



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

**BUILDING PLAN APPROVAL PROCESS AT MAJLIS
PERBANDARAN TAIPING**

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UNIVERSITI TEKNOLOGI MARA
(PERAK)

JANUARY 2022

It is recommended that the report of this practical training provided

By

Nursyazlia binti Ahmad Fauzi

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entitled

Building Plan Approval Process at Majlis Perbandaran Taiping

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

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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 Perbandaran Taiping 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.

.....

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UiTM ID No : 2019280474

Date : 28 September 2021

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Alhamdullillah, praise to Allah, the Most Merciful, the Most Graceful

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Last but not least, a special thanks to my beloved and powerful parents for the sacrifices and times over the years.

Thank you so much.

ABSTRACT

Building plan approval is an important thing to do before the construction projects either a small or a big project can be started. Therefore, this report will discuss about the building approval process for the building based on Undang-Undang Kecil 18 (UUK18) which sketch plan for small construction, building renovation and small addition to the building will be presented as a plan replacement which have been approved by Majlis Perbandaran Taiping. The objective of this report is to determine the process of building plan approval and also the uses and types of the approval according to the building plan presented by the Principal Submitting Person (PSP). There is a price for each approval depends on the building construction types. After the plan have been approved, an approval letter will be issued so that the building can have its own authorization. This report will show how important the approval process in order to carry out the construction work and without this approval, the work cannot be done unless the permission was given by the municipal through this process.

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CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

Building approval is an official document which will give someone the authorization to do something legally. It is a written approval by a private or municipal building surveyor which allows a building work to be undertaken according to the relevant documents and specifications, and most importantly with an approved building plans (Planning and Building Permits, 2021). In other words, it is an authorization given by the designated government agency to proceed with the construction, alteration or reconfiguration of a specific structure of the buildings. Besides, the municipal council is responsible to provide services and amenities to the public or residents according to the 1976 Local Government Act (Act 171) and also hold the responsibility over Development Plan and Community Service Plan.

The issuance of approval by the local authority acts as the development control authority to carry out the development in accordance with the rules and conditions which will determine the specific alignment of the building such as the width and level of the road and back lane, suitability or plot ratio of the proposed building and provision of proposed land use and sewerage as well as other necessary facilities and conditions. This building plan approval is a prime task and role of any local council, meaning that this control acts as one part of the total building control system. Besides, this control is introduced to ensure the structures are constructed on a safe and suitable location, habitable places for dwelling and working and most importantly this control is in accordance to the building by-law.

Building approval is an important step to do in order to ensure the construction work will be done on time besides can ensure the safety of the public (Gasset, 2021). It is also important to avoid any imprecise construction or false equipment installation when the construction works is being carried out on the site. In this report, the building

approval process will be highlighted in order to fulfil the study requirement. Even though there are building control service provided by an approved inspectors, most of the applicants will choose local authority building control service to get the permission for the construction process or building plan approval.

Building approval process is also known as a process to start or begin a construction works for any types of buildings. It can also be defined as a permission to start the works with legal documents that will be issued by Majlis Perbandaran Taiping. The applicant will receive the decision regarding the building plans that are already submitted within five weeks or two month for maximum (Emma, 2020). Applicants will receive notice of approval or they will have come to the municipal to have an appointment with the local authority to provide further information regarding the building amendments or renovations. After done all these steps, the local authority building control will carry out an inspection of the building before the approval of completion certificate can be issued.

1.2 Objectives

- i) To determine the building plan approval process.
- ii) To identify the documents required for building plan approval.
- iii) To investigate the building approval process fee and permits.

1.3 Scope of Study

The building approval process is being carried out at the office which is located at Building Department in Majlis Perbandaran Taiping, Daerah Larut dan Matang, Perak. The study is focuses on building approval process for a building construction after all the documents needed and plans have been approved by the municipal officer to start the project. For example, the client who will deal with the municipal have to prepare the documents as required so the building approval can be issued instantly. The construction works can be started once they paid the amount as much as stated in the approval document.

This study will go through many process starting from the application at One Stop Centre (OSC) before being delivered to the building department. In this department, all the process until building plan approval letter will be done and issued from this department.

1.4 Methods of Study

There are three methods of study that are used to obtain the data and information for this report which are observation method, interview method and documents review. These methods are very important in order to write this report completely and in an orderly way from the first process of plan approval until the completed certification can be issued. The sources of these three methods can be obtained in the department of building at Majlis Perbandaran Taiping.

i. Observation method

The observation method for this report can easily be done at Building Department since this department has a lot of information including the procedure, process and requirement for the case study. This method is really important as it can enhance the ability of student to understand more about the case study. Apart from that, student can write down some notes during the observation and can make a good explanation in the report about the details of the case study.

ii. Interview method

The second method used for this report is interview method. This method can be done to gather more information regarding this report. The supervisor at Building Department is interviewed by student which can be done in the office to obtain accurate data and information before the report writing can be started. Besides, an interview session with consultant or engineer who are experts in this field can also be any of help with the details and data given to finish the report.

iii. Documents review

Student referred to the registered file project named as G2/F/8/2018 which already complete and the certificate of complete and compliance is already issued by the municipal. This project is about to proposed one storey of

house located at Larut Tin Tambahan, Lot 7109 including the process and documents required for the plan approval process. Most of the information of this case study are obtained from this file project.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

Taiping is known as a city that has a lot of histories which can be discovered on websites, newspaper and also television. It is one of the oldest city in Malaysia which become the most visited place of tourism for its historical stories and buildings. Taiping is defined as ‘peace’ or ‘eternal peace’ in Mandarin. In Taiping, there is a well-known conflict between two tribes of Chinese gang who are Chee Hin and Hai San. Both of them are so eager to take over most of the mining activities area until Taiping become the new name of Klian Pauh from their conflict. Taiping was chosen as the new name of the city after getting a consensus from the reconciliation of the incident.

White people have so much interest in Taiping which made them develop this city since Taiping produced a lot of tin mining which surely will benefit them. The town’s mining industries continue to thrive and bring a lot of accommodation to Taiping City. In 1880, the Perak capital was changed from Bandar Baru to Taiping after J.W.W. Birch was killed by Dato Maharaja Lela. However, the capital of Perak was changed to Ipoh because it was located at the center of Perak in 1973. The most interesting part of Taiping is, the first railway station in Malaysia was established which connect Taiping and Port Weld. Despite having too many histories, Taiping still maintain its treasures and sign of invasion which can be seen through the buildings until now.



