

BOARD OF ARCHITECTS MALAYSIA

(P.O. Box 12695, 50786 Kuala Lumpur)

GENERAL CIRCULAR NO. 2/2000

CERTIFICATE OF COMPLETION AND COMPLIANCE - CHECKLIST-

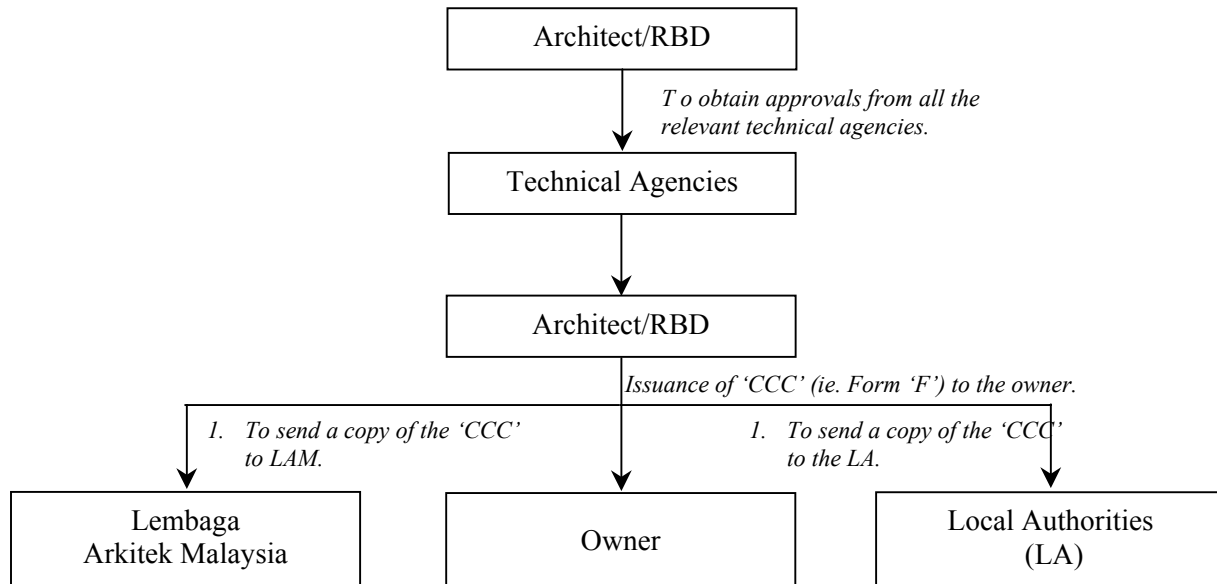
This is to inform all Architects and registered Building Draughtsmen that the Ministry of Housing and Local Government has recently amended the Uniform Building By-Laws (UBBL) 1984 to allow the implementation of the following :

- (a) individually built detached house to be exempted from the requirements of obtaining a Certificate of Fitness for Occupation (CFO);
- (b) for other buildings, CFO would be deemed to have been issued by the local authorities within 14 days from the receipt of application in Form 'E' and registered by the local authorities.

However the above provisions could only be enforced in the relevant states which have taken action to adopt and gazette the said UBBL amendments. As at 1 October 2000, only Pahang, Terengganu, Melaka and Johor had done so while the remaining states are in the process of gazetting them.

Under the new procedure, a **Certificate of Completion and Compliance (CCC)** will be issued by the Architect or registered Building Draughtsmen who is the submitting person for the individually built detached house after having satisfied that the house is fit and safe for occupancy. The process to implement the change is illustrated in the flowchart below :

**Flow chart showing the process involved
in the issuance of the 'CCC'**



RBD : Registered Building Draughtsman

The Board would like to remind all Architects and registered Building Draughtsmen that this is indeed a test case towards self certification by the submitting persons. All Architects and registered Building Draughtsmen must therefore ensure that all requirements of the UBBL have been met and the building is actually ready and fit for occupation before issuing the 'CCC'. Stern disciplinary action will be taken by the Board against registered persons who defaulted.

To assist registered members, the Board has prepared a *checklist* as per *Appendix*, for use by all Architects and registered Building Draughtsmen before issuing the Certificate of Completion and Compliance.

By order of the Board,

(ZAINAB bt. MOHAMED)

Registrar

30 September 2000.

ISSUANCE OF CERTIFICATE OF COMPLETION AND COMPLIANCE FOR AN INDIVIDUALLY BUILT DETACHED HOUSE

CHECKLIST

REF NO:

Before a Certificate of Completion and Compliance is issued, all Architects and Registered Building Draughtsmen must ensure the following actions have been taken :-

1. Form A - Certification of Building / Structural Plans

	<u>Date</u>	Tick (✓)
1.1 Submission of Building Plans	<input type="checkbox"/>
1.2 Approval of Building Plans	<input type="checkbox"/>
1.3 Submission of Structural Plans and Calculations by Professional Engineer	<input type="checkbox"/>

2. Form B - Notice of Commencement / Resumption of Building Operations

2.1 Submission of Form B to local authority	<input type="checkbox"/>
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3. Form C - Notice of Completion of Setting Out

3.1 Submission of Form C to local authority	<input type="checkbox"/>
3.2 Land Surveyor's certification on the boundary	<input type="checkbox"/>

4. Form D - Notice of Completion of Foundations

APPENDIX

4.1	Submission of Form D to local authority	<input type="text"/>
4.2	Engineer's certification in respect of Foundation and footing works	<input type="text"/>
5.	Engineer's certification in respect of Reinforced concrete framework	<input type="text"/>
6.	Approvals from technical agencies :		
6.1	Jabatan Kerja Raya (JKR) Negeri	<input type="text"/>
6.2	Jabatan Bekalan Air (JBA)	<input type="text"/>
6.3	Jabatan Bomba dan Penyelamat	<input type="text"/>
6.4	Jabatan Perkhidmatan Pembentongan (JPP)	<input type="text"/>
6.5	Jabatan Parit dan Saliran (JPS)	<input type="text"/>
6.6	Tenaga Nasional Berhad (TNB)	<input type="text"/>
6.7	Others	<input type="text"/>
7.	Approval from the following departments in the relevant local authorities :		
7.1	Jabatan Perancangan	<input type="text"/>
7.2	Jabatan Kejuruteraan	<input type="text"/>
7.3	Jabatan Perkhidmatan Bandar	<input type="text"/>
7.4	Other Departments	<input type="text"/>
7.5	Official search and title from Penguasa Pemegang Tanah	<input type="text"/>
7.6	Copy of confirmation letter on land conversion and submission from Land office, if applicable	<input type="text"/>

Note :

1. When changes are made by the owner, Architects and registered Building Draughtsmen are required to submit asbuilt plans in compliance with UBBL requirement before issuing the 'CCC'.
2. In cases when amendment plans are required to be submitted, the approvals from the local authority must be obtained prior to the issuance of the 'CCC'.