



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES DEPARTMENT
NCD BUILDING AUTHORITY DIVISION

APPLICATION FOR BUILDING PERMIT

APPLICATION CHECKLIST
FOR APPLICATIONS UNDER
CONFORMING LAND-USE CATEGORY

Application Type: **Interior Building fit-Outs**

Note: Applicant to assess and complete checklist prior to lodgement of the applications.

APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECKLIST IS COMPLETED

Documentation	Completed by Applicant (✓ PLEASE TICK)	Completed by Commission (✓ PLEASE TICK)	Notes Office Use Only
Properly completed Building Application Form			
Indicate on application a clear statement showing nature of occupancy or occupancies for each portion of building Fit-Out designed.			
Present minimum two (2) completed sets of plans stamped and signed by NCD Physical Planning and Fire Department with approval letters.			
Approval obtained from NCD Fire Department with approval letter attached indicating specific requirements.			
If Land lord applying, attach current Land Title Documents indicating Lands file folio, volume and details.			
In case of a sub-leaser applying, attach Landlord consent in writing, to develop/use subject property. Further attach copy of Lease agreement with Landlord.			
Approvals from the Local NCDC Health Authority obtained with approval documents attached.			
Applicable Fees calculated, paid with receipt attached.			
If considered applicable in this submission, attach detailed Site Plan in ink to a scale of 1:500 including Site services and their pint of connections.			
All drawing sheets with clear titles clear and unique sheet numbering system signed by designer and dated.			
Proper scaled Floor Plans, Sectional Elevations and Cross Sections properly dimensioned to scales not less than 1:100.			
Provide Electrical Plan layout and specifications with details referring to type of fittings and fixtures applying and extent of work involved.			
If structure determined crucial, provide Structural Adequacy Certificate (SAC) and conformity from a current Registered			

Structural Engineering with properly scaled drawings stamped, signed and dated.			
Provide sufficient drawings indicating type of mechanical ventilation within subject space. Show layout of A/C units and extent of fitting works.			
If totally new or extensive Fit-Out works extending over 1500m2 in floor area, submit properly scaled Mechanical Ventilation drawings stamped, signed by a recognised Services Engineer.			
Provide internal Plumbing layouts, type and description of fittings and fixtures properly stacked to discharge points and adequately vented as regulated.			
Description of material to be used in construction and where applicable.			
An estimated cost of the entire construction works.			
Name of Architect/Draftsmen, Contact address and Registration details.			
Name of Structural Engineer, Contact address and Registration details.			
Name of Services Engineer, Contact address and Registration details.			
Name of builder, Contact address, company Registration details.			

Key: A – Applicable

N/A – Not Applicable

O/S – Outstanding

Processed by:
(Customer Service Officer)

Date:/...../20.....

Checked by:
(Co-ordinator – Admin)

Date:/...../20.....