Figure 2.1 : Perak State in Malaysia

In 1874, the health board was established to manage Taiping city until Majlis Perbandaran Taiping (MPT) become the whole board to conduct the sustainability of Taiping which was located near the land office. Apart from that, Taiping is put under the reign of Local Authorities or known as PBT. Until today, MPT area has reached 186.46KM square for a realization to the vision and mission of the council. MPT has become an outstanding organization which provides local authorities services and has an incredible power to hold the finance. Majlis Perbandaran Taiping was officially established in 1979 under the Local Government Act 1976 (Act 171).

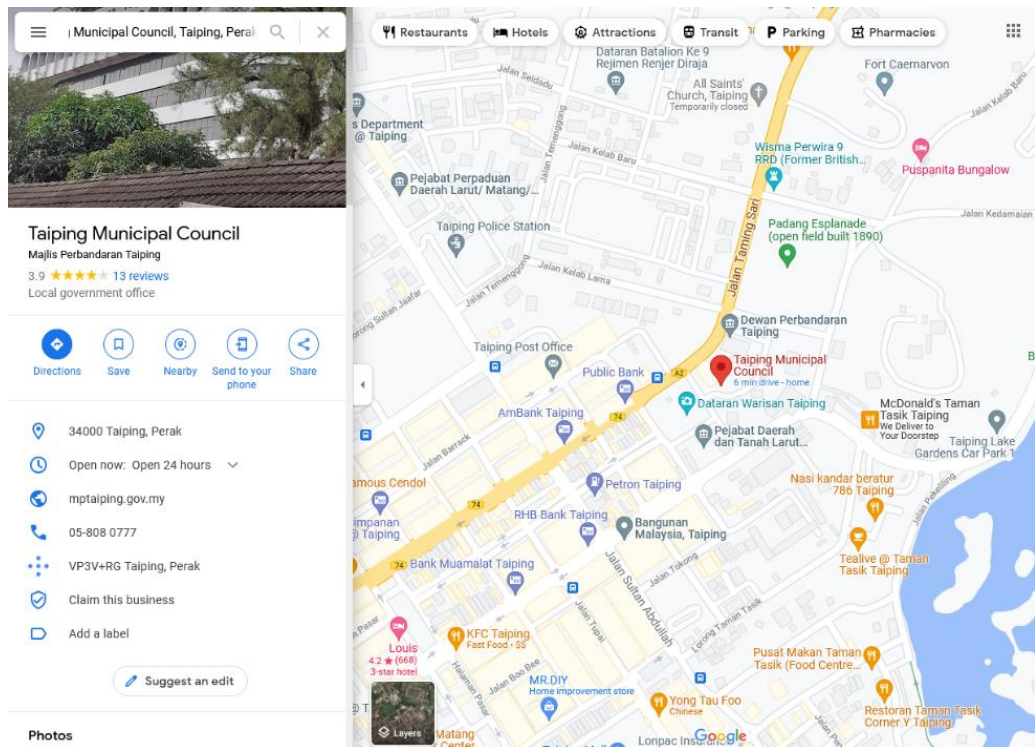


Figure 2.2 : Company Location

Source : MPTaiiping (2021)

2.2 Company Profile

2.2.1 Company History



Figure 2.3: Majlis Perbandaran Taiping Building

On 1 September 1979, Taiping Municipal Council (TMC) was established when the Act 1714, Local Government Act 1976 was written not long before. With the area of 186.46 square km, Taiping Municipal Council consists of eight Local Government Administration Boards. This building is a strategic place to run the business since it is related to public the most.

Development of Taiping Administration :

- i. The establishment of The Sanitary Board (1874)
- ii. The establishment of Township Board through Board Act Chapter 137 (1930)
- iii. Financial Autonomous Municipal Council Establishment (1956)
- iv. Local Authority Administration Board (1977)
- v. Taiping Municipal Council Establishment (1979)

2.2.2 Mission and Vission

i. Mission

Memberikan perkhidmatan perbandaran dan merancang pembangunan dengan tadbir urus yang efektif disamping mengekalkan kelestarian warisan serta keindahan semulajadi.

ii. Vission

Menjadikan Taiping sebagai sebuah bandaraya yang progresif, mampan, selamat dan sejahtera menjelang tahun 2050.

2.3 Company Organisation Chart

This municipal consists a lot of department under the enforcement of Yang Dipertua, who is a chairman of the municipal and followed by the Vice Chairman as shown in the picture below, there are five departments under the coordinator section which is lead by Tuan Hj. Norazlani.

There are eight important departments in the municipal where all the official matters are taking place. Building department is put under the Urban Planning and Development Department together with the landscape department.

