



# How to apply for your **Renovation** Permits?

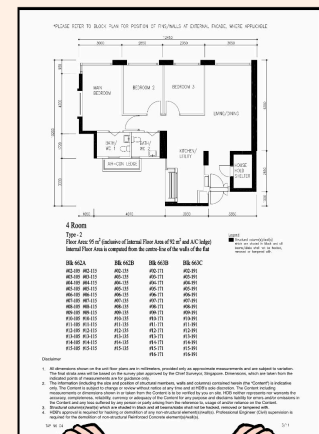


## IMPORTANCE OF PERMIT

Before you start your renovation, you'll need apply for a permit, especially if you're doing any changes to the structure. It is important to get approval from the developer of your unit to ensure that it is safe to conduct your renovation. There are also some items that you'll need to prepare to submit for your application, if you're applying on your own.

### REQUIRED DOCUMENTS:

- ☐ **NRIC Card**
- ☐ **Contractor's company name, ACRA registration number, DRC reference number & Company's address**
- ☐ **Company Stamp**
- ☐ **Official Floor plan**
- ☐ **Floor Plan with Scope of Works**
- ☐ **Permit Form**



Official HDB floor plans can be purchased directly from HDB website.




## HDB PERMIT

Not all works require an approval as HDB flats generally have less restrictions compared to Condominium units.

### HDB PERMIT IS NEEDED FOR:

- Hacking and Replacing Floor & Wall Tiles
- Changing Staircase
- Hacking Walls
- Changing Windows
- Any Bathroom Works in BTO Units
- Gas Works
- Relocation of Bathroom Fittings
- Installation of Air-Conditioning
- Changing Location of Doors


**HOUSING & DEVELOPMENT BOARD**

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**ACKNOWLEDGEMENT FORM (RENOVATION)**

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This form may take you 5 minutes to fill in. You will need the following information to fill in the form:  
1. Name(s) and NRIC number(s) of flat owner(s). Require last 4 characters of the NRIC. Eg: 567A if NRIC is S1234567A.  
2. Address of flat

I/We \_\_\_\_\_ (NRIC No. XXXXX \_\_\_\_), \_\_\_\_\_ (NRIC No. XXXXX \_\_\_\_), \_\_\_\_\_ (NRIC No. XXXXX \_\_\_\_), \_\_\_\_\_ (NRIC No. XXXXX \_\_\_\_), \_\_\_\_\_ (NRIC No. XXXXX \_\_\_\_), am/are the owner(s) of \_\_\_\_\_ ("Flat address").

2 I/We have entered into contract with \_\_\_\_\_ ("Company's name"), ACRA Business Registration no. \_\_\_\_\_ and Directory of Renovation Contractors (DRC) Reference no. \_\_\_\_\_, of \_\_\_\_\_ ("Company address") and the said contractor has been authorised by me/us to submit an on-line renovation application to HDB on my/our behalf to carry out renovation in the flat.

3 In consideration of HDB agreeing to register my/our renovation application by the abovementioned renovation contractor to carry out the renovation in the flat, I/we hereby severally and jointly undertake, agree and covenant with HDB that:

- I/We will ensure that the abovementioned renovation contractor is listed in the DRC and has obtained HDB's prior written approval before the commencement
- I/We will ensure that the renovation is carried out in accordance with the conditions stated in the renovation permit issued to me/us
- I/We must not engage/instruct any person to demolish or damage any part of the building's structure or integrity and the safety of the building members.

4 I/We understand that:

- any failure to engage contractor listed in the Development (Renovation Control) Rules ("The Rules") may result in prosecution
- the engagement of contractor listed in the DRC is strictly on a private basis between the flat owners and the contractors. If there is disagreement on the pricing, schedule or quality of the renovation works, both parties are advised to resolve the matter between themselves.

5 I/We hereby severally and jointly undertake, agree and covenant with HDB that any breach or failure to observe or perform any of the conditions herein shall entitle HDB forthwith to exercise all its rights at law under the Rules against me/us without further reference to me/us.

Dated : \_\_\_\_\_

\_\_\_\_\_  
Name & signature of flat owner

\_\_\_\_\_  
Name & signature of flat owner

\_\_\_\_\_  
Name & signature of flat owner

\_\_\_\_\_  
Name & signature of flat owner

Witnessed by \_\_\_\_\_

(Name/NRIC no. XXXXX \_\_\_\_ /Address/Date)

SAMPLE

**Your ID will usually be the one submitting the form for you. You'll just need to fill in your details!**



## MCST PERMIT

Any type of works that will be carried out in Condominium units will need an approval and permit from MCST before any commencement of works, as renovations in Condominiums are more restricted compared to HDB flats.

The rules and restrictions varies across the different Condominiums so you'll need to check with the MCST before you proceed with any works!

### MCST PERMIT IS NEEDED FOR:

- Hacking and Replacing Floor & Wall Tiles
- Any Bathroom Works
- Hacking Walls
- Relocation of Bathroom Fittings
- Awning Works
- Etc.
- Any Balcony Works

## PE ENDORSEMENT

If you're hacking any structural walls, the MCST might require you to engage with a PE (Professional Engineer) Endorsement, to evaluate the site and approve the alteration works before any commencement of works.

