



Industrial Properties Department (IPD), Atrium, 3rd Storey, HDB Hub, 480 Lorong 6 Toa Payoh, Singapore 310408  
Tel : 1800 866 3077 Email : ipdmail@hdb.gov.sg Website: <http://www.hdb.gov.sg>

**APPLICATION FOR LODGEMENT/PLAN ENDORSEMENT FOR SPECIFIC ADDITION AND ALTERATION (A&A) WORKS**

**E - SUBMISSION IMPORTANT NOTES :**

- 1) You are advised to read the terms and conditions governing Addition & Alteration Works in HDB industrial premises
- 2) Failure to comply with the requirements and conditions would render the submission being rejected.

**DOCUMENTS REQUIRED :**

QP is required to e-submit lodgement/regulatory A&A works with the followings:

- 1) Architectural drawings of the proposed A&A works (in .dwg, .dxf or .pdf format) if applicable.
- 2) Structural drawings of the proposed A&A works (in .dwg, .dxf or .pdf format), if applicable
- 3) Structural calculations (in .pdf format), if applicable
- 4) QP to digitally signed all documents in this application.
- 5) QP to provide 'QP Endorsement (For Non-BP Submission)' form where applicable (SED 086C)
- 6) Registered Tenant to forward latest Company's Resolution for Pte Ltd company OR an authorization letter signed by all partners for Partnership Company.

SECTION (A) PARTICULARS OF REGISTERED TENANT / LESSEE			
Name :			
Address of Industrial Premises :			
UEN No. :			
Trade :		Email :	
Tel No:	HP No :	Fax No :	
Mailing Address (if different from above):			

SECTION (B) SPECIFY ADDITION & ALTERATION WORKS AND PLAN ENDORSEMENT ITEMS		
Please mark "Y" in the shaded boxes <input type="checkbox"/> for Lodgement items.		
Please refer to our website : <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a> for the Lodgement criteria and conditions		
(I)	LODGEMENT ITEMS	Please mark "Y"
1	Installation of Air-Cleaner (unit weight more than 35kg)	<input type="checkbox"/>
2	Installation of Machines/ Equipment (individual weight more than 400 kg)	<input type="checkbox"/>
3	Installation of hydraulic car hoist, car-o-liner without hacking of floor slab (for car workshop)	<input type="checkbox"/>
4	Temporary Hacking of Parapet Wall (for installation of machinery)	<input type="checkbox"/>
5	Installation of Portable Grease Trap (gross weight more than 400 kg)	<input type="checkbox"/>
6	Installation of shelves/racks (exceeding 3m high and 1.2m wide)	<input type="checkbox"/>
7	Installation of Safe (gross weight more than 400 kg)	<input type="checkbox"/>
8	Installation of Air-Conditioning System (without Ductworks and at Non-Designated Area)	<input type="checkbox"/>
9	Removal of Internal Masonry Wall (excluding reinforced concrete elements)	<input type="checkbox"/>
10	Construction of Internal Masonry Wall (excluding reinforced concrete elements)	<input type="checkbox"/>
11	Installation of cold / chiller room	<input type="checkbox"/>
12	Others :	<input type="checkbox"/>
	Description of other proposed works :	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



**SECTION (D) CERTIFICATION BY QUALIFIED PERSON (CIVIL) / ARCHITECT (QP)**Name of QP  
and QP Registration No :

Company Name :

Address :

Tel No :

HP No :

Fax No :

Email :

Project Title and  
address of proposed  
works:

Remarks :

I hereby certify that :

- i) I have inspected the existing building and investigated its overall structure and that the building is capable of resisting the forces and moments which may be increased or altered by reason of the repairs, alterations or additions shown in the submitted drawings.
- ii) The structural calculations and drawings are prepared and endorsed in compliance with the provisions of the Building Control Act and regulations and in accordance with the HDB Lodgement Criteria & General Conditions and Specific A&A Conditions published in the HDB website at hdb.gov.sg
- iii) I have checked and confirmed that the submitted details are suitable, structurally sound and safe for the site conditions and the proposed works would not affect the structural integrity of the existing HDB structure and with no tampering of keys structural elements.
- iv) I will supervise the proposed works including structural works and that such works shall be completed in accordance with the relevant code of practice, HDB conditions and requirements according to the lodgement submission.
- v) I shall be responsible for the design, supervision of construction, stability and safety of the proposed A&A works.
- vi) Professional Engineer (PE) stamps were shown on every page of the structural drawings submitted and 1st & last page of the design calculations, if any.
- vii) The total number of structural/architectural drawings submitted is/are \_\_\_\_\_  
The total number of design calculation submitted is \_\_\_\_\_
- viii) Within three (3) months from the date of this letter, if I do not inform HDB, it is deemed that there are no departures or deviations from the submitted/approved plans.

Date

QP Stamp &  
to be digitally signed by QP