

SUBMISSION OF BUILDING PLAN

- Building Plan must be submitted by qualified person.
- “Qualified Person” as defined under the Sarawak Building Ordinance 1994 are Registered Architect, Engineer and Registered Building Draughtsman.

Types Of Plans That Can Be Submitted

Registered Architect – Any building plan except where there is engineering works such as reinforced concrete detail or other structural works.

Registered Engineer - Any Engineering Plan.

Registered Building Draughtsman – Only for Building Plan that is endorsed on his certificate (limitation of floor area) issued by the Board of Architect Malaysia.

Method Of Application

Building owner must appoint a Qualified Person as consultant to submit the necessary documents together with the Building Plan as mentioned below:-

- Letter of authorization on appointment as consultant.
- Sign copy of the building application form.
- Photocopy of the land title.
- Name and address of the owner and consultant to be stated on the drawings and to be endorsed by them.
- A copy of approved land subdivision plan.
- To pay processing fee.

AGENCIES INVOLVED IN THE APPROVAL OF BUILDING PLAN

Land And Survey Department

Under the Ordinance, building plan submitted to the Council has to be referred to Land & Survey Department for comment and recommendation.

Fire And Rescue Service Department

Commercial, Industrial, Flat and Condominium, the plan has to be referred to Fire and Rescue Service Department for comment and approval.

Occupation Permit (OP)

Application of occupation permit must be made by the person who submit the building plan to the Council (either an Architect, Engineer or Registered Draughtsman)

Note:

If the application is submitted by the Architect, Engineer or Registered Draughtsman, please ensure that:-

- Checklist for the application for the issuances OP must be submitted by the Architect, Engineer or Registered Draughtsman and certify that the building has been completed in accordance with the approved plan.
- To obtain all certificate of completion from the agencies involved.
- The checklist can be obtained from Plan Counter, Building and Landscaping Division, 1st Floor, Dewan Bandaraya Kuching Selatan.

Note:

Building Plan fees can be paid at One Stop Service Counter, ground floor lobby, Dewan Bandaraya Kuching Selatan.

Approving Agencies Within M.B.K.S.

- Building and Landscaping Division
- Engineering Division
- Public Health Division
- Licensing Division

Other Approving Agencies

- Fire and Rescue Service Department
- Land and Survey Department

METHOD TO APPLY

Upon completion, checklist for the application for the issuance of Occupation Permit must be submitted together with the relevant documents as stated in the checklist to City Architect, Building & Landscaping Division, 1st Floor, Dewan Bandaraya Kuching Selatan. An inspection will be arranged to ensure that the building has been completed in accordance with the approved plan. As for Commercial, Industrial, Flats and Condominium, the Fire and Rescue Service Department is also required to inspect the building and the issuance of letter of support from them is to be submitted together with the checklist. Occupation Permit will only be issued when Building Section, Engineering Division, Public Health Division, Licensing Division and Fire and Rescue Service Department have no objections.

Important

Application for Occupation Permit is to be made after all the conditions of approval as stated in the approved building plan have been complied with.

Attention

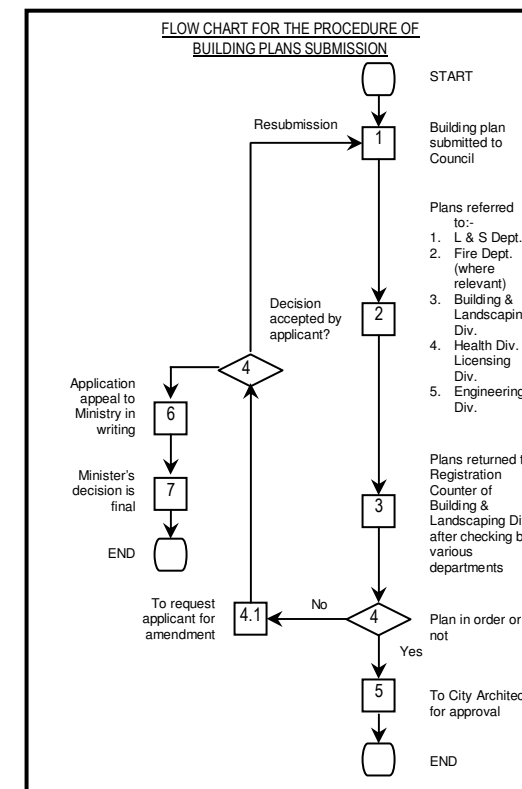
Under By-Law 24 of the Sarawak Building Ordinance 1994 which states:-

No person shall occupy or permit to be occupied any building or any part thereof unless an occupation permit, a partial occupation permit or a temporary occupation permit has been issued under these By-Laws for such building and any failure to comply with this By-Law shall render such person guilty of an offence:

Penalty, a fine of RM10,000.00 and in the case of a continuing offence to a further fine of RM300.00 per day during which the offence is continued after notice to cease occupying the building has been issued on such person.

For enquiries, please contact:-

**Building and Landscaping Division,
Council of the City of Kuching South,
1st Floor, Jalan Padungan,
93675 KUCHING.
Tel: 082-354200 Ext. 229**



Procedure For Submission Of Building Plan And Occupation Permit

Prosedur Mengemukakan Pelan Bangunan Dan Permit Menduduki [OP]



COUNCIL OF THE CITY OF KUCHING SOUTH

MENGEMUKAKAN PELAN BANGUNAN

- Pelan bangunan hanya boleh dikemukakan oleh “Orang Yang Berkelayakan”
- “Orang Yang Berkelayakan” – Arkitek, Jurutera dan Pelukis Pelan Yang Berdaftar seperti yang didefinisikan dibawah Undang-Undang Kecil Bangunan Sarawak 1994.

