

# Space Submission Handbook

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Change log for version 6.0
<ul style="list-style-type: none"><li>- Complete document restructuring for improved readability</li></ul> Key changes include: <ul style="list-style-type: none"><li>- Expanded Table 1: Specific Requirements for Different Types of Work by consolidating the submission checklists into Table 1 while providing more comprehensive technical specifications and requirements for various types of works.</li><li>- Reformatted List B: Endorsement Required and Submission to Other Authorities provided as a guide to other authorities' requirements.</li><li>- Updated List C: Buildings with Performance Based Design and List D: Buildings with Green Building Obligations</li></ul>

## Introduction

This comprehensive resource is designed to assist industrialists and tenants in navigating the process of submitting plans for fit-out works in JTC-managed properties.

This guide aims to:

- a. Provide clear, step-by-step instructions on the submission process for tenancy fit-out works
- b. Outline the types of works that require submission and those that may be exempt
- c. Detail the necessary documentation and requirements for a successful application
- d. Offer guidance on common regulations and standards that must be adhered to

**Important Note:** The information presented for the building lists and their status is accurate at the time of publication. This information will be updated periodically so applicants are encouraged to check on the latest from time to time.

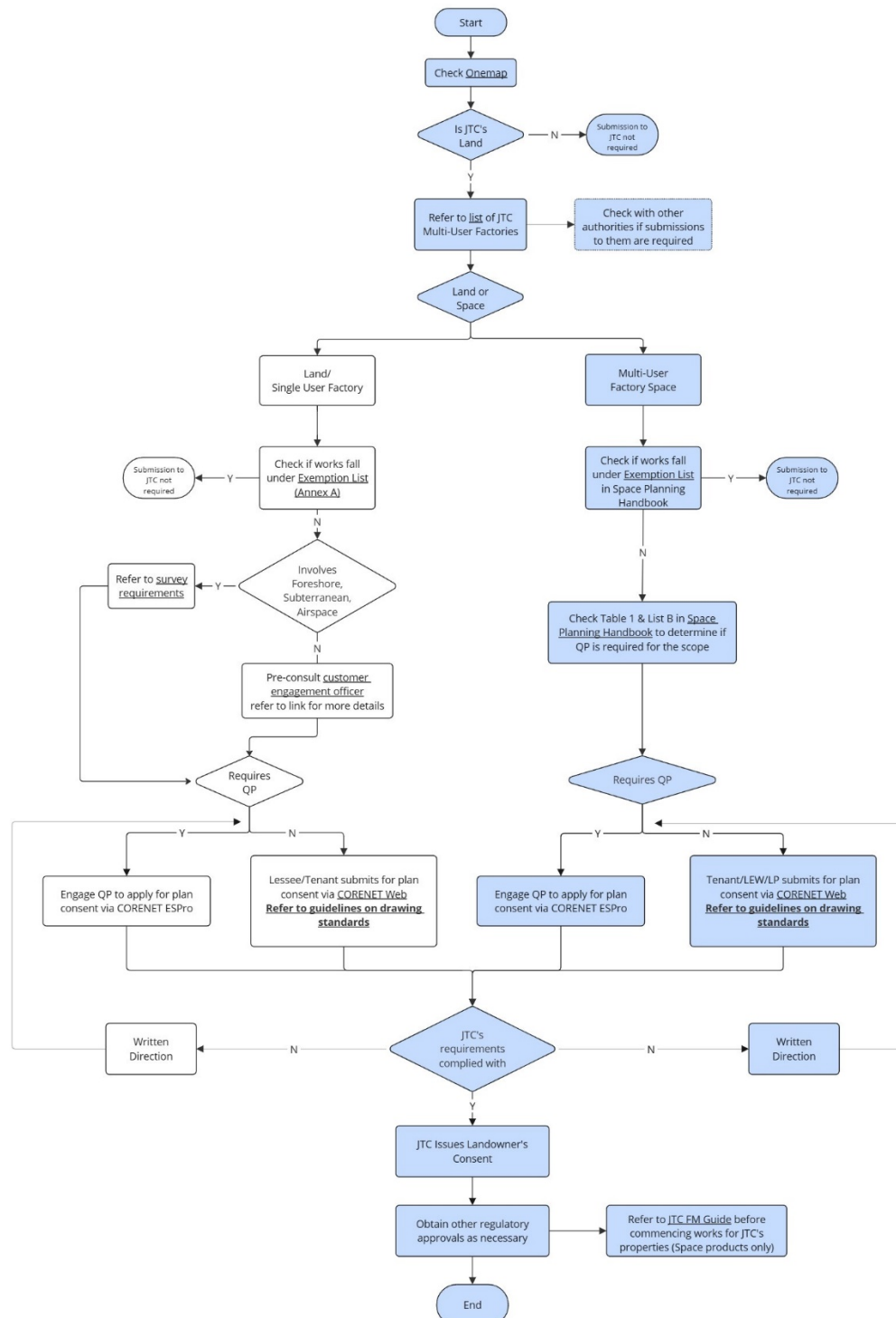
### List of Acronyms

This document uses various abbreviations and acronyms. For the reader's convenience, the following list provides the full terms for these acronyms. Acronyms are listed in alphabetical order.

Acronyms	Full Term
ACMV	Air Conditioning & Mechanical Ventilation
COC	Certificate of Compliance
CS3/CS5/CS7	Connection Scheme forms (for electrical works)
FAP	Fire Access Panel
FMC	Facility Management Company
GFA	Gross Floor Area
KEAD	Kitchen Exhaust Air Duct
LEW	Licensed Electrical Worker
LOC	Letter of Consent
LP	Licensed Plumber
LPS	Lightning Protection System
M&E	Mechanical & Electrical
MDF	Main Distribution Frame
MET	Mass Engineered Timber
MOS	Method of Statement
NOA	Notice of Approval
PE	Professional Engineer
PV	Photovoltaic
QP	Qualified Person
RA	Risk Assessment
RC	Reinforced Concrete
SF	Standard Factory
