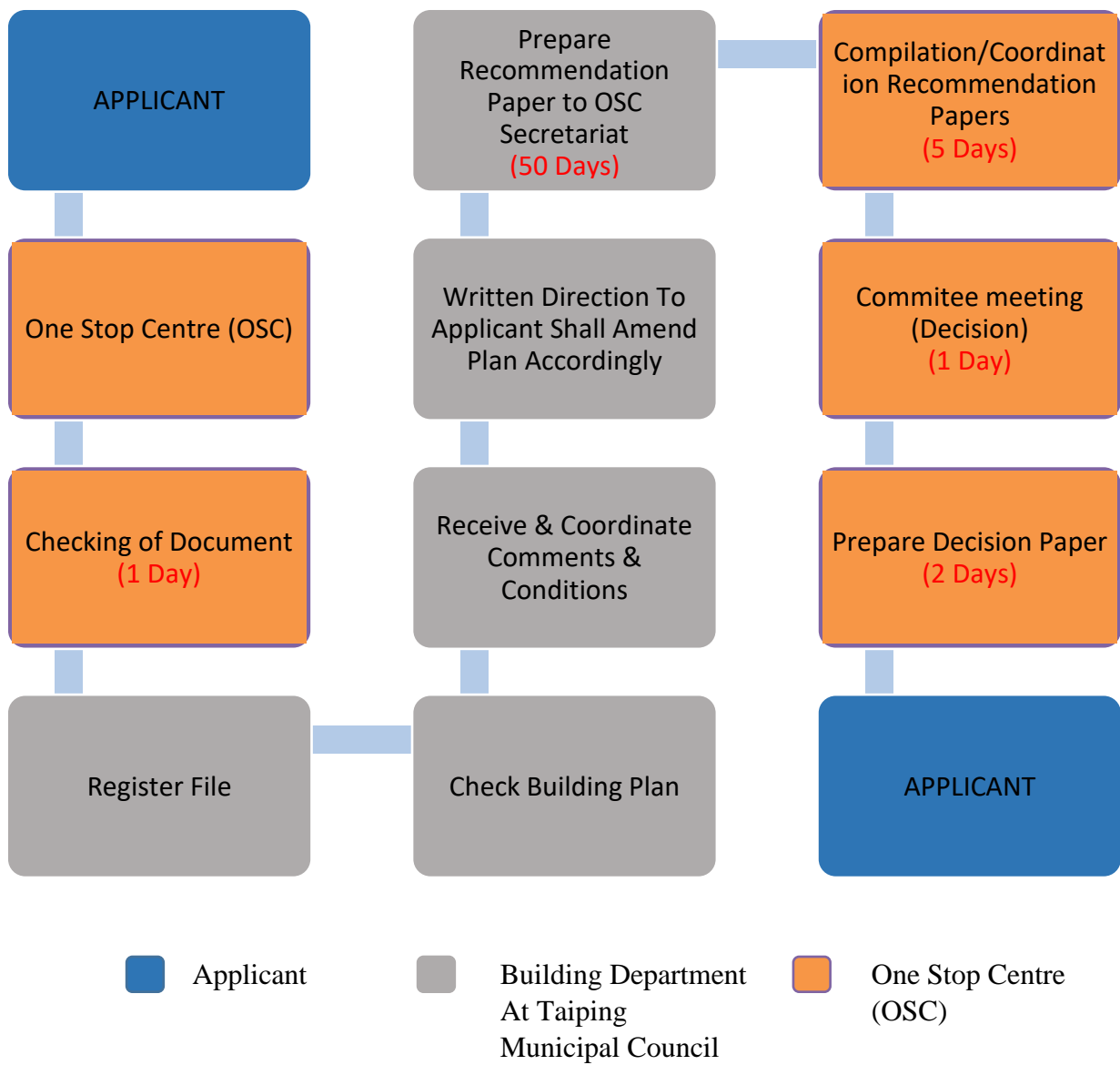
### **3.2 Process Chart of Building Plan Approval**

Before any construction and renovation work is done, the contractor or building owner is required to meet with officers in the Building Department to obtain advice related to the building plan approval application procedure for the work to be done. After all the document approved, Issuance of Building Permit, Work Permit and Minor Work Permit by the Local Authority on the sketch plan submitted as giving permission to carry out the work applied for. Taiping Municipal Council will approve the application and issue a permit if the work to be done does not violate the law and the documents submitted are complete.