Jenis Pelan Yang Boleh Dikemukakan

Arkitek Berdaftar – Sebarang pelan bangunan boleh dikemukakan kecuali kerja kejuruteraan seperti kerja yang melibatkan struktur bangunan dan konkrit tertulang.

Jurutera Berdaftar – Sebarang pelan kejuruteraan boleh dikemukakan.

Pelukis Pelan Berdaftar – Hanya pelan bangunan seperti yang tercatat dalam sijil pendaftaran yang dikeluarkan oleh Lembaga Arkitek boleh dikemukakan.

Proses Permohonan Dan Meluluskan Pelan Bangunan

Pemilik bangunan perlu mendapat khidmat orang yang berkelayakan sebagai perunding/konsultan dan mengemukakan beberapa dokumen untuk disertakan bersama pelan bangunan seperti tercatat di bawah:-

- Surat Kuasa sebagai perunding konsultan.
- Borang permohonan pelan bangunan yang ditandatangani.
- Salinan Surat Tanah.
- Mencatat nama, alamat serta tandatangan pemilik dan konsultan pada pelan.
- Salinan Surat Pecah Tanah yang telah diluluskan.
- Membayar yuran memproses pelan.

AGENSI-AGENSI YANG TERLIBAT MELULUSKAN PELAN BANGUNAN

Jabatan Tanah & Survei

- Dibawah Ordinan pelan bangunan perlu dirujuk ke Jabatan Tanah & Survei untuk diproses dan diluluskan.

Jabatan Bomba Dan Penyelamat

- Semua pelan bangunan Komersial, Industri dan Pangsapuri perlu dirujuk kepada Jabatan Bomba dan Penyelamat untuk disemak dan diluluskan.

Permit Menduduki (OP)

Permohonan hendaklah dibuat oleh orang yang mengemukakan pelan bangunan kepada Majlis (sama ada oleh seorang Arkitek, Jurutera ataupun Pelukis Pelan Berdaftar).

Perhatian

Sekiranya permohonan dikemukakan oleh seorang Arkitek, Jurutera atau Pelukis Pelan Berdaftar, sila pastikan bahawa:-

- Senarai semak bagi permohonan pengeluaran (OP) mesti dikemukakan dan disahkan oleh Arkitek, Jurutera, Pelukis Pelan Berdaftar dan Juru Ukur Tanah berlesen bahawa bangunan siap dibina mengikut kelulusan pelan bangunan.
- Semua surat sokongan daripada jabatan-jabatan teknikal berkenaan diperolehi.
- Senarai semak untuk pengeluaran (OP) boleh diperolehi dari Kaunter Plan, Bahagian Bangunan dan Landskap, Tingkat 1, Dewan Bandaraya Kuching Selatan dan mesti diisi dengan lengkap.

Perhatian

Bayaran Pelan boleh dijelaskan di Tingkat Bawah, lobi, Dewan Bandaraya Kuching Selatan.

Jabatan-Jabatan Teknikal Kelulusan Pelan Mailis

- Bahagian Bangunan dan Landskap
- Bahagian Kejuruteraan
- Bahagian Kesihatan
- Bahagian Perlesenan

Jabatan Kelulusan Pelan Lain

- Jabatan Bomba dan Penyelamat
- Jabatan Tanah & Survei

CARA-CARA PERMOHONAN

Setelah bangunan siap dibina, senarai semak bagi permohonan pengeluaran (OP) mesti dikemukakan bersama-sama dokumen berkenaan yang tercatat di dalam senarai semak kepada Arkitek Bandaraya, Bahagian Bangunan dan Landskap, Tingkat 1, Dewan Bandaraya Kuching Selatan. Pemeriksaan bangunan akan dibuat oleh Inspektor Bangunan dan Kesihatan untuk memastikan bangunan yang dibina menepati semua syarat kelulusan seperti yang tercatat di dalam pelan bangunan. Untuk bangunan jenis Komersial, Industri dan Pangsapuri, Jabatan Teknikal Luaran iaitu Jabatan Bomba Dan Penyelamat dikehendaki memeriksa bangunan tersebut juga dan surat sokongan daripada mereka mesti dikemukakan bersama-sama senarai semak. Permit Menduduki (OP) hanya akan dikeluarkan apabila Bahagian bangunan, Bahagian Kejuruteraan, Bahagian Kesihatan, Bahagian Perlesenan serta Jabatan Bomba dan Penyelamat tidak ada sebarang bantahan terhadap perkara ini.

Penting

Tentukan kesemua syarat kelulusan seperti yang tercatat di dalam pelan bangunan yang telah diluluskan itu dipatuhi sepenuhnya sebelum sebarang permohonan dibuat.

Peringatan Penting

Dibawah Akta 24, Undang-Undang Kecil Bangunan Sarawak 1994 menyatakan:-

Tiada seorang pun yang boleh menduduki atau dibenarkan menduduki mana-mana bangunan atau mana-mana bahagiannya melainkan jika sesuatu perakuan kelayakan untuk menetapnya telah dikeluarkan di bawah Undang-Undang Kecil Bangunan Seragam. Seseorang boleh didakwa di bawah akta ini jikalau gagal mematuhi undang-undang ini.

Jika disabit kesalahan, anda boleh didenda tidak melebihi RM10,000.00 dan dalam kesalahan berterusan boleh didenda tidak melebihi RM300.00 sehari.

Sebarang masalah sila hubungi:-

**Bahagian Bangunan & Lanskap,
Majlis Bandaraya Kuching Selatan,
Tingkat 1, Dewan Bandaraya Kuching Selatan,
Jalan Padungan, 93675 KUCHING.
Tel. No.: 082-354200 Samb. 229**