SLD	Single Line Diagram
UDG	Urban Design Guidelines

## Overview of the Submission Process

When you carry out any alteration works to your unit(s) in JTC's buildings, you are required to seek JTC's plan consent and if necessary, obtain clearance from the relevant authorities. Refer to the submission flowchart below and [JTC's web page](#) for additional information, including the references cited in the flowchart.



**Step 1:**

Check and establish whether your proposed works is exempted from JTC's plan consent. If your proposed work fulfils exemption criteria under List A: Exemption List for Space Submissions to JTC, you do not need to obtain JTC's consent for your proposed works.

*Note: While JTC's consent is not required, relevant submissions to other authorities may still be required, so please check with the relevant Authorities.*

**Step 2:**

Check and establish whether your proposed works require QP's endorsements on plans as required by the various authorities. Refer to Table 1 and List B: Endorsement Required and Submission to Other Authorities.

**Step 3:**

Establish your channel of submission to JTC:

- (1) If works require QP's design and endorsement, you are required to submit via Corenet 2.0 – ESPRO Submission.
- (2) If works do not require QP's design and endorsement, you can submit via Corenet 2.0 – Online Submission.

**Step 4A: Submission by QP**

Prepare and compile all documents for submission via Corenet 2.0 – ESPRO Submission (<https://www.corenet2-ess.gov.sg/document/#/home>)

- (1) Form SD-LD in pdf format
- (2) Form JTC\_SD\_ QP in xfdx format
- (3) Cover Letter in pdf format
- (4) Drawings and forms/documents according to the type of work, as listed in Table 1.

All documents must be encrypted by the Qualified Person (QP). Documents prepared by other QPs must be endorsed by the respective QP in their field of expertise. QP shall review List C: Buildings with Performance Based Design and List D: Buildings with Green Building Obligations to follow Performance Based Design and Green Building Obligations if required.

**Step 4B: Submission by Non-QP**

Prepare and compile all documents for submission via Corenet 2.0 – Online Submission (<https://www.corenet2-ess.gov.sg/document/#/home>)

- (1) Form JTC\_SD\_ Non-QP in xfdx format.
- (2) Signed copy of JTC\_SD\_ Non-QP form in pdf format.
- (3) Drawings and forms/documents according to the type of work, as listed under Table 1.