The application is submitted to the local authority by explaining the process fee and security deposit to implement the project. Local authorities will submit the relevant documents to the technical departments for review to Sewerage Department, Fire Department, Works Department, Department of Irrigation and Drainage, Tenaga Nasional Berhad, Telekom Malaysia, Local Authority (Internal), Department of Civil Aviation and State Water Authority.

Local authorities will make visits to construction sites to ensure that construction is not started before the plans are approved. Site visits can be held by the local authority after registering the application and before receiving comments from technical agencies. If it is found that construction has started before approval is given, then the applicant will be fined in the form of a fee set by the local authority in accordance with the First Schedule (17) of UKBS 1984. The applicant will be issued a receipt when paying the fine.

The local authority will review the reviews of the technical agencies submitted and if it is complete, then the local authority will update the reviews and prepare a working paper to be brought to the Planning and Building Division Technical Committee Meeting. If the application does not meet the conditions, the local authority will inform the applicant to make a correction.



**Figure 5.0 :** *Process Chart of Building Plan Approval at Taiping Municipal Council*



### 3.3 Document Required For Application Building Plan Approval

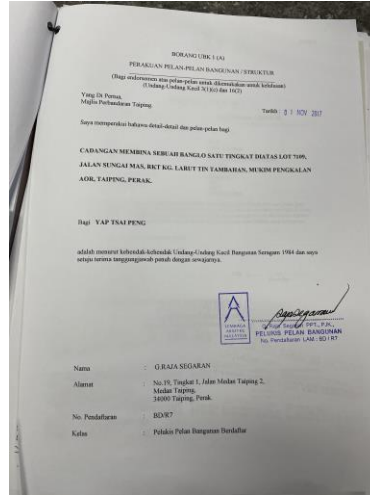
No.	Terms and Conditions																					
<p data-bbox="207 352 240 384"><b>A.</b></p> <p data-bbox="277 352 472 384"><b>DOCUMENT</b></p> <p data-bbox="277 415 1422 594">                     Official Application Letter From PSP/SP.  <i>This application letter contains a list of documents required to obtain building plan approval and must be signed by the architect or consultant before making submission to the Building Department. This letter can be found on the website (<a href="https://osc3plus.kpkt.gov.my/">https://osc3plus.kpkt.gov.my/</a>).</i> </p> <div data-bbox="440 636 841 1203"> </div> <p data-bbox="394 1234 427 1251">NOTA</p> <p data-bbox="565 1251 727 1272">K : 7/10/16</p> <div data-bbox="402 1339 813 1451"> <table border="1"> <thead> <tr> <th>DIKIRI DISEMAK OLEH</th> <th>MAKLUMAT PSP/SP</th> </tr> </thead> <tbody> <tr> <td rowspan="4"> </td> <td>NAMA: G. RAJA SEGARAN PPT, PJK</td> </tr> <tr> <td>ALAMAT: NO. 15, TINGKAT 1, JALAN MEGANI TARIQ 2, MEGANI TARIQ, 34000 TAPIS, PERAK</td> </tr> <tr> <td>NO TELEFON: 05-8806642 FAX: 05-8806644</td> </tr> <tr> <td>EMAIL ADDRESS: g.psb@19@yahoo.co.uk</td> </tr> </tbody> </table> </div> <div data-bbox="440 1472 808 1766"> <table border="1"> <thead> <tr> <th>Bil.</th> <th>Syarat-syarat</th> <th>Catatan</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Senarai Perincian Dalam Bahas Malaysia</td> <td></td> </tr> <tr> <td>2.</td> <td>Pelan pelan ialah dijilid satu A4</td> <td></td> </tr> <tr> <td>3.</td> <td>Pelan Bangunan lengkap perlu mengandungi perkara-perkara berikut:                     <ul style="list-style-type: none"> <li>a) Peringkat Utama, lebih dari skala yang berminat;</li> <li>b) Pelan Tapak adalah mengikut skala 1:100 hingga 1:1000 atau setara mengikut skala yang berminat dengan kelulusan tapak;</li> <li>c) Pelan Kanci adalah mengikut skala 1:20,000 mengikut kawasan dalam lingkungan 5 kilometer dari perimeter yang ditunjukkan;</li> <li>d) Pelan Lantai adalah mengikut skala 1:1000 dengan menunjukkan nombor syid dan nombor lot lot bersebelahan;</li> <li>e) Pelan Bangunan adalah mengikut skala seperti Seksyen 9(1), UKBS 1984;</li> <li>f) Semua ukuran dalam Pelan hendaklah dalam ukuran metric;</li> <li>g) Pendalaman tanah dan kawasan penarik, nama tanah, perincian dan Nombor Pendaftaran (kakuk/ jarcater) pelan hendaklah;</li> <li>h) Ruang tapak Lembangan dan No. Iklan;</li> <li>i) Tajuk rangkapan projek hendaklah dititikan unit Rancangan, Bangunan, bilangan unit, bilangan tingkat, No. Lot/TP/No. Seksyen, Makam, Bendah, Jajaran atau Nama Pemilik Bangunan.