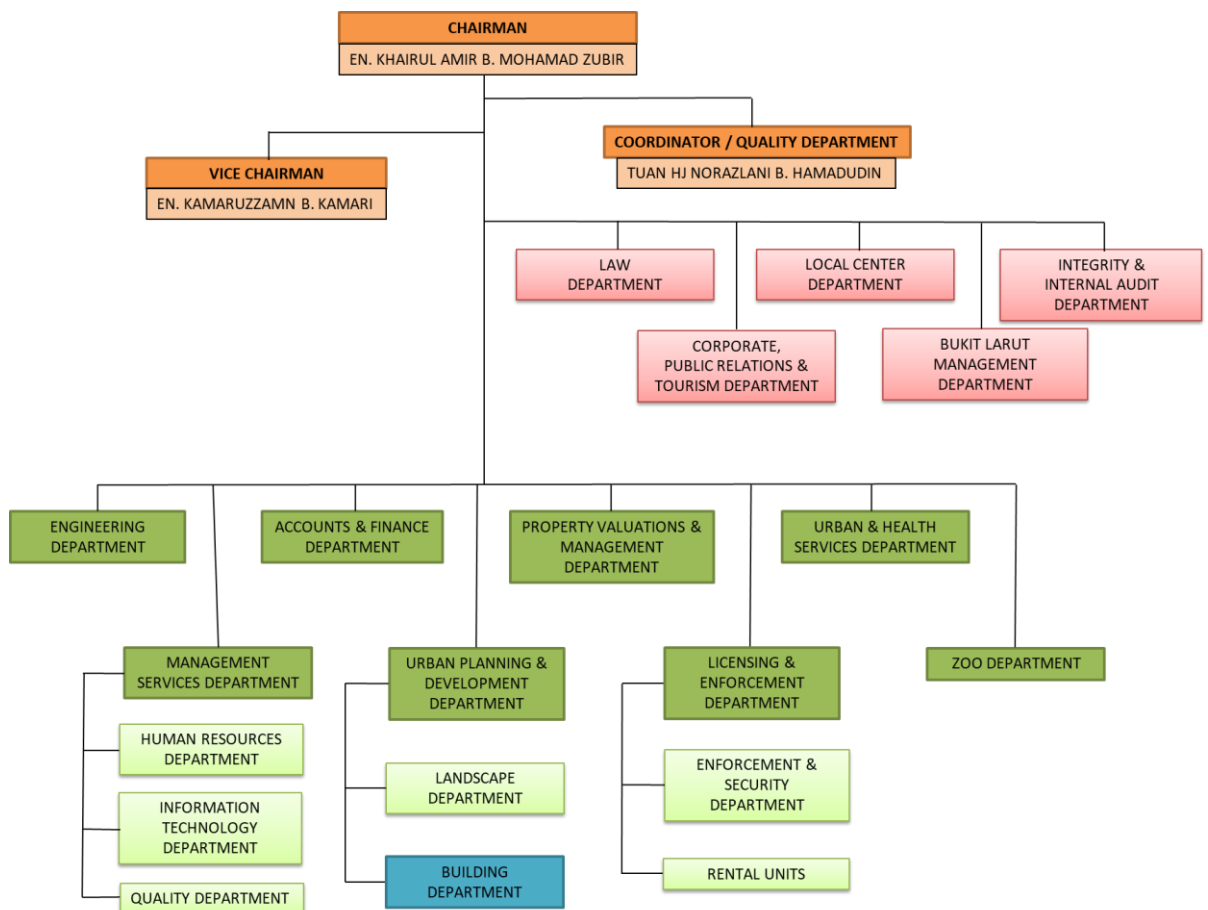


Figure 2.4 : Majlis Perbandaran Taiping Organisation Chart

While for the building department, where the practical training was taking place, the organisation chart is come up with a new group of people to conduct the department. This group consist of nine person in charge for the local authority building control. This department play a big role of building plan approval starting from the application process until the approval letter issuance.

First of all, the building department is divided into two units which are including technical unit and administration unit under the head division, Encik Hisham. And followed by the technical unit which consist of building control and enforcement, and also a digital plan and permit. For administration unit, there are staff who are in charge for application and approval process, finance, and all he data regarding the building approval.

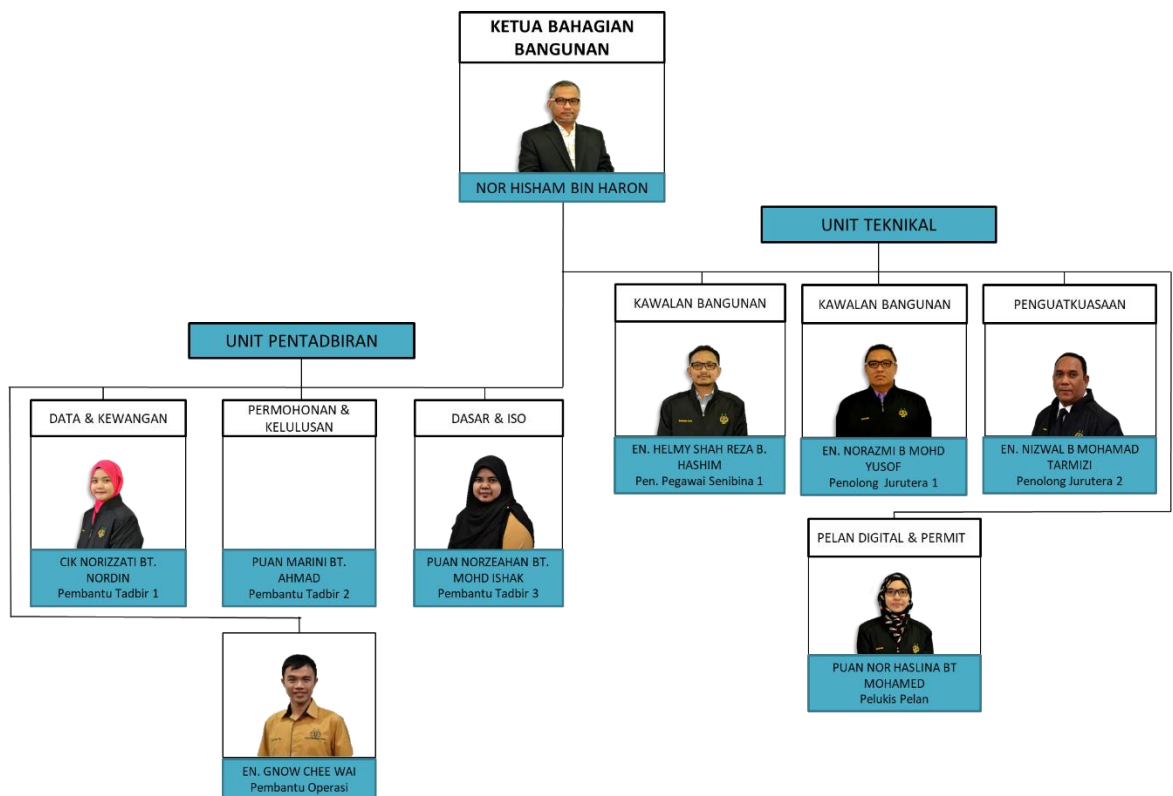


Figure 2.5 : Building Department Organisation Chart

2.4 List of Projects

2.4.1 Completed Projects

Table 2.1: List of completed projects

No .	Project Title	Project Value	Start Date	Completion Date	Project Duration
1	Proposed to build 45 units of 1 storey terrace house	RM6545	23/09/2019	23/09/2021	3 years
2	Proposed to build 16 units of 2 storey bungalow	RM3520	01/08/2011	29/09/2021	8 years
3	Proposed to build 1 storey of bungalow	RM221	13/07/2020	29/09/2021	1 year
4	Demolished and proposed to build a house	RM233	19/02/2019	15/10/2020	1 year
5	Proposed to build 1 unit of house	RM449	10/06/2016	24/08/2020	4 years

Source: Majlis Perbandaran Taiping

2.4.2 Project in Progress

Table 2.2: List of projects in progress

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration
1	Proposed to build and renovate 1 unit of 1 storey bungalow	RM37	22/09/2021	-	-
2	Proposed to build and renovate 1 unit house	RM350	06/08/2021	-	-
3	Proposed to build 1 unit of terrace house	RM350	29/03/2021	-	-
4	Proposed to demolish and build 1 unit of house	RM233	19/02/2019	-	-
5	Proposed to build 28 units of 1 storey terrace house	RM4861	26/07/2021	-	-

Source: Majlis Perbandaran Taiping

CHAPTER 3.0

BUILDING APPROVAL PROCESS AT MAJLIS PERBANDARAN TAIPING

3.1 Introduction to Building Approval Process

Building approval process usually taking place at building department in Majlis Perbandaran Taiping. Before any construction works can be done on the site, an application process will be the first step to do by the applicants. This party is required to consult with the local authority to obtain and get more information regarding the plan approval process. For example, applicants need to bring all the documents required so that the process can be completed without any obstruction or delay.