## Specific Requirements for Different Types of Work

Table 1 below shows the drawings, forms and documents that must be submitted based on the different scope of work. All submissions require proper endorsement by the Tenant/QP. The Tenant/QP must ensure that all items are checked and incorporated before making the submission. This list is non-exhaustive. All tenancy fit-out works are to be submitted to JTC unless explicitly listed under List A: Exemption List for Space Submissions to JTC. The supplementary documents listed in the table include scopes of work that also require endorsement from other engineers (e.g. PE\_Civil, PE\_Mech) when submitted by an architectural QP, as certain aspects of the project involve multiple technical disciplines beyond architectural design.

**Table 1**

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
Construction of internal masonry wall excluding reinforced concrete	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records.
Construction/ Removal of internal non-load bearing concrete and masonry wall.	Arch QP	1) Space usage for each partitioned space 2) Location, extent & height of walls 3) SCDF compliance
Construction of reinforced concrete trench within premises	PE (Civil)	1) PE shall review and submit the usage, details, function of the trench 2) Existing services shall not be affected and connection detail to public services 3) Authorities' approval to connect to public services 4) Proposal within tenant's premises shall follow as below: a) No concealment of pipes in beams, floor slabs, ceiling slabs, columns and walls are permitted. b) No removal/hacking of concrete topping shall be done to the existing floor. c) No hacking/coring of structure members, floor or ceiling shall be allowed. If required to core existing structure, PE shall assess existing structure capacity and propose strengthening

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
		<p>work if required. No reinforcement is allowed to be cut/damaged, or proposal shall compensate with additional rebars accordingly.</p> <p>d) If the hacking of floor slab is unavoidable (e.g. embedding Magnets), to show the plan with exact location and dimension reference to nearest Gridline to embedded Magnets (As-built condition). To provide cross section showing existing rebars, embedded magnet and remaining cover. Existing rebars shall not be exposed and are not allowed to touch with magnets. Existing floor finishes to be reinstated. After completion of lease term, the tenant shall remove all the embedded magnets from the floor and reinstate the floor and its finishes to original condition.</p> <p>e) No coring is allowed on roof floor and affect the waterproofing layer.</p> <p>f) Please note that no hacking/coring is allowed onto the building's structural elements (columns, beams, and slabs), when carrying out the Works.</p>
Construction/ modification of external wall (incl. parapets)	PE (Civil) endorsed drawings	<p>For Temporary hacking of parapet wall (for installation/removal of machinery):</p> <ol style="list-style-type: none"> <li>1) to minimise hacking work and damage the extent to parapet wall</li> <li>2) check the delivery route is within allowable loading of the floor</li> <li>3) to propose location and review by professional engineer</li> </ol>
Construction/ modification of mezzanine floor and storage platform	PE (Civil) endorsed drawings and calculation	<ol style="list-style-type: none"> <li>1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records.</li> <li>2) Authorities' compliance</li> </ol>

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
	Arch QP	1) Location & extent of floor/platform (plan & sections) 2) Space usage 3) Floor material type 4) Type of goods to be stored 5) BCA, SCDF compliance
Demolition of load bearing concrete and masonry material walls, reinforced concrete structures, parapet wall, curtain wall, and coring work in the structure elements	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, not to affect existing load path or create alternative load path, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records.
Demolition of toilets/bin store (external or load bearing wall)	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, not to affect existing load path or create alternative load path, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records. 2) Avoid hacking structural members/load bearing wall 3) Authorities' compliance
Installation of air-conditioning system without ductworks	PE (Civil) endorsed drawings and calculation	1) Layout Plans showing proposed works indicating location of equipment, and pipe if applicable. To include the locations, sizes, weight and type showing supporting structure frame and spacing/dimension of connections 2) Details of supporting structure frame and connection details. Connection details refer to bolts type/size/spacing and embedment depth (penetration) into existing structural elements. 3) Supporting calculation to show that supporting structure and connection details can take the weight (loading) of proposed (fixtures-varies) with PE (Civil) endorsement. (For ACMV, to provide the calculation and details of CU



Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
		Platform including connections to main structure, access cat ladder details and connections to main structures.) 4) (Fixtures-varies) are to be suspended from structural elements only. 5) PE shall review suitability of proposed structure connection type and embedment depth with respect to existing structure floor system.
Installation of cold/chiller room	Arch QP	1) Location & area of cold/chiller room (if new partitioning is involved) 2) Insulation & waterproofing provision to walls & floors 3) SCDF compliance
	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design considerations/ assumptions /specifications, detailed engineering plans to JTC for records.
	Arch QP / PE (Mech)	1) Installation details 2) Space temperature indicated in plan 3) Insulation and floor heater provisions 4) Cold room fire safety requirements are designed and endorsed by QP. 5) Post-implementation Monitoring and performance checking such as condensation issues to within/adjacent units.
Installation of spray painting booth	Arch QP	1) location & area of spray booth 2) exhaust location 3) NEA, SCDF compliance
	PE(Civil) endorsed drawings and calculation	1) To indicate the weight of the spray booth system including machinery/equipment and PE(Civil) assessment of loading. 2) To clarify if there is any connection to the base structure. 3) To clarify if the entire spray booth including the walls is part of a proprietary system.

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
		<p>4) To clarify if there is any discharge and to provide the routing. To note no concealment of pipes in structures shall be allowed. No removal of concrete topping shall be done to the existing floor. No coring of structures shall be allowed.</p> <p>5) To clarify if there are exhaust duct provided. To clarify if those will be separately submitted.</p> <p>6) To provide PE(Civil) endorsed plan and calculation for assessment of loading of Spray Paint Booth system and installation details for exhaust duct support/routing.</p>
	PE (Mech) drawings endorsement required.	<p>1) the discharge point of the exhaust air</p> <p>2) the filtration system</p>
Installation of strong rooms/vault room	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records.
Installation of wash area/toilet, water and/or drain pipes	Arch QP	<p>1) location &amp; extent of wash area/toilet</p> <p>2) routing of drain pipes &amp; waterproofing provision</p> <p>3) any hacking works involved to existing floor/walls</p>
	LP	<p>1) Provide water services details</p> <p>2) Provide WELS ticks rating</p> <p>3) Works to be carried out only by licensed plumber, to ensure that works comply with PUB and other relevant authorities.</p> <p>4) Existing outlets shall not be tempered and sealed</p>
New sheltered structure	PE (Civil) endorsed drawings and calculation	<p>1) purpose and structure system of shelter</p> <p>2) location, extent, height &amp; material of shelter</p> <p>3) authorities' compliance</p>

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
	Arch QP	1) Purpose of shelter 2) Location, extent, height & material of shelter 3) Shelter roof slope & direction 4) For large shelter structures, check sprinkler provision 5) UDG compliance (for SF only)
Plumbing & Sanitary Works, cable installation	PE (Civil) endorsed drawings and calculation	1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design considerations/assumptions/specification, detailed engineering plans to JTC for records.
	PE (Mech) / LEW / LP	1) the plumbing & sanitary layout drawings reviewed and endorsed by Licensed Plumber 2) the electrical cabling works are reviewed and endorsed by LEW. 3) MOS, RA 4) Licensed Plumber endorsement (for P&S) 5) Licensed Electrical Worker endorsement (for electrical works)
Tenants' logo on building façade	Arch QP	1) Qualifying criteria (anchor tenant area) 2) Design details (location, quantity, size, placement)
Closing up of existing windows, doors or roller shutter	Arch QP	1) Location of elements to be sealed up & rationale 2) MOS & material 3) BCA & SCDF compliance 4) Any impact to blast provisions, etc.
Construction/modification of external wall (incl. parapets)	Arch QP	1) Location & extent of external wall 2) Wall material & finish (cannot be subpar material) 3) Joints between existing & new wall 4) (For JTC Buildings) Reasons for modifying our external walls 5) SCDF compliance 6) UDG compliance (for SF only)
Height Restriction Gantry installation	PE (Civil) endorsed	1) Structural integrity check on the existing structures, inclusive of design calculations, loading, design