</li> </ul>                     Catatan: Cadangan Skala Perincian dan Perincian Yang Mengandungi 24 Unit Rumah Type 2 Tingkat, 12 Unit Rumah Berkembar 2 Tingkat, 5 Unit Rumah Bersebelahan 2 Tingkat dan 10 Unit Kedai/Pavilion 3 Tingkat Di Atas Lot 1234, Mukim, Assam Kuning, Daerah Larut dan Matang, Perak Darul Ridzuan untuk Transit AEC 566, BMS.                 </td> <td></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>j) Disediakan ruang kosong di perimeter atau forum iklan pada setiap pelan berdasarkan 100mm x 100mm secara berkala-kelajuan.</li> <li>k) Pelan-pelan telah diwarankan mengikut "Colouring For Architectural Drawing".</li> </ul> </td> <td></td> </tr> </tbody> </table> </div>	DIKIRI DISEMAK OLEH	MAKLUMAT PSP/SP		NAMA: G. 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BIL.	SYARAT-SYARAT DAN KEPERLUAN	DISEMAK OLEH PERMOHON (Tanda/(-))	KEGUNAAN PERBATAS
6	Sijil Pendaftaran daripada Lembaga Profesional pemohon yang terbitan (diij) permohonan kali pertama (atau semula).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Garah Tapak setinggi yang menunjukkan kedudukan tapak dan kawasan sekitar dengan bilangan Digital (atau setip).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Senarai Perincian Pelan Bangunan yang ditandatangani Perancang Bersekutu, pemilik & pemaju berdaftar di atas setiap halaman pelan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Pelarik Nama dan Alamat Peringkat, Pelarik Nama dan Alamat Persekitaran dan Pelarik Tajuk Cadangan Yang Lengkap (jika Lapuasan 1/3).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Pelan pelan skematik yang perlu dikemukakan bersama-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	Pelan Kambak Tanah (Sila rujuk senarai untuk KIKG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	CD (jika Digital) Pelan Cadangan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	Pelan pelan skematik yang perlu dikemukakan bersama-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	Seta (1) silakan Pelan Pemohon yang telah diijil dipaparkan oleh Jabatan Perancangan Pembangunan Bandar, MPT.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	1/20000 pelan amalan metrik silakan diijilkan dalam bentuk CD yang mengandungi Pelan Perincian dalam bentuk CAD Year R14 @ 2002 ke Jabatan Perancangan Pembangunan Bandar, MPT untuk tujuan menyedekahkan perincian dan perincian terdahulu, sebelum memulakan Pelan Bangunan ke Bahagian Pagar Semampu.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Bil.	Senarai Pemajuan Yang Diberi Pengecualian Kebenaran Merancang	Catatan
1.	Perindian, Perobahan, Perindian Semula Atau Pengubahsuaian satu unit rumah kediaman sesebuah dengan ciri-ciri berikut:- <ul style="list-style-type: none"> <li>a. Telah mendapat kebenaran merancang di peringkat pelan sunatun/ pelan induk atau terlekat di kawasan yang diizinkan sebagai kawasan perumahan dalam rancangan sunatun; dan</li> <li>b. Tidak melibatkan kawasan semuloh atau sekitar dalam suatu rancangan pemajuan.</li> </ul>	
2.	Perindian, Perobahan, Perindian Semula Atau Pengubahsuaian satu unit bangunan industri ringkas sesebuah dengan ciri-ciri berikut:- <ul style="list-style-type: none"> <li>a. Industri ringkas yang mengikut klasifikasi Jabatan Alam Sekitar (JAS);</li> <li>b. Telah mendapat kebenaran merancang di peringkat pelan sunatun/ pelan induk; dan</li> <li>c. Kawasan tersebut telah mempunyai kemudahan infrastruktur yang lengkap.</li> </ul>	
3.	Perindian, Perobahan, Perindian Semula Atau Pengubahsuaian suatu bangunan harta bersama dalam kawasan perumahan strata di atas mana-mana tanah yang baginya kebenaran merancang telah diberikan.	
4.	Pengubahsuaian untuk memulakan dan memulauk penuh fasa bangunan, tidak termasuk kawasan yang dititikan sebagai kawasan warisan dalam rancangan sunatun.	
5.	Perindian, Perobahan, Perindian Semula Atau Pengubahsuaian Unit-unit seperti Perancang Muka Utama (PMU), Perancang Persekitaran Utama (PPU), Substansian Utama (SSU), Perancang Elektrik (PE), "Perancangan Telecommunications Exchange" dan Laji Rawatan Kumbahan (STP), di atas mana-mana tanah yang baginya kebenaran merancang telah diberikan di peringkat pelan sunatun atau pelan induk terlekat.	