The local authority in charge will give instruction and help especially to the unexperienced applicants about the building sketch plan and permits that will be issued as the next step after the successful application. Most importantly, the documents have to follow all the rules and demand by Majlis Perbandaran Taiping that will be informed during the pre-consultation session within 14 days.

The applications then will be processed by the local authority as soon as the applications made. There will be a process fee and security deposits issued by the local authority such as Building Materials Permit, Small Work Permits and banner fee after the building plan is approved by the local authority. After that, local authority will submit the relevant documents to the technical departments like Tenaga Nasional Berhad, Telekom Malaysia, Internal Local Authority, Sewerage Department, Works Department, Fire Department, Department of Irrigation and Drainage, Department of Civil Aviation and State Water Authority.

The local authority will carry out a site inspection where the construction work is taking place. It is to ensure the site is in a good condition and fulfil all the requirement needed to build a building. Besides, safety at the site is a priority that need

an extra care to prevent any injuries from happening in the future. Building plans usually will be referred to only three departments which is Building Department, Engineering Department, and Fire and Rescue Department. However, this case study will focus on Building Department where most of the process is done there.

3.2 The Process of Building Approval

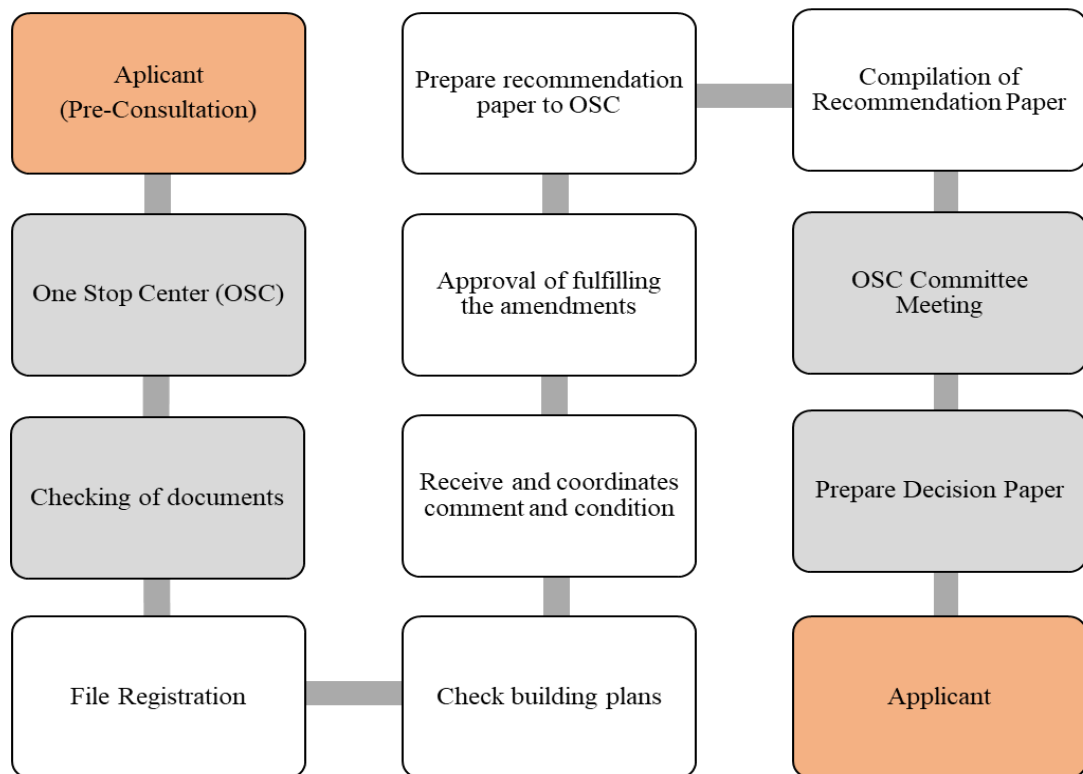


Figure 3.1: Process Chart of Building Approval at Majlis Perbandaran Taiping

3.2.1 Pre-Consultation

When it comes to process, consultation is the most important thing to do and will be the first step that have to be acknowledge by the applicants carefully. The consultation between two parties technically will become an agreement within all the rules and conditions given.

The consultation process usually need one day more even more if the applicants already know the flow. The local authority will suggest few experts consultant to the building owner who will manage the building approval process for them. The consultant will prepare all the documents and building plans as the building owner's representative.

3.2.2 Applicants Deliberation

After that, it is important to ask questions and give an opinion regarding the building approval. For example, after the consultant completed the building plans, the owner can check beforehand whether the plans according to their need or not so that the application can be processed immediately. Applicants will submit the application to the secretariat of One Stop Centre (OSC).

3.2.3 One Stop Centre (OSC)

OSC Plus Online System is an electronic application system for submitting and processing applications for development control. In other words, it is an electronic platform to obtain information regarding the development control. OSC is first introduced in 2007 and the main objective of this system is to enhance the public delivery system to facilitate the development approval. In order to strengthen the effectiveness of this system, it has been upgraded to OSC 3.0 as the latest version of the approval process by external technical agencies and local authorities.

OSC Online is a web-based or an open source application built in accordance with ISO 9001:2001 and ISO 14001:2004 criteria, as well as the usage of Geographical Information System (GIS) technology. OSC Online is a convenient way since it can be done online on the spot and will make the approval process much better and faster. All the data regarding the applications is recorded and kept orderly more even more when there are too many applications. Picture below show the online application system for OSC.

