

SPACE SUBMISSION GUIDE

When you carry out any additions or alteration works to your unit/s in JTC's buildings, you are required to seek JTC's plan consent and obtain clearance from the relevant authorities.

Step 1:

Check and establish whether your proposed works is exempted from JTC's plan consent. If your proposed work is listed under List A, you do not need to secure JTC's consent of your plan.

Note: While JTC's consent is not needed, the relevant submission to other authorities is still required.

Step 2:

Check and establish whether your proposed works require QP's endorsements on plans.

- (1) If your proposed work is listed under List B, you are required to obtain QP's endorsements on plans submitted.
- (2) If your proposed works are listed under List C, QP's endorsement on plans are not required.

Step 3:

Establish your channel of submission to JTC:

- (1) If you are a QP, you are required to submit via Corenet – ESPro Submission.
- (2) If you are a non-QP, you can submit via Corenet – Online Submission.

Step 4A: Submission by QP

Prepare and compile all documents for submission via **Corenet – ESPro Submission** (<https://www.corenet-ess.gov.sg/ess/>)

- (1) Form SD-LD in pdf format
- (2) Form SD-01 in xfd format
- (3) Cover Letter in pdf format
- (4) Drawings and forms/documents according to the type of work, as listed in Table 1.

Note that the QP is required to encrypt all documents and documents not under the applicant QP are to be endorsed by the QP of the respective field.

Step 4B: Submission by Non-QP

Prepare and compile all documents for submission via **Corenet – Online Submission** (<https://www.corenet-ess.gov.sg/ess/>)

- (1) Form X in excel format [Excel 97-2003 Workbook]
- (2) Form SD-01 in pdf format.
- (3) Drawings and forms/documents according to the type of work, as listed in Table 1.

The submission by non-QP applies to works found in List C. If the proposed works are found in List B, the drawings will need to be endorsed by a QP of the respective field. Form SD-01 and drawings are to be stamped and signed by the JTC's tenant.

Table 1

Types of Work	Drawings	Forms/Documents
Electrical	<ul style="list-style-type: none"> - Site/Location Plan - PowerPoint Layout *** - Lighting Layout *** - Single Line Diagram (SLD) *** - Single Line Diagram (SLD) incorporating green lease metering requirement * 	<ul style="list-style-type: none"> - LOC - COC - RA - MOS - Form CS3 - Form CS5 or CS7 - Lighting Power Density Budget *
Partition Sprinkler Works Affecting Fire Protection Installations	<ul style="list-style-type: none"> - Site/Location Plan - Layout Plans showing proposed works. ** <ul style="list-style-type: none"> ▪ For partition works, typical cross section of partitions showing partition height, materials and its connection details to structural floor slab and ceiling slab (if applicable). ▪ For new erection, the deadweight, thickness and height should be specified. PE (Civil) Endorsement would also be required. 	<ul style="list-style-type: none"> - RA - MOS - NOA from SCDF
ACMV	<ul style="list-style-type: none"> - Site/Location Plan - Layout Plans showing proposed works ** indicating location of equipment, chilled water, refrigerant and condensate drainpipe, if applicable ***** - If installation includes mounting of ACMV equipment, to refer to “Machinery Layout and/or Structural Works” requirements below. 	<ul style="list-style-type: none"> - RA - MOS - Air Con Catalogue - Schedule of ACMV Equipment indicating efficiency and chilled water consumption, if applicable
Sanitary Plumbing Drainage Sewerage Other Works	<ul style="list-style-type: none"> - Site/Location Plan - Layout Plans showing proposed works ** indicating point of connection/tap-off 	<ul style="list-style-type: none"> - RA - MOS

Machinery Installation/Layout	<ul style="list-style-type: none"> - Site/Location Plan - Layout plan showing proposed works ** including mounting/fixing details of machinery to structural elements, if applicable. - Calculations by PE (Civil) - Endorsement by PE (Civil) on plan 	<ul style="list-style-type: none"> - RA - MOS - Equipment Schedule indicating type, size and weight
External Signage (at building façade)	<ul style="list-style-type: none"> - Site/Location Plan - Layout Plans showing proposed works ** including the size/frame and fixing to structural elements - Calculations by PE (Civil) - Endorsement by PE (Civil) on plan 	<ul style="list-style-type: none"> - RA - MOS
Structural Works	<ul style="list-style-type: none"> - Site/Location Plan - Layout plan showing proposed works ** to structural elements, if applicable. - Calculations by PE (Civil) - Endorsement by PE (Civil) on plan 	
Change of Use	<ul style="list-style-type: none"> - Demarcation of layout on production area to abide by 60:40 rule 	

Note: * For JTC buildings under Green Lease only. (Refer to List E)

** Tenanted units shall be highlighted in key plan (overall unit plan).

*** Layout drawings and SLD has to bear the company stamp/signature and LEW's endorsement

**** For installation of compressor units along common spaces, to include sectional drawing

Abbreviation:

ACMV	Air Conditioning & Mechanical Ventilation
COC	Certificate of Compliance
LOC	Letter of Consent (For Submission of Application for Electricity Supply)
MOS	Method of Statement
NOA	Notice of Approval from SCDF
RA	Risk Assessment