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
	drawings and calculation	considerations/assumptions/specification, detailed engineering plans to JTC for records.
Installation of air-conditioning and mechanical ventilation system which involves ductworks	PE (Mech) / AC Installer	1) Provide efficiency of aircon and MV system 2) Provide the ventilation is provided where indicated "AC/MV by tenant" 3) Kitchen exhaust filtration system is provided for Kitchen Exhaust Air Duct (KEAD). 4) MOS, RA 5) Air Con Catalogue 6) Schedule of ACMV Equipment indicating efficiency and chilled water consumption, if applicable
Installation of air-conditioning and mechanical ventilation system which involves ductworks	Arch QP	1) Location of equipment, air ducting, chilled water, refrigerant and condensate drainpipe 2) Vent opening size & location on existing façade or walls beyond tenant's own premise
Installation of cooling tower	PE,(Mech), PE (Civil) endorsed drawings	1) location of Cooling tower 2) efficiency 3) loading
Installation of flue chimney/vent pipe/exhaust hood	PE,(Mech) endorsed drawings	1) Design and installation details of the chimney/vent pipe/exhaust hood.
Installation of new windows, doors or roller shutter.	Arch QP	1) Location of windows/doors/shutters 2) Design, size 3) Technical and performance specs (e.g. fire-rating, blast) 4) (For new installation) Coy to provide reason for opening new entrance/windows etc. 5) SCDF compliance

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
Installation of solar PV panels	Arch QP	1) PV panel layout, maintenance accessways, mounting height 2) (for hybrid PV + green) section detail in relation to roof edges and roof slab/finished floor level. 3) SCDF compliance matters - fire escape route & clear width, travel distance, access to escape stairs/cat ladder, access hatch - PV array max. size - height of PV - no other uses below PV array - PV mounting to be within lowest BHC
	PE (Civil) endorsed drawings and calculation	1) Check the detail proposal to ensure the integrity of existing structure is not affected
	PE (Mech) / LEW	1) QP endorsed SLD and cable layout plan, SLD shall include PV installation and interfacing with building systems 2) Coordination/confirmation letter from building FMC and building LEW SP reply for CS1 submission 3) LEW endorsed CS3, CS5/CS7, Letter Of Consent and Certificate Of Compliance 4) QP endorsed lightning protection system documents, e.g. Risk Assessment, LPS plan 5) Connection details to water mains are shown clearly
Installation/ replacement of internal Ducting / Exhaust not affecting common areas/facade	PE (Mech)	1) Outlet shall not be directly pointing to neighbouring unit 2) Routing layout

Scope of Work	Endorsement/ Party Responsible	Details to be Provided in Submissions
M&E Services & equipment (on ground)	PE (Mech) / PE (Elect) / Arch QP	1) M&E equipment location & routing 2) screening measures (if any) Major M&E Equipment - Generator, Chiller, Cooling Tower - Dog houses
M&E Services & equipment (rooftop)	PE (Mech) / PE (Elect) / Arch QP	1) M&E equipment location & routing 2) screening measures (if any) 3) waterproofing provision (if touching extg' ones) 4) Building height control limits
M&E works along corridors (e.g. AC compressors)	PE (Mech) / PE (Elect) / Arch QP	1) M&E equipment location & routing 2) Screening measures (if any)

## List A: Exemption List for Space Submissions to JTC

If your scope of work falls under the exemption list below, you are not required to submit your tenancy fit-out plans to JTC, provided the proposed works comply with the critical conditions for exemption. However, all tenants remain fully responsible to fulfil JTC's conditions for exemption as outlined below, including ensuring their fit-out works strictly comply with relevant building codes, submissions to other authorities are made as necessary, and the works comply with safety regulations. Tenants are still required to reinstate premises to the original handover condition upon tenancy expiry or termination, unless otherwise agreed with the building owner in writing.

Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
Floor Finishes Replacement	1) Total thickness of tiles and screed must not exceed 50mm 2) No hacking of existing floor slab for scupper drains 3) Must not affect the warranty of the floor system 4) Waterproofing must be applied to wet areas before laying new floor tiles	1) Tenant shall bear repair costs and removal expenses for excess topping if defects occur due to excessive topping. 2) Tenant shall rectify any ceiling leakages to the lower floor unit within one year of completing toilet floor tile replacement.
Installation of additional and/or replacement of electrical and lighting points within tenant's unit	1) Not exceeding approved electrical load in CS3 submitted to SP Group 2) No penetration or hacking of structural members 3) The design drawing and installation are reviewed by tenant's LEW.	Endorsed and installed by LEW

Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
Installation of false ceiling within unit	1) Ensure minimum headroom complies with BCA's Approved Document's requirements 2) Suspend ceiling frames from structural elements, except for prestressed slabs, hollow core slabs, or Mass Engineered Timber 3) Penetration of the bolts/anchors shall not exceed 40mm into the structural elements. 4) Ceiling/wall-suspended fans must not exceed 35kg 5) No hacking of RC floor slabs or structural members allowed 6) Ensure minimum headroom complies with BCA's Approved Document's requirements 7) Penetration of the bolts/anchors shall not exceed 40mm into the structural elements. 8) Does not involve connection to prestressed slabs, hollow core slabs, or Mass Engineered Timber (MET).	1) Comply with BCA's advisory for suspended ceiling installation 2) Seek Professional Engineer (PE) advice on compliance with recommendations and design requirements 3) Obtain necessary authority approvals
Installation of hydraulic car hoist, car-o-liner without hacking of floor slab (for car workshop)	1) Can be exempted for installations in single-storey terrace factory or standard factory buildings only: a. Penetration of bolts/anchors shall not exceed 40mm into the structural elements. b. Does not involve connection to prestressed slabs, hollow core slabs, or Mass Engineered Timber (MET).	



Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
Installation of Machinery / Equipment including installation of air-cleaner/ installation of safe	1) The individual weight of any machine shall not exceed 750 kg or the design-imposed load in kN/m <sup>2</sup> of the structure, whichever is lesser. 2) Air cleaners and ducts shall not penetrate any structural members. 3) Penetration of bolts/anchors shall not exceed 40mm into the structural elements. 4) Does not involve connection to prestressed slabs, hollow core slabs, or Mass Engineered Timber (MET). 5) Must not obstruct existing fire escape routes or fire-fighting equipment	1) Provide suitable shock absorbers at machine bases 2) Implement measures to abate any noise and vibration from machine operations
Installation of new floor waste, drain pipe, gully and/or grease trap with additional new raised platform within tenant's unit	1) No penetration or hacking of floor slab 2) Existing discharge outlets shall not be tampered with and/or sealed 3) Licensed Plumber shall be engaged to supervise the installation works.	1) Tenant shall engage a Licensed Plumber for the installation of new floor waste, drain pipe, gully and/or grease trap 2) Works to comply with regulations and requirements laid down by the relevant authorities.
Installation of partition wall within unit	1) No impact on planning parameters (60:40 quantum or GFA changes) 2) No connection to suspended ceiling frames, unless the frame is certified for the connection 3) Does not involve connection to Mass Engineered Timber (MET).	1) Comply with BCA's advisory on design and installation of high non-load bearing walls 2) Supplement ventilation if natural airflow is obstructed (>12m from window openings), as per BCA requirements 3) Submit to SCDF as necessary
Installation of portable grease trap	1) Grease trap must be portable type (excluding grease trap below ground) 2) Total operating weight of the portable grease trap (self-weight and the content weight when full) shall be less than 750kg or the design-imposed load in kN/m <sup>2</sup> of the structure, whichever is lesser. 3) Existing structures must not be	1) Shall not obstruct existing or approved 1.2m fire escape route 2) Shall not obstruct fire-fighting equipment (e.g., fire hose reel)

Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
	tampered with in the course of works	
Installation of raised floor system within unit	1) No storage allowed within raised floor systems 2) Install sprinklers under raised floors if SCDF's depth limit is exceeded	1) Comply with Fire Safety Requirements (e.g., technical and performance specifications of raised floor systems) 2) Consider BCA barrier-free route requirements where applicable
Installation of shelves/racks	1) Shelves/racks that are used as access platform will not be exempted and need to apply for consent. 2) Dimensions of Shelving/Racks: a) Height of rack/shelves cannot exceed 3.0 m high b) Width of rack/shelves cannot be more than 1.2 m 3) Gross weight (Total weight of shelves/rack and storage material) shall not exceed 7.5 kN/m <sup>2</sup> or the allowable design-imposed load whichever is lesser	1) Maintain unobstructed passageway of not less than 1.2m 2) Material stored must be non-combustible 3) Shelves/racks shall not be connected to the non-load bearing partition wall.
Installation/Replacement of potable water point within tenant's unit	1) No penetration or hacking of structural members	1) Tenant shall engage a Licensed Plumber for the installation of potable water point within tenant's units 2) Works to comply with regulations and requirements laid down by the relevant authorities.
Installation of retractable awning	1) Installation of retractable awning with cantilevered projection can be exempted if it fulfils conditions under BCA Insignificant Building Works <a href="https://sso.agc.gov.sg/SL/BCA1989-S666-2003?ProvlDs=Sc1-#Sc1-">https://sso.agc.gov.sg/SL/BCA1989-S666-2003?ProvlDs=Sc1-#Sc1-</a>	1) Engage qualified and experienced personnel to fabricate and install
One-to-one replacement of unit's windows, doors, or roller shutters not along external building façade	1) Replacement to be of the same location size and performance e.g. fire-rating, insulation, acoustics, weather resistance, outlook	1) Compliance with Fire Code and submission to SCDF to be made as necessary

Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
Replacement of existing water pipes/water points	1) Not a fire-fighting water piping work 2) No hacking of existing floor slab /structural members for embedding of pipes	1) Works to be carried out only by licensed plumber, to ensure that works comply with PUB and other relevant authorities.
Repositioning of Sink / Wash Basin	1) No enlargement or creation of new opening 2) Water shall discharge to existing floor trap 3) Does not affect existing outlets 4) No hacking of existing floor slab/structural members for embedding of pipes 5) No tampering of floor finishes that is going to affect the warranty of waterproofing and floor hardener.	1) Works to comply with regulations and requirements laid down by the relevant authorities. 2) Existing outlets shall not be tempered and sealed
Wall Tiles Replacement	1) Thickness used must not exceed 13mm and the total thickness of the wall finish (wall tiles with screed) must not exceed 25mm 2) No mechanical hacker is allowed to remove existing wall tiles 3) New wall tiles can be laid over existing wall tiles using adhesive method only: i) Only one additional layer is allowed to be laid using adhesive methods only. ii) Wall tiles can be laid using market product that can adhere to RC/plastered/tile finishes following manufacturer's guidelines	1) Spatter dash or equivalent must be applied to existing RC/column to provide rough surface prior to wall tiles installation
Window Grilles Installation	1) Installation is within JTC's tenant unit without affecting building façade 2) Installation of grilles at Fire Access Panel (FAP) is not allowed 3) Installation shall not have projection beyond the building façade	

Scope of Work	Critical Conditions for Exemption	Other Regulatory Compliance Requirements/Advisories to be complied with
Laying of telco/fiber cables from MDF room/riser along existing telecom cable trays to tenant's premise	If any wall along the route from the MDF room/riser to the tenant unit is fire-compartmented, any penetration through the fire compartment walls shall be fire-stopped.	Cables to be run along existing cable trays provided.
Tenant Signages/signboard (with business name and logo only) outside tenant's unit	1) Adhere to the allocated space and stipulated material for the signboard in front of the unit. 2) Advertisement signages are not permitted.	1) Engage qualified and experienced personnel for fabrication and installation. 2) Obtain an advertising license from BCA for signage exceeding 10m <sup>2</sup> . 3) All lighting connections must be installed by a LEW.

## List B: Endorsement Required and Submission to Other Authorities

Refer to **Table 1: Specific Requirements for Different Types of Work** outlining requirements for PE's endorsement for specific works.

For avoidance of doubt, Qualified Person (QP), Professional Engineer (PE), Licensed Electrical Worker (LEW) and Licensed Plumber (LP) are required for the listed works and necessary endorsements need to be submitted in the submission to JTC:

1. QP's endorsement required for any change in GFA.
2. QP's endorsement that the proposed works do not affect the existing performance-based design is required for works in List C: Buildings with Performance Based Design, if the performance-based design is affected, a fire safety engineer is required to
3. QP endorsement for works affecting fire safety e.g. partition works, replacement of roller shutter/door.
4. PE's endorsement for works involving modifications, erection of structure, affecting building loading.
5. PE's endorsement for works affecting HVAC system installation or major modifications, electrical system design, fire protection system
6. LEW's endorsement for the design and installation of all electrical works.
7. LP's endorsement for the design and installation of water and sanitary works.