Tarikh Daftar	Tugasan	No Permohonan	Tajuk Permohonan	
18-11-2021	Menunggu Pengesahan Jabatan Memperaku	MPT-PB20211216-003	PELAN BANGUNAN BAGI CADANGAN MEROBOKH DAN MEMBINA SEMULA SEBUAH RUMAH KEDIAMAN 1 - TINGKAT DIATAS PT 7032, R.K.T ULU TUPAI , MUKIM TUPAI , TAIPING , DAERAH LARUT M...	Maklumat Lanjut Ulasan
16-11-2021	Menunggu Pengesahan Jabatan Memperaku	MPT-PB20211208-002	PELAN BANGUNAN BAGI CADANGAN MEMBINA SEBUAH RUMAH KEDIAMAN 1 TINGKAT DI ATAS PT 24951, RTB AIR PUTIH JALAN KAMPUNG DEW, MUKIM ASAM KUMBANG, DAERAH LARUT DAN MATANG...	Maklumat Lanjut Ulasan
16-11-2021	Menunggu Pengesahan Jabatan Memperaku	MPT-PB20211216-004	PELAN BANGUNAN BAGI CADANGAN MEROBOKH DAN MEMBINA SEMULA SEBUAH RUMAH KEDIAMAN 1 - TINGKAT DIATAS LOT 11656, KG. DEW, MUKIM ASAM KUMBANG, TAIPING, DAERAH LARUT DAN ...	Maklumat Lanjut Ulasan
07-10-2021	Menunggu Pengesahan Jabatan Memperaku	MPT-PB20211028-003	PELAN BANGUNAN BAGI CADANGAN MEMBINA SEBUAH RUMAH KEDIAMAN 1 TINGKAT DI ATAS LOT 33231, RKT KAMPUNG PAYA BARU, MUKIM ASAM KUMBANG, DAERAH LARUT DAN MATANG, PERAK D...	Maklumat Lanjut Ulasan

Figure 3.2: OSC Online Application System

Applicants can also save time efficiently without having to go to the centre and go through a hassle process to apply for the building approval. Hence, OSC will process the application after the consultation session is done. In this stage, OSC will check all the documents required either the application is fulfilled the criteria or not. The picture below show the application details transferred from the OSC website into the form.

Jalan Taming Sari, 34000 Taiping,
Perak Darul Ridzuan.
Tel: 05-808 0777 Faks: 05-806 8957

05-808 0777 Faks: 05-806 9139
osc@mp.taiping.gov.my

SLIP PENGESAHAN PENERIMAAN DAN EDARAN PERMOHONAN

No Rujukan OSC : 030/18-02/KB (Online RS-1) TARIKH: 05/02/2018
 Nama Pemohon : YAP TSAI PENG No HP: _____
 Nama Perunding : GRC No HP: 016-9513094 (YAP)

Pemohonan ini telah diterima dan akan diproses dalam tempoh TULUH (7) hari bagi Agensi/ Jabatan Teknikal Luaran dan 14 hari bagi Jabatan Teknikal Luaran sekiranya PERHATIAN sebarang pertanyaan bagi status permohonan ini sebelum tempoh di atas tidak akan dilayan.
 Sekian, terima kasih.
 Pegawai Penerima Permohonan:

JENIS PERMOHONAN
KB02A

Bersama-sama ini disertakan permohonan berikut untuk tindakan pihak yang berkepentingan:

Jabatan Teknikal Dalam : ☐ JPFB ☐ JK ☐ JPM ☐ Bng. Bangunan ☐ Bng. Landskap
 Jabatan Teknikal Luaran : ☐ JPBD ☐ JDTLMS ☐ JKR ☐ JPS ☐ JPM ☐ DCA
☐ LUP ☐ TNB ☐ DAK ☐ SKMM ☐ JMO ☐ LRHP

(salinan jabatan/ agensi teknikal)

TARIKH TERIMA :- 05/02/2018 osc@mp.taiping.gov.my **02A**

UNTUK KEGUNAAN PEJABAT :-

NO. RUJUKAN OSC : 030/18-02/KB (Online RS-1) NO. JBGN : _____
 SERENTAK ☐ BERASINGAN ☒ DISEMAK OLEH : MOHD FAZIL BIN SAMAD
 PENOLONG PUSKUTERA 1 (OSC)
 MAJLIS PERBANDARAN TAIPING

CADANGAN PEMAJUAN : CADANGAN MEMBINA SEBUAH BANGLO SATU TINGKAT DI ATAS LOT 7109, JALAN SUNGAI MAS, RKT LARUT TIN TAMBAHAN, MUKIM PENGKALAN AOR, TAIPING, PERAK.
 UNTUK: YAP TSAI PENG

BIL	SYARAT-SYARAT DAN KEPERLUAN	DISI OLEH PEMOHON Tandakan (/)	KEGUNAAN PEJABAT
A.	DOKUMEN		
1	Surat Permohonan Rasmi dari PSP/SP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Borang A - Perakuan dari Perunding (seperti Jadual Kedua UKBS 1984)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Salinan Surat Hakmilik Sementara/Geran/Power of Attorney/Surat Perjanjian Jual Beli yang telah disahkan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Dokumen Daftar Tubuh Syarikat - Salinan Borang 49 (jika pemilik/pemaju adalah syarikat berdaftar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Resit Bayaran cukai taksiran terkini (tahun semasa) / Pengesahan Tiada Tunggakan Cukai Taksiran daripada Jabatan Penilaian, MPT Jika harta boleh dinilai / tidak dikenakan cukai, perkara tersebut mesti disahkan oleh Jabatan Penilaian, Majlis Perbandaran Taiping.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Termasuk Tambahan dan Pindaan yang melebihi 3000k2 (278m2) dan melebihi 1 setinggi, dan bangunan ada
 #B02A/ PELAN BANGUNAN (PENGECUALIAN KEBENARAN MERANCANG)

06 FEB 2018

Figure 3.3 OSC Form

3.2.4 Building Department

Building department formerly known as Building Section is responsible in administering and the issuance of the Building Plan Approval, Certificate of Fitness for permits and occupation. In other words, this department need to take action of any complaints made regarding the buildings and nuisance related. To ensure that the Building Plan Approval, Temporary Permit and any structure is done in efficient way, it is being processed according to the regulation compliance as stated in Uniform Building By-Law 1984, Building Standard and Regulation by Building Department 1999 and Street, Drainage and Building Act 1974

The objectives of this department including to identify and compile data of building which has more than five storey height with

aged ten years and above for inspection. Next objective is to do the research and development of building control activities in order to improve the existing procedure. Last but not least, it is important to enforce the legislation as stated in the Street, Drainage and Building Act 1974 to any illegal construction, misuse of building and to take action on complaint regarding the construction and buildings.

Building department is the backbone of the municipal as it is well-known with the plan approval process. After OSC has completed checking all the applications and documents, it will be delivered to the building department. The process in the building department is the most important part for the construction process such as amendments and renovation. However, this department is more focusing on building plan approval process. The applications cannot be approved before going through this department monitoring.

3.2.4.1 File Registration

Both technical and administration units in building departments played an important role for a successful building approval. All the applications have to be registered in their specific file according to the districts of the place. For example, places which are located in Asam Kumbang district is classified under the A section, while places in Taiping district is put under the D section. It is important to make sure that the file is in the exact place and arranged orderly in the system.

