BUILDING CONTROL PLAN APPROVAL PROCESS

PRE– SUBMISSION STAGE

LAND SURVEY
Cadastral & Relaxation Application Approval

TOWN PLANNING
Land Use Rights & PDA Approvals – Clearance from Town Planning

FORMAL PLAN SUBMISSION PROCESS– BUILDING CONTROL

Application Scrutinized as per Checklist. If in-order fees are raised and paid, application is allocated a plan number. File is opened. Data is Captured onto the Plan Management Software (ENGAGE). Then the folder is sent for SCANNING.

Plans and documentation is uploaded to the electronic file. File is forwarded to Building Control Officer (BCO)

BCO DISTRIBUTION

The application is assessed by the BCO and distributed to the relevant **Departments** as per the nature of the application or allocated to the **Plan Examiner** if department comments are not required.

BCO Allocates to the Plan Examiners

LINE DEPARMENT'S COMMENTS RECEIVED

PLAN EXAMINERS

IF IN ORDER

Plans Examiner Scrutiny of Application and Collective Departmental Comments

IF NOT IN ORDER

TYPIST
Referral Letter sent to Applicant or Professional

Plans Collected by Professional or owner and all Corrections done including Department Comments

Plan Return by Professional or Owner. Admin Clerk receives & forwards to Plans Examiner for Final Check

PLANS EXAMINER

If In order, the application is Recommended to BCO. If Any Non-Compliance, then Drawings are returned to professional and process below is repeated

BCO RECOMMENDATION

BCO Scrutiny
BCO recommends to the Plan Approval Committee (PAC)

APPROVAL LETTER & STAMPING OF PLANS

PLAN APPROVAL COMMITTEE (PAC)

At the Plan Approval Committee the Application is Approved or Declined. If approved the application is signed by the Local Authority. (Chairperson of PAC)

APPROVED PLAN READY FOR COLLECTION BY THE PROFFESSIONAL OR OWNER