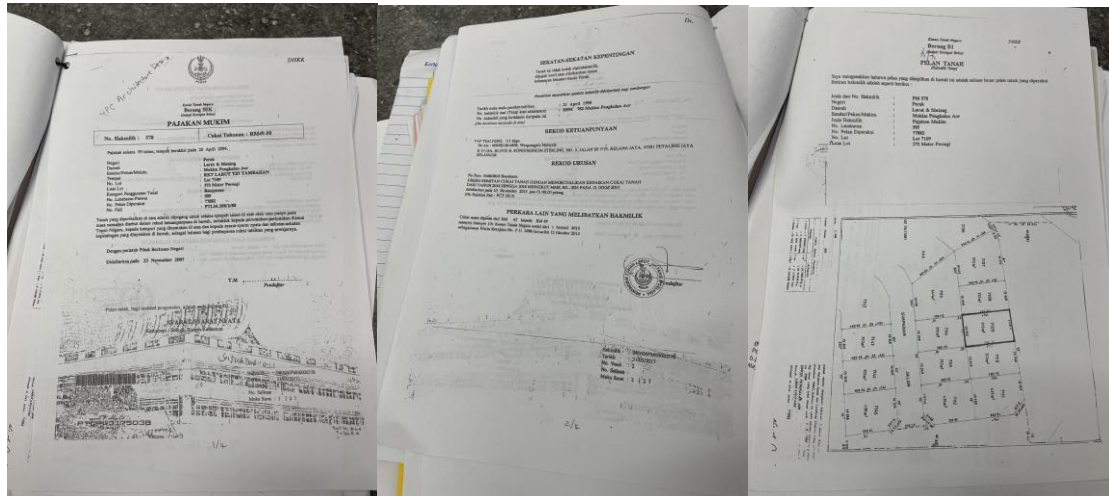
2. Form A - Certificate from Consultant (as Second Schedule of UKBS 1984).

The Form A is a certificate confirming that the project is certified true and taking full responsibility for the project.



Copy of Temporary Title Letter/Grant/Power of Attorney/Sale and Purchase Agreement Letter that has been certified.  
 Copies of land grants and land plans must be clear to facilitate the process of reviewing construction documents and sites.

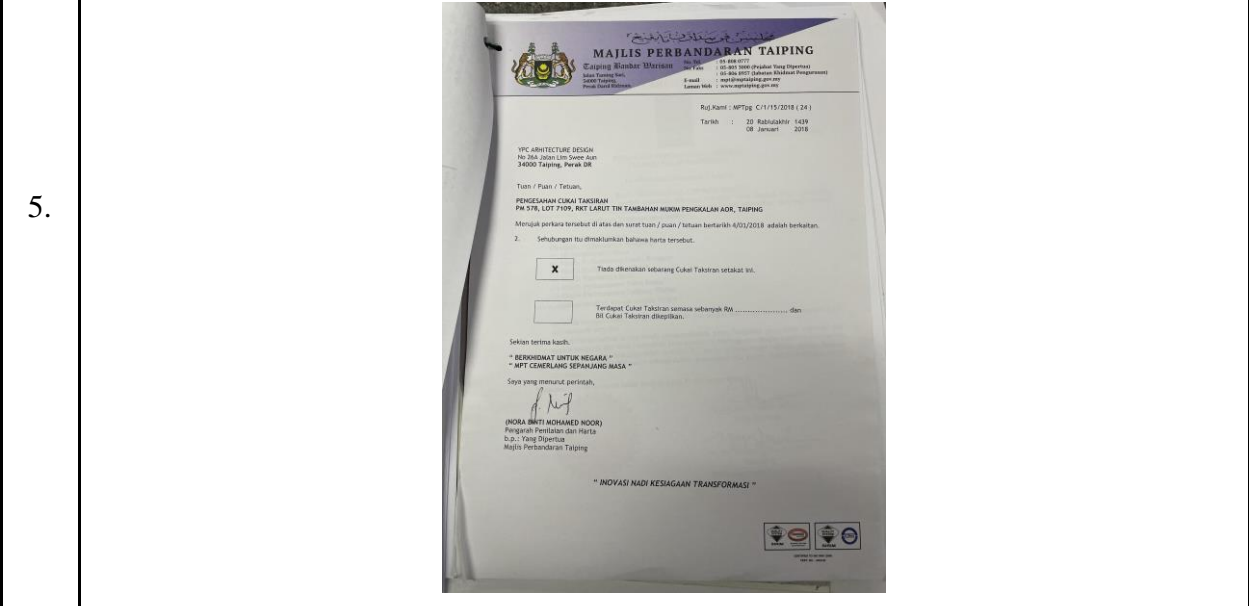
3.