The picture below shown the file registration system called E-Smat System in Majlis Perbandaran Taiping. This system is very accurate and bar code is used on each files to obtain the information of the project in a short time. Drawing plans checking will also be done in the building department. The department have to make sure all the plans is complete and sufficient enough for the next process.

FAIL

No Fail Senaraikan >>

No Fail	Nama Syarikat / Pemilik	Nama Konsultan	Cadangan	No. No. PT/Lot/Plot
G2/B/8/2021	MOHD NURUL IMAN BIN MOHAMAD NOOR & NOR ASIAH BINTI CHE NOH NO. 2A, TAMAN DATO SERI RAZAK, JALAN KAMUNTING LAMA, 34000 TAIPING PERAK	G. RAJA SEGARAN BD/R7	CADANGAN MEMBINA SEBUAH RUMAH KEDIAMAN 1 TINGKAT DIATAS LOT 4209, LORONG TIGA, KAMPUNG PINANG, MUKIM ASAM KUMBANG, DAERAH LARUT DAN MATANG, PRAK DARUL RIDZUAN	4209

Fail Daripada	Fail Kepada	Tarikh Kepada	Fail Status
PENJ(B)1	KBB	10-DEC-21	PROSES
PT(B)3	KBB	15-DEC-21	TT YDP

CADANGAN		JENIS BANGUNAN	
Jenis Fail	: ISO-LULUS	Kategori	: [G2] KEDIAMAN SESEBUAH
Cadangan	: CADANGAN MEMBINA SEBUAH RUMAH KEDIAMAN 1 TINGKAT DIATAS LOT 4209, LORONG TIGA, KAMPUNG PINANG, MUKIM ASAM KUMBANG, DAERAH LARUT DAN MATANG, PRAK DARUL RIDZUAN	Bil	: 1
No PT/Lot/Plot	: 4209	Jenis	: SESEBUAH
Konsultan	: G. RAJA SEGARAN BD/R7	Bil Unit	: 1
Alamat Konsultan	: NO: 19, TINGKAT 1, JALAN MEDAN TAIPING 2, MEDAN TAIPING, 34000 TAIPING.		
Nota / Catatan			

PEMILIK		TARIKH-TARIKH		BAYARAN	
Nama Pemilik	: MOHD NURUL IMAN BIN MOHAMAD NOOR & NOR ASIAH BINTI CHE NOH	Kemuka Pelan	: 26-11-2021	Cagaran	: RM 0
Alamat	: NO. 2A, TAMAN DATO SERI RAZAK, JALAN KAMUNTING LAMA, 34000 TAIPING PERAK	Bayaran Pelan	: 26-11-2021	W.Pem	: RM 0
Hal Berkaitan		Lulus Pelan		B.Pin	: RM 350
		Tarikh Kirim		Lain-Lain	: RM 0
				Jumlah	: RM 350

PINDAAN (Tiada Pindaan)	BAYARAN TBL (Tiada TBL)

Figure 3.4: File Registration System

3.2.4.2 Compiled and Coordinates Recommendation Paper

All the recommendation paper issued by the relevant department such as Land Office, Department of Town Planning, Department of Building, Department of Engineering and Technical Department will be compiled and put under the same registered file. By doing this, it will be less trouble to go through all the documents which is done by the authorized officer at the municipal.

Before recommendation paper can be issued, all the comments and conditions related to the building will be received and coordinated including the approval of amendments which will be prepared by the building department officer. This way can ensure the safety and the rules of construction can be fully complied by the developer.

3.2.5 OSC Committee Meeting

All the amendments and renovation of the buildings will be discussed in this meeting. This meeting is being carried out at OSC which is located in the municipal and attended by the Building Head Department, OSC Head Department and local authority or officer from both departments. Most applications are successful and have the permission by the local authority to proceed.

After that, the preparation of Notification of Planning Approval to Land Administrator will be done by the OSC secretariat. Recommendation paper to State Executive Council (EXCO) is issued before the approval letter can be noticed by the building owner. It is important for the land administrators to inform the applicant about the decision on the land development application which the applicant have applied for. After done preparing the decision paper to the full council, the land administrator must inform the applicant about the successful approval as soon as possible.

3.3 Documents required in Building Plan Approval

There will be a document checklist prepared for the applicant and local authority of building department. The applicants required to prepare these documents completely before application process of building plan approval can be made.

Table 3.1: Documents required in Building Approval

No.	Terms and Conditions
DOCUMENTS	
1	Official application letter from Principal Submitting Person (PSP) or Submitting Person (SP)
2	A Form – Consultant Certification (<i>Second Schedule of UKBS 1984</i>)
3	A Copy of Temporary Grant/Power of Attorney/Sale and Purchase Agreement Letter that was certified
4	Company Registration Document – Copy of Form 49
5	Latest assessment tax payment receipt/confirmation of no assessment from the Valuation Department of Majlis Perbandaran Taiping.
6	Certificate of Registration from the Professional Board of the latest applicant (latest application of the current year)
7	The images of site showing site condition and surrounding area
8	Consultant's certificate for compliance with the conditions and requirements of IWK, SKMM and JPS (if applicable)
9	The sticker of Consultant's Name and Address, Applicant's Name and Address and Complete Proposal Title
BUILDING PLAN	
1	Seven copies of the building plan signed by the certified consultant, building owner and developer registered on each plan sheet
2	CD (Digital Copy) of the Proposed Plan (<i>CAD Version R14 @ 2000</i>)
3	Support plans which is Reinforced Concrete Plan
4	One copy of the Hermitage Plan that has been certified by the Town Development Planning Department and Majlis Perbandaran Taiping
PLAN	

1	The payment of G01A form must be completed
2	The calculation of plan payment according to the First Schedule of UKBS 1984 certified or signed by PSP (A4 sizes)
3	Copy of payment receipt

3.3.1 Building plan Approval Condition

Building plans have to be submitted in a complete sets including all the elevations of the building such as floor plan, front elevation, rear elevation, left and right elevation and the section plan of the building. Besides, all the plans submitted need to follow all the conditions given by the municipal.

First of all, building plans have to be submitted by a consultant, architect or engineer who are registered with the respective board and local authority. This is to ensure that the plans are well received by the municipal to avoid any forfeit of the plans during the application process.

After that, a copy of registration number and the certificate of architect and engineer with the relevant board and local authority also have to be attached with the submitted plans. The certification of their registration is very important and should be included with the plans as stated in the Second Schedule of UKBS 1984 to make sure the renovation or amendment process can be done without any problems in a legal way.

