

CHECKLIST FOR APPLICATION FOR THE ISSUANCE OF OCCUPATION PERMIT

To: _____	Date: 		
B.P. No. 			
P/s Tick (✓) where applicable	OFFICIAL USE		
Yes	A	N/A	
<input type="checkbox"/>	1. Forms C and D have been submitted	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Two (2) copies latest photos with captioned date in 3R size to be mounted on A4 size paper and soft copy in CD, taken on all elevations, fencing/retaining wall, entrance culvert, facilities for disables, air-conditioning unit hidden place, signage, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. Two (2) copies of Structural plans and calculation submitted tally with the approved Building Plans or any amendment to the approved Building Plans or letter by Engineer to certify the changes.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. All building debris has/have been cleared from site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. All temporary structures including development billboard has/have been removed from site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. Electricity has been ready for tapping on site and paid capital contribution incoming to be submitted. SESCO inspection for internal wiring test (ATT)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. Water main has been ready for tapping on site and paid capital contribution incoming to be submitted. Kuching Water Board inspection for Certificate of Commissioning (COC).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. Amendment to the approved plan has been submitted and approved on all changes, if any.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9. Original "Surat Sokongan Penuh Kelayakan Menduduki Bangunan" from Jabatan Bomba where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10. Copy of Certificate of Completion on Engineering works where applicable (Road Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11. Copy of original/certified true copy of Deposited Survey Plan where involved Amalgamation or Sub-Division by Licensed Surveyor where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12. Original/certified true copy (by submitting person/manufacturer) Warranty Letter for septic tanks where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13. Form for completion of infrastructure works whereby Engineering drawing incorporated with the Building Plans has been submitted. (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14. Two (2) copies of As-Built plan have been submitted for record purpose if any.	<input type="checkbox"/>	<input type="checkbox"/>

See Reverse>

- *(a) I, the Submitting Person hereby confirm that all the information and documents as listed above are correct and in order.
- (b) I, the Submitting Person hereby confirm that all works on site have been completed in accordance with the approved Building Plans.

Signature :

LAM/LJM. Reg. and Stamp	FOR OFFICIAL USE (Signature and Chop)
	Date:

** **A** - **Applicable**
 N/A - **Not Applicable**

B.P. No:

Project Title:

4cm

4.5cm

3R Photo

1.5cm

Description

3R Photo

1.5cm

Description:

Signature :

LAM/LJM Reg.No. & Stamp

Name of Submitting Person:.....