Before commencing any tenancy fit-out works, consult the relevant authorities' websites and guidelines to determine submission requirements and whether a Qualified Person (QP) or Professional Engineer (PE) must be engaged. For reference, key authorities' websites (non-exhaustive) are provided in the following table. Where submission requirements, compliance standards, or potential waivers are unclear, initiate pre-consultation discussions with the respective authorities to clarify requirements and obtain formal guidance.

URA	<u><a href="https://www.ura.gov.sg">Exemptions from Planning Permission (ura.gov.sg)</a></u>
BCA	<u><a href="#">Building Control Regulations 2003 - Singapore Statutes Online</a></u>
SCDF	<u><a href="#">Minor Addition &amp; Alteration Works</a></u> <u><a href="#">Fire Safety (Building and Pipeline Fire Safety) Regulations - Singapore Statutes Online</a></u> <u><a href="#">Fire Safety (Exemption) Order - Singapore Statutes Online</a></u>
NParks	Refer to <u><a href="#">Chapter 8 in the Guidelines on greenery provision and tree conservation for developments</a></u> for submission requirements.
PUB	<u><a href="#">Submission Process   PUB, Singapore's National Water Agency</a></u>

## List C: Buildings with Performance Based Design

Refer to SCDF's website for the latest list of buildings with Performance Based (PB) Design.

List of Projects Involving Performance-Based Fire Safety Design | SCDF

QP/FSE to check if PB will be affected by the proposed works and declare that proposal will not affect the Performance Based Design if otherwise.

S/N	Building	Location
1.	JTC Summit	Level 1 to Level 3
2.	JTC Food Hub @ Senoko	All Units
3.	JTC Poultry Processing Hub	All Units
4.	JTC Space @ Tuas	Ramp-Up Factory Units
5.	JTC Chemicals Hub	All Units
6.	TrendSpace	All Units
7.	Bedok Food City	All Units
8.	JTC Logistics Hub	All Units
9.	TimMac @ Kranji	All Units
10.	Kranji Green @ Sungei Kadut Eco District	All Units
11.	Defu Industrial City	All Units
12.	JTC Space @ AMK	All Units
13.	Punggol Digital District	Tower 4, CC2 Nexus
14.	Bulim Square	M-Deck (L2)

## List D: Buildings with Green Building Obligations

M&E equipment installed must comply with requirements laid out in Green Building Obligations, as stipulated within the tenancy agreement.

Note: The information presented for the building lists and their status is accurate at the time of publication. This information will be updated periodically.

S/N	Building
1.	LaunchPad @ one-north (Blk 79)
2.	CleanTech One
3.	CleanTech Two
4.	LaunchPad @ Jurong Innovation District
5.	Fusionopolis One
6.	Fusionopolis 2A
7.	JTC nanoSpace @ Tampines
8.	JTC Space @ Tampines North
9.	JTC Space @ Tuas Biomedical Park
10.	JTC MedTech Hub
11.	Aviation One
12.	Aviation Two
13.	Woodlands Blk 15
14.	Woodlands Blk 20
15.	Woodlands Blk 22
16.	Jurong Town Hall
17.	JTC Space@ AMK
18.	JTC Logistics Hub
19.	JTC Space @ Tuas
20.	JTC Food Hub @ Senoko
21.	TrendSpace
22.	JTC Chemicals Hub
23.	Bedok Food City

24.	JTC Space @ Gul
25.	JTC Surface Engineering Hub
26.	JTC Poultry Processing Hub
27.	Woodlands North Coast
28.	JTC CleanTech 2B
29.	JTC CleanTech Three
30.	TimMac @ Kranji
31.	Kranji Green @ Sungei Kadut Eco District
32.	Punggol Digital District
33.	Bulim Square

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