Company Registration Document - Copy of Form 49 (if the owner/developer is a registered company).  
 The Company Registration Document must be legally issued by the Board of Architects of Malaysia (LAM) and signed by the President of the Board. Company Registration Document must also be valid and has not yet reached its expiration date.



Latest assessment tax payment receipt (current year)/ Confirmation of No Assessment Tax Arrears from the Valuation Department, Taiping Municipal Council.  
*If the Property can be valued / not taxed, the matter must be confirmed by the Valuation Department, Taiping Municipal Council.*

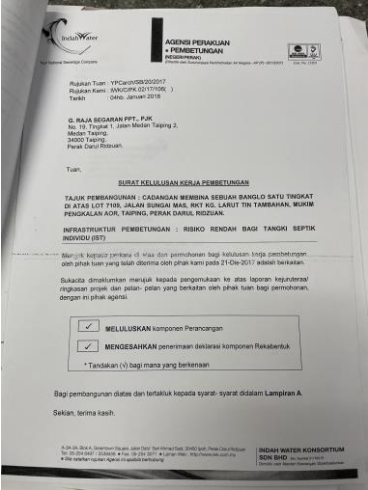


6. Certificate of Registration from the Professional Board of the latest applicant (for the first time application of the current year).

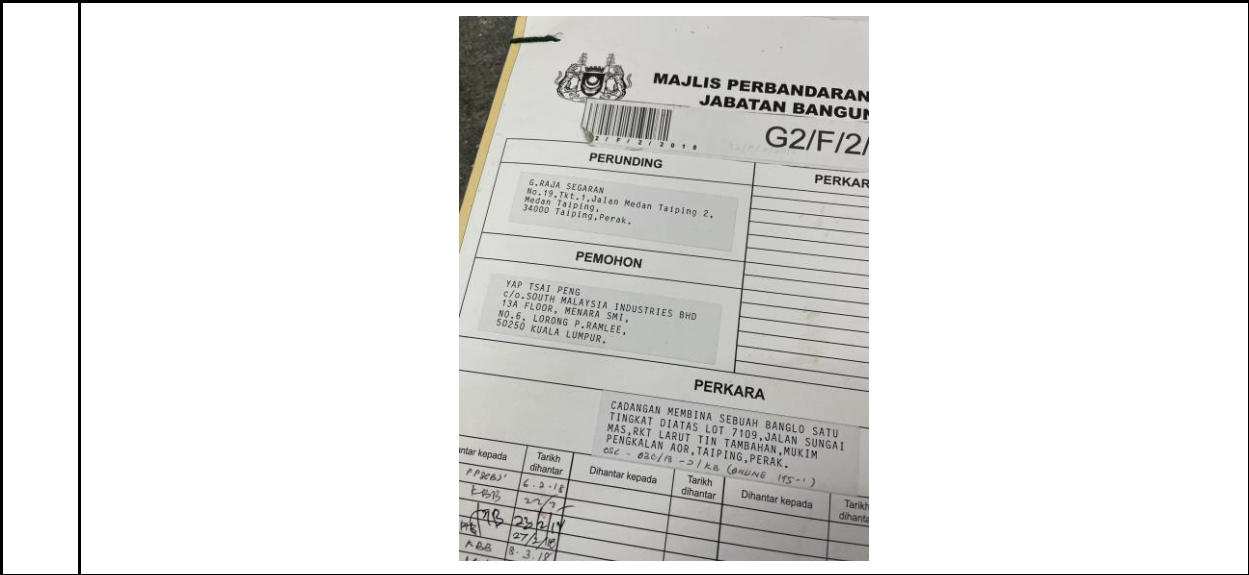
7. Current Site Image showing site condition and surrounding area with Softcopy.  
*The purpose of requesting site image is to make it easier for officers to see the project site without having to go to the site.*




