



[JTC](#) / [CUSTOMER SERVICES](#)

## / ANNEXES /

### **Annex A: Items that do not require JTC's consent**

- Installation of machinery inside the factory, except for the item listed in footnote 1
- Internal partitioning or re-partitioning that does not result in changes in the factory quantum and change of use, except for the item listed in footnote 1
- Installation of air-conditioning and mechanical ventilation system of land lease factories and JTC-built detached standard factories, except for the item listed in footnote 1
- Installation of sanitary and plumbing system of land lease factories and JTC-built detached standard factories, except for the item listed in footnote 1
- Installation of sewerage and drainage system of land lease factories and JTC-built detached standard factories
- Installation of fire alarm and sprinkler systems
- Erection, during construction, of site office, temporary store and builder's shed situated within the boundaries of the site except temporary marine structures
- Erection of temporary hoarding and sign boards in connection with any construction work
- Additions and alterations to concrete pavement and hardstanding area
- Construction of culverts

- Erection of flag poles, if they are not at JTC Flatted Factories, Terrace Workshops or T9 Terrace Factories
- Signages and temporary banners for Land Lease Factories and JTC Standard Factories. (Refer to Guidelines for Signages at [Annex B](#))

**FOOTNOTE:**

*1. Installations in JTC standard factories (tenancy cases), JTC terrace workshops (tenancy cases), JTC T9 factories, JTC flatted factories, multi-tenanted buildings, and business park buildings still require JTC's consent.*

*2. Exemption from having to seek JTC's consent as landowner for the above items should not be construed as exemption from submission to the other building authorities.*

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## **Annex B: Guidelines for signages**

### **1. Signages that require submission of plans for consent**

- a. Amenity centres (internal and external signages)
- b. Eating houses (internal and external signages)
- c. External signages to shophouses, terrace factories, workshops, flatted factories, multi-tenanted buildings, business parks buildings

### **2. Guidelines for flatted factory**

- a. Signages on external walls of flatted factory blocks are for tenants who occupy the entire floor or wing of the floor
- b. External signages to be of aluminium box-up type
- c. Fixing materials of external signages are to be of stainless steel or materials that do not rust or stain
- d. Free standing signboards on the grounds of flatted factory blocks are for tenants who occupy the entire flatted factory block

### **3. Guidelines for installation of external signages for land lease and JTC standard factories or terrace factories or workshops tenancy cases**

- a. Not to be painted on the metal fascia of cladding, applicable to JTC buildings only
- b. Not to be fixed on the panel surfaces of the cladding, applicable to JTC buildings only. Fixing is to be done at the joints and not on the panel surface of the cladding, applicable to JTC buildings only

- c. All fixing materials are to be of stainless steel or materials that do not rust or stain, applicable to JTC buildings only
- d. Signages on JTC's terrace workshops shall not exceed 900mm in height. Legalised sub-tenant's signboard is to be placed at the side of the facade not fronting any major roads

#### 4. Guidelines for temporary banners

- a. Banners are to be kept in good condition during the period of display
- b. Tattered and torn banners are to be removed

<sup>1</sup>The list is not fixed and is subject to changes.

## JTC Corporation

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