Next, building plans also have to be submitted with a completed special form called G01A Form. In this form, the proposed of the building and title have to be written including its district. The total building plan payment should be stated in the form after the calculation of the building plans is made. Most importantly, the form has to be signed by the consultant, architect or engineer before the form can be submitted to the municipal. Last but not least, four copy of building plans consisting of linen paper and plain paper also have to be submitted for further actions.

3.3.2 Information that should be indicated in the drawing plans:

All building drawings submitted should indicate the building owner's signature, name and address. The applicants' signature, name and address should also be indicated completed with the company's seal and the stamp of responsibility by the applicant. Secondly, the location of the completed building plans must include the North point, adjacent, lot adjacent to the site and also house number.

After that, the project title have to be written in Bahasa Malaysia which containing the lot number, house number, district and the name of township. This details are strictly have to be included in the plans since it is required from the beginning of the building plan approval. Next, the site plan has to be completed with the North point, scale, name of the access road, neighbouring building and lot size that should be attached together with the plans.

Apart from that, the drawing plans must have the schedule of new and existing floor area attached with the new building plans. As can be seen in most of the drawing plans, the new proposed work is to be coloured in red while the demolishing work is to be coloured in blue. This way is efficient to ensure the part of the building that has to be demolished or proposed is accurate.

Last but not least before the drawing plans can be submitted, it is important to make sure the plans are completed with the floor plan, left and right elevations, front and rear elevation and the sections of the building. With all the information stated here, the drawing plans or plan approval can go through the next process of approval before it can be received by the consultant or building owner.

3.4 The Calculation of Building Plan

All the plans of the building have to be calculated correctly based on the ground floor area, porch and terrace, culvert and fencing and last but not least the toilet area. The picture below showed the calculation of a house in Larut Tin Tambahan, Lot 7109.

LOT 7109, RKT LARUT TIN TAMBAHAN

Kiraan Bayaran Pelan :

Build-up Area

Ground Floor = 1572 s.f. / 10.764 / 9 x RM7.00
= RM 113.60

Porch and Terrace = 917 s.f. / 10.764 / 9 x RM7.00 x ½
= RM 33.10

Culvert & Fencing = RM50.00

Toilet = 3 Nos. x RM 25.00
= RM 75.00

TOTAL = RM 113.60
RM 33.10
RM 50.00
+RM 75.00

RM 271.70

JUMLAH PERLU DI BAYAR = RM 271.70



 
A. Raja Segaran PPT., PJK.,
PELUKIS PELAN BANGUNAN
No. Pendaftaran LAM : BD / R7

Figure 3.5: Calculation of Building Plan

The applicant also have to prepare the completed G01A form which stated the price of the building plan that is already calculated. This form will be given to the local authority in building department for fee receipt issuance. The applicant then have to pay the same price at the counter until they are commanded to receive the building plan that are already signed by the Yang Di-Pertua Majlis Perbandaran Taiping at the building department. The picture below show the completed G01A prepared by the applicant.

MAJLIS PERBANDARAN TAIPING
JALAN TAMING SARI,
34000 TAIPING.

BORAN G01A
TEL : 05 8080111
FAX : 05 8051000/05 8068957

JABATAN BANGUNAN	BAYARAN PELAN
Bil () dlm. MPTPg Yang Dipertua Majlis Perbandaran Taiping (UP : Jabatan Bangunan) Tuan, BAYARAN PELAN BAGI BANGUNAN BARU DAN UBAHSUAI BANGUNAN Cadangan : <i>2000000000 Banglo setingkat diatas</i> P.T / Lot : <i>Lot 7109, Jalan Sungai Mns. RKT Larut Ta Taubahan.</i> Mukim : <i>Pengkalan Aoi, Taiping, Perak</i>	Tarikh: Adalah saya dengan hormatnya mengemukakan pembayaran bagi memproses pelan-pelan dan cagaran seperti berikut :- <input checked="" type="checkbox"/> Bayaran pelan bangunan berjumlah RM <i>271.70</i> untuk cadangan di atas. <input checked="" type="checkbox"/> Bayaran cagaran bangunan berjumlah RM 500.00 bagi tujuan ubahsuai bangunan. 2. Dengan ini saya berharap agar tuan dapat memperimbangkan pelan-pelan bagi cadangan tersebut di atas secepat mungkin. 3. Pihak saya sedia menjelaskan apa-apa bayaran baki yang diperlukan oleh pihak Majlis bagi maksud ini. Sekian, terima kasih. 'BERKHIDMAT UNTUK NEGARA' 'MPT CEMERLANG SEPANJANG MASA' Yang benar, <div style="border: 1px solid black; padding: 5px; display: inline-block;"> (Aidit / Ketua Pelan Persekitaran) YAP TSAI PANG No. Pendaftaran LAM : BD / R7 </div> Pengesahan oleh Pembantu Tadbir (OSC) Tandatangan : Nama : Cop :

S.K.
YAP TSAI PANG
 12A JALAN MEWARA SMI
 NO. 6, LORONG P. RAMUSE,
 35020 KUALA LUMPUR

Has : Bil of bayaran diukurkan oleh Jabatan Akuan & Kawangan P.T

Scanned with CamScanner

Figure 3.6: Completed G01A Form

3.5 Process Fee and Permit

A building permit is an official approval by the local government that certified the work was performed to a certain standard legally. It can also be defined as a permission to start the works with legal permits that will be issued by Majli Perbandaran Taiping. The main purpose of this permit is to make sure that building's owner has the permission and authorization regarding all the renovations that need to be done.

Before building work can be began, a land developer has to acknowledge the permits of Building Plan Permit or Temporary Building Permit under the Uniform Building By-Law of the Street, Drainage and Building Act 1974 (Act 133) since every projects required a various approval from different authorities. In addition, the building owner is required to meet and have a discussion with the local officer at the municipal. It is important to obtain advices from the officer related to the approval procedure. The applicant is free to ask any question regarding the permits such as the prices, rules and conditions of the permits.

Building permits are valid for a limited time. After the permits are issued, the projects have to be started within a year or six months or else the building owner has to renew the permit at the same price. Basically there are two main types of permits that are quite common in the construction field which are building materials permit and small work permit. The issuance of these permits technically will give the owner a permission and authorization to start the construction works as long as all the given document is completed and the project does not violate the law.