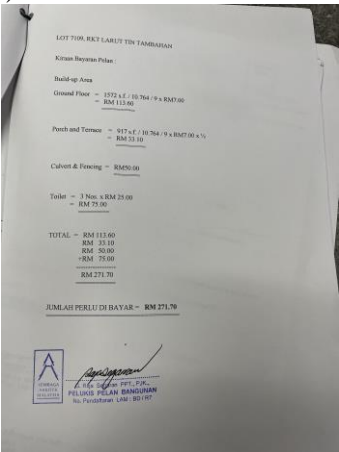

8. Consultant's Certificate for compliance with the conditions and requirements of IWK, SKMM and JPS (if applicable).  
*Sewerage Work Approval Letter issued to approve the Planning component and Confirm receipt of the design component declaration.*



9. Consultant Name and Address Sticker, Applicant Name and Address Sticker and Complete Proposal Title Sticker.



<b>B.</b>	<b>PLAN</b>
1.	<p><b>Seven (7) copies of the Building Plan</b> signed by the Certified Consultant, owner &amp; developer registered on each plan sheet.</p> <p>All drawings to have the following:</p> <p><b>(a) Submitting Person -</b></p> <ul style="list-style-type: none"> <li>(i) signature (to be original on the prints)</li> <li>(ii) signature is the same as the specimen signature with Lembaga Arkitek Malaysia/ Lembaga Jurutera Malaysia</li> <li>(iii) full name</li> <li>(iv) full address</li> <li>(v) LAM/LJM registration no. and stamp</li> </ul> <p><b>(b) OWNER(S) / AGENT(S) -</b></p> <ul style="list-style-type: none"> <li>(i) signature(s)</li> <li>(ii) full name(s)</li> <li>(iii) full address</li> <li>(iv) company stamp</li> </ul>
2.	CD (Digital copy) of the Proposed Plan. (CAD Version R14 @ 2000).
3.	Support plans that need to be submitted together:- 3.1 Reinforced Concrete Plan*
4.	One (1) copy of the Hermitage Plan that has been certified/certified by the Town Development Planning Department, Taiping Municipal Council. <i>(PSP/SP must submit a softcopy in the form of a CD containing the Settlement Plan in CAD format Version R14 @ 2000 to the Town Development Planning Department, Taiping</i>

	<p>Municipal Council for the purpose of obtaining confirmation and certification before submitting the Building Plan to the One Stop Center Division).</p>
<p><b>C. PLAN PAYMENT</b></p>	
<p>1.</p>	<p>Payment Form G 01A must be completed.</p> 
<p>2.</p>	<p>Calculation of plan payment according to the First Schedule of UKBS 1984 certified/signed by PSP(A4 size).</p> 
<p>3.</p>	<p>Copy of Payment Receipt.</p> 

**Table 2.0 : Document Required For Application Building Plan Approval**

### **3.4 Building Plan Approval Conditions**

- Plans must be submitted by a consultant, ie an architect or engineer registered with the respective board and the local authority itself.
- A copy of the certificate and registration number of the architect or engineer with the relevant board and local authority must be attached.
- Building plans must be submitted in 4 copies consisting of linen paper and plain paper copies.
- Plans must be submitted using the completed Special Form.
- A copy of a valid land title deed must be attached.
- Building structure plans and construction plans must be submitted in one copy before construction work is carried out.
- All plans submitted to the local authority must have a title and be colored with the standard color that has been set.
- The site plan and a copy of the temporary register must also be attached along with the application form.
- All plans submitted for the approval process must be signed by a registered architect or building planner as well as by the landowners involved.

### 3.5 Building Plan Approval Letter

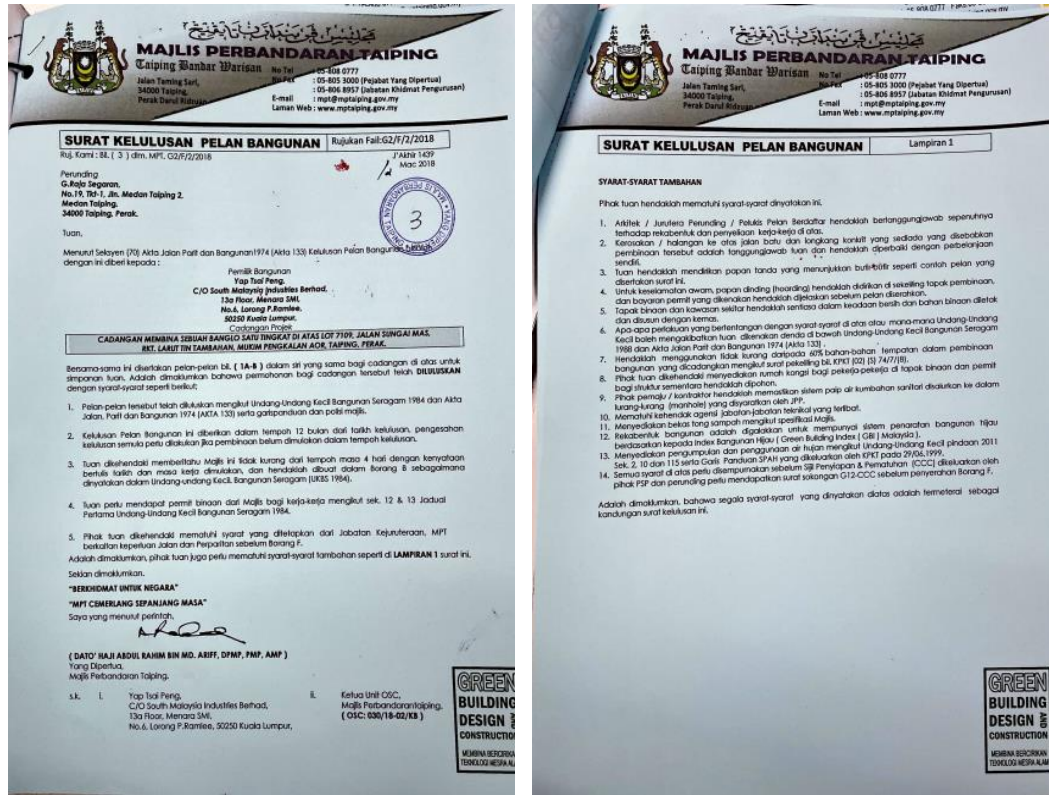


Figure 6.0 : Building Plan Approval Letter

When all the documents submitted have been checked, the building division will issue a building plan approval letter. Building Plan Approval Letter will be issued when the plan and documents have been reviewed and signed by the President of Taiping Municipal Council. This letter indicates that the plan submitted has been approved and the construction or renovation work is eligible to receive a building materials permit or small work permit. Each set of plan sheets submitted will be attached once with this letter. This is to make it easier for the consultant/owner and local authorities to determine whether the plan has been approved or not. Each plan submitted must have 7 sets of copies and this means this letter of approval also has 7 sets of copies.



### **3.6 Permit**

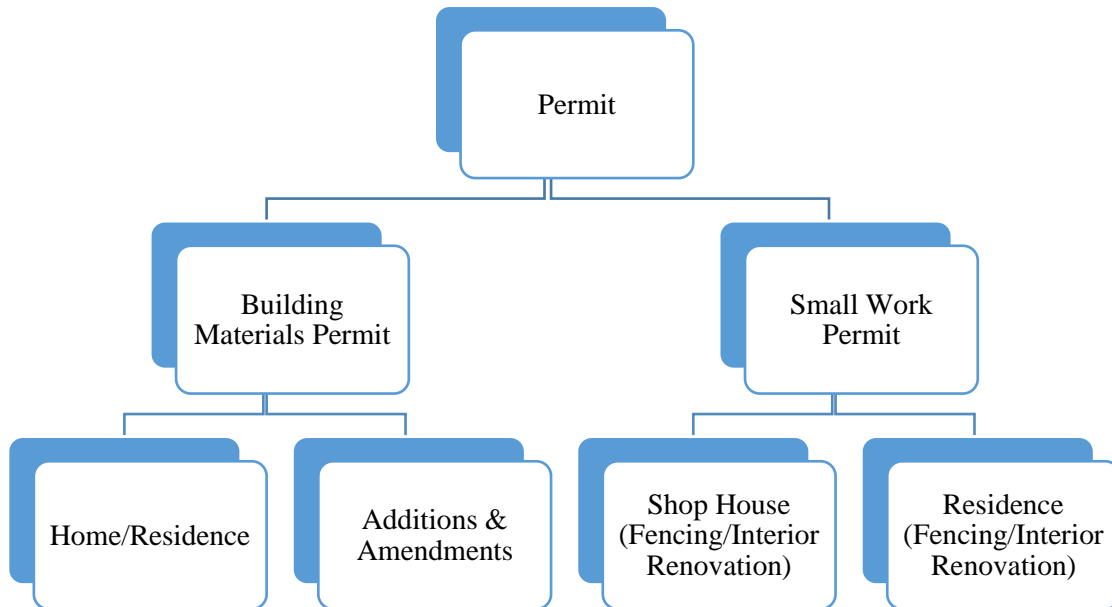
After obtaining approval from the Taiping Municipal Council, a permit will be issued to indicate that the project has received approval and permission to begin construction. Project owners or contractors will be encouraged to purchase banner to be hung at the entrance of the project area.