Table 3.2: Building Materials Permit

Building Materials Permit	Price
Home/Residence	RM350
Amendments/Additions	RM100

Table 3.3: Small Work Permit

Small Work Permit	Price
Shop Houses (Fencing, Renovations and Interiors)	RM350
Residence (Fencing, Renovations and Interiors)	RM100

3.5.1 The Importance of Permit

The issuance of building permit is really important to make sure the building materials or hoarding board placement will not cause any nuisance and problems to the public and the environment where the building construction is taking place. Besides, it is to make sure the source of water or electric will not be effected with the construction process and to prevent any damages of the building materials.

After that, permit is needed to enable the contractor to carry out the construction as long as the facilities around the site are not broken or stolen by the construction workers or else the municipal will take an action towards them. For example, the municipal has the power to take down the construction materials and building if the procedure and rules are ignored.

If the construction is not getting the authorization from the municipal, the house or building prices will drop even the condition of the building is still perfect. The worst scenario of the house is not getting sold will leave the building unowned. This surely the most important part of permit issuance to make sure the building is protected by the municipal and other local authority.

3.6 Building Plan Approval Letter

The issuance of building plan approval letter meaning that, the plan is already approved and certified by Yang Di-Pertua Majlis Perbandaran Taiping or the head of building department. This authorization only take few days and manage to signed at least five sets of different building plan as long as the building department has already check and confirm the documents and plan. So the plans can be delivered to Yang Di-Pertua to be signed before the applicant can come to the department to receive the two copies of building plan.

MAJLIS PERBANDARAN TAIPING
Taiping Bandar Warisan
Jalan Taming Sari,
34000 Taiping,
Perak Darul Ridzuan
No Tel : 05-806 0777
No Fax : 05-806 3000 (Pejabat Yang Dipertua)
: 05-806 8957 (Jabatan Khidmat Pengurusan)
E-mail : mpt@mptaiiping.gov.my
Laman Web : www.mptaiiping.gov.my

SURAT KELULUSAN PELAN BANGUNAN Rujukan Fail:G2/F/2/2018
Ruj. Kami : 88. (3) dlm. MPL G2/F/2/2018
J' Akhir 1439
Mac 2018

Perunding
G.Raja Segaran,
No.19, Tkt-1, Jln. Medan Taiping 2,
Medan Taiping,
34000 Taiping, Perak.

Tuan,

Menurut Seksyen (70) Akta Jalan Pagar dan Bangunan 1974 (Akta 133) Kelulusan Pelan Bangunan dengan ini diberi kepada :

Pemilik Bangunan
Yap Tsai Peng,
C/O South Malaysia Industries Berhad,
13a Floor, Menara SMI,
No.6, Lorong P.Ramlee,
50250 Kuala Lumpur.

Cadangan Projek
CADANGAN MEMBINA SERUHAN BANGLO SATU TINGKAT DI ATAS LOT 7109, JALAN SUNGAI MAS, RKT. LARUT TIN TAMBAHAN, MUKIM PENGKALAN AOR, TAIPING, PERAK.

Bersama-sama ini disertakan pelan-pelan bil. (1A-B) dalam sli yang sama bagi cadangan di atas untuk simpanan tuan. Adalah dimaklumkan bahawa permohonan bagi cadangan tersebut telah **DILULUSKAN** dengan syarat-syarat seperti berikut:

1. Pelan-pelan tersebut telah diluluskan mengikut Undang-Undang Kecil Bangunan Seragam 1984 dan Akta Jalan, Pagar dan Bangunan 1974 (AKTA 133) serta gaispandan dan polisi majlis.
2. Kelulusan Pelan Bangunan ini diberikan dalam tempoh 12 bulan dari tarikh kelulusan, pengesahan kelulusan semula perlu dilakukan jika pembinaan belum dimulakan dalam tempoh kelulusan.
3. Tuan dikehendaki memberitahu Majlis ini tidak kurang dari tempoh masa 4 hari dengan kenyataan bertulis tarikh dan masa kerja dimulakan, dan hendaklah dibuat dalam Borang B sebagaimana dinyatakan dalam Undang-undang Kecil Bangunan Seragam (UKBS 1984).
4. Tuan perlu mendapat permit binaan dari Majlis bagi kerja-kerja mengikut sek. 12 & 13 Jadual Pertama Undang-Undang Kecil Bangunan Seragam 1984.
5. Pihak tuan dikehendaki mematuhi syarat yang ditetapkan dari Jabatan Kejuruteraan, MPT berkaitan keperluan Jalan dan Perparitan sebelum Borang F.

Adalah dimaklumkan, pihak tuan juga perlu mematuhi syarat-syarat tambahan seperti di **LAMPIRAN 1** surat ini.

Sekian dimaklumkan.

"BERKHIDMAT UNTUK NEGARA"
"MPT CEMERLANG SEPANJANG MASA"
Saya yang menurut perintah,

(Dato' HAJI ABDUL RAHIM BIN MD. ARIFF, DPMP, PMP, AMP)
Yang Dipertua,
Majlis Perbandaran Taiping.

s.k. 1. Yap Tsai Peng,
C/O South Malaysia Industries Berhad,
13a Floor, Menara SMI,
No.6, Lorong P.Ramlee, 50250 Kuala Lumpur.

ii. Ketua Unit OSC,
Majlis Perbandaran Taiping.
(OSC: 030/18-02/KB)

GREEN BUILDING DESIGN AND CONSTRUCTION
MEMBINA SERUHAN

Figure 3.7: Building Plan Approval Letter

CHAPTER 4.0

CONCLUSION

The conclusion of this case study is to highlight the process of building plan approval at Majlis Perbandaran Taiping as the most important thing to do before any construction works can be started. The overall objective of this case study is to ensure that structures are being constructed in a safe condition by following the accordance of the building by-law. From this case study, the process of building plan approval can be well acknowledge especially by the applicants to carry out the renovation and construction of the building. Besides, the process like pre-consultation, applicant deliberation, One Stop Centre (OSC) and Building Department procedure, file registration, the issuance of recommendation paper before the OSC Committee Meeting and last but not least until the decision paper is issued by the municipal or local authority.

Other than that, this case study describes the documents required to proceed with the approval process. The information needed in the drawing plan is also being stated in this report to show how important it is for a successful approval applications. After that, the permits and process fees regarding the building plan is also determined as stated in the Uniform Building By-Law 1984. The applicants must agree to the condition before the application can be processed for the next step.

The construction of the building cannot be done unless approval is given by the municipal. Therefore, it is really important to acknowledge all the procedure carefully to avoid any problem and error in the future especially to the building. Without the supervision of the certified authority, the construction might turn into a fail or unsuccessful project. Everyone who is involved in the construction have to be responsible if there are any misconstruction, lack of supervision or problems that might occur during the construction or else they can be fined according to the Act of 1994 (Road, Drains and Building Amendments).

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