A building permit is an official government approval that authorises you or your contractor to start working on a construction or remodelling project on your property. Its purpose is to guarantee that the project's plans conform with local land use, zoning, and construction regulations. These guidelines are designed to protect present and future owners and tenants, as well as to enforce zoning and land-use rules.

At various stages of development, every project requires approval from various authorities. Before beginning building work on site, a developer must first seek Building Plan or Temporary Building Permit permits under the Uniform Building By-Laws of the Street, Drainage and Building Act 1974 (Act 133). These submissions ensure that the structures adhere to the applicable construction codes and regulations, ensuring a safe and healthy living environment. The permissions are so important that anyone who starts working on a project without first getting a Building Plan or Temporary Building Permit is breaking the law.

Before any construction and renovation work is done, the contractor or building owner is required to meet with officers in the Building Department to obtain advice related to the building plan approval application procedure for the work to be done. Issuance of Building Permit, Work Permit and Minor Work Permit by the Local Authority on the sketch plan submitted as giving permission to carry out the work applied for. Taiping Municipal Council will approve the application and issue a permit if the work to be done does not violate the law and the documents submitted are complete.

### 3.6.1 Types of Permit And Price of Permit



**Figure 7.0 : Types of Permit**

<b>Building Materials Permit</b>	<b>Price (RM)</b>
Home/Residence	350
Additions & Amendments	100

**Table 3.0 : Building Materials Permit Price**

<b>Small Work Permit</b>	<b>Price (RM)</b>
Shop House (Fencing/Interior Renovation)	350
Residence (Fencing/Interior Renovation)	100

**Table 3.1 : Small Work Permit Price**

### 3.6.2 Why A Building Permit Very Important?

A Building Permit is a written approval from a city or county to build a project. Most construction or renovation projects require work safety and compliance with building, building and zoning codes.

The process is tedious, but better than looking into the city if you need a permit but find you don't. The city may give you a permit and force you to double or triple the permit fee. You can also finish a project or ask to remove a job for example, remove a wall and see what's behind it. If this is a question of whether the work has been done according to the code that needs to be done.

The worst case is when this happens when you are trying to sell a home and such problems often become apparent. Unauthorized construction can reduce the value of your home and you may need to adjust it to comply with the rules as a condition of sale.

### 3.6.3 Project That Required A Permit

<b>Building Materials Permit</b>	<b>Small Work Permit</b>
<ul style="list-style-type: none"><li>● Build a new home/residence</li></ul>	<ul style="list-style-type: none"><li>● Fencing</li><li>● Interior Renovation</li><li>● Plumbing and Electrical</li><li>● Add Awning</li><li>● Extend Kitchen</li></ul>

**Table 3.2 : Project That Required A Permit**

### 3.6.4 Renovation That Do Not Require A Permit

Projects that don't usually need a permit include:

- Painting or wallpapering
- Installing hardwood floors or carpeting
- Minor electrical repairs that don't involve adding new or moving existing service
- Installing new countertops
- Replacing a faucet

## **CHAPTER 4.0**

### **CONCLUSION**

In conclusion, every local authorities will have their own terms and conditions for Building Plan Submission. To avoid confusion, it is advised to first consult with the Professional Architect for further information before any submission.

Every project must have approval from local authorities. This to make sure that the project follow terms and conditions that have been set by the local authorities. The project without approval or permit can sued or subject to court action.

If a building or a part of a building fails, either on time its construction or after it is completed, or if there is any failure in connection with an earthwork or a part of any earthwork, whether at the time the course of the earthwork or after it is completed, and the failure is due to any one or more of the following factors, the building or part of the building or the earthwork or part of the work the land was improperly constructed or in the absence of proper current supervision its construction, the building or part of the building or the earthwork or part of the work the land was misdesigned or miscalculated or misused. Person responsible for misconstruction or lack of proper supervision, the design or miscalculation or that abuse may on conviction be fined not exceeding five hundred thousand ringgit or imprisonment for a term not exceeding ten years or both.(Roads, Drains and Buildings (Amendment) Act 1994 [Act A903]).

## REFERENCES

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IPM. (2019). *Building Plan vs Temporary Building Permit*. [online] Available at: <https://ipm.my/building-plan-vs-temporary-building-permit/> [Accessed 24 Nov. 2021].

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