LIST A: Exemption List

S/N	Type of Works	Exemption Submissions Criteria:	Exemption Submissions Shall Comply/Ensure:
1	Sanitary Installation		
1.1	Replacement / addition of existing water pipes/water points	a) Not a fire-fighting water piping work b) No hacking of existing floor slab /structural members for embedding of pipes	a) Works to comply with regulations and requirements laid down by the relevant authorities. b) Works to be carried out only by licensed plumber
1.2	Installation / Reposition of Sink / Wash Basin	a) No enlargement or creation of new opening b) Water shall discharge to existing floor trap c) Does not affect existing outlets d) No hacking of existing floor slab/structural members for embedding of pipes	a) Works to comply with regulations and requirements laid down by the relevant authorities. b) Existing outlets shall not be tempered and sealed
2	Fans Installation		
2.1	Installation of Ceiling Fan / Wall Fan	a) Weight of fan suspended from ceiling / wall shall not exceed 35kg b) No hacking of RC floor slab / structural members hacking c) Minimum height clearance of 2.4m measured from finished floor level to the fan must be provided	a) Penetration of the bolts/anchors shall not exceed 40mm into the structural elements.
3	Internal Doors / Window Grilles Installation		
3.1	Internal Door Replacement	a) Only one to one replacement of internal doors within JTC's tenant unit (same door type, size, fire-rating) without affecting the adjacent partitions	
3.2	Window Grilles Installation	a) Installation is within JTC's tenant unit without affecting building façade b) Installation of grilles at Fire Access Panel (FAP) is not allowed	a) Installation shall not have projection beyond the building façade

S/N	Type of Works	Exemption Submissions Criteria:	Exemption Submissions Shall Comply/Ensure:
4	Floor and Wall Finishes Replacement		
4.1	Floor Finishes Replacement	a) Total thickness of tiles (floor finishes) and screed must not exceed 50mm b) No hacking of existing floor slab for scupper drains.	a) Registered tenant (RT) shall pay for repair costs and removal of excess topping should any defects occur due to excessive topping b) Replacement of toilet floor tiles shall be made good any ceiling leakages to the lower floor unit by RT within one year upon completion of works. c) Waterproofing should be provided to wet area before laying of new floor tiles.
4.2	Wall Tiles Replacement	a) Replacement of existing wall tiles over RC surface only	a) No mechanical hacker is allowed to remove existing wall tiles b) Spatter dash or equivalent must be applied to existing RC/column to provide rough surface prior to wall tiles installation c) Thickness used must not exceed 13mm and the total thickness of the wall finish (wall tiles with screed) must not exceed 25mm d) 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

S/N	Type of Works	Exemption Submissions Criteria:	Exemption Submissions Shall Comply/Ensure:
5	Shelves / Racks Installation		
5.1	Shelving System / Racks	a) Dimensions of Shelving/Racks: i) Height of rack/shelves cannot exceed 3m high ii) Width of rack/shelves cannot be more than 1.2m b) Gross weight (Total weight of shelves/rack and storage material) shall not exceed 7.5 kN/m ² or the allowable design-imposed load whichever is lesser	a) Maintain unobstructed passageway of not less than 1.2m b) Material stored must be non-combustible
6	Air Cleaner / Portable Grease Trap Installation		
6.1	Air Cleaner Installation	a) Weight of air cleaner is less than or equal to 35kg b) Air cleaners / ducts shall not penetrate any structural members	a) Penetration of bolts/anchors shall not exceed 40mm into RC Slab b) The air cleaner shall not be suspended from ceiling, it must be suspended from steel members spanning the existing RC elements (beam/column/wall) or supported by steel brackets fixed on RC beam/RC column/RC wall d) The exhaust air shall be collected and treated with muffles and activated carbon to minimize noise and smell before discharge
6.2	Portable Grease Trap Installation	a) Grease trap must be portable type (excluding grease trap below ground) b) Total operating weight of the portable grease trap (self-weight and the content weight when full) shall be less than 400kg or the design-imposed load in kN/m ² of the structure, whichever is lesser.	a) All existing structures must not be tampered with in the course of works b) Shall not obstruct existing or approved 1.2m fire escape route c) Shall not obstruct fire-fighting equipment (e.g. fire hose reel) minimum 600mm clearance

S/N	Type of Works	Exemption Submissions Criteria:	Exemption Submissions Shall Comply/Ensure:
7	Machinery/Equipment /Safe Installation		
7.1	Machinery / Equipment / Safe Installation	a) The total weight of the machineries or equipment shall not exceed 400 kg or the design imposed load in kN/m ² of the structure, whichever is lesser. b) Does not tamper with existing floor slab/structural members during installation	a) Shall not obstruct existing or approved 1.2m fire escape route b) Shall not obstruct fire-fighting equipment and have minimum 600mm clearance c) To provide suitable shock absorbers at the bases of machines d) To take remedial measures to abate any noise and vibration if any arising from the operation of the machines
7.2	Installation of Ducting / Exhaust	a) The total weight of the machineries or equipment shall not exceed 400 kg or the design imposed load in kN/m ² of the structure, whichever is lesser. b) Does not tamper with existing floor slab/structural members during installation	a) Outlet shall not be directly pointing to neighboring unit

List B: QP Endorsement Required

<u>Common Works within Tenanted premises</u>		
S/N	Type of Works	Item that needs QP /LEW endorsement
1.	Installation of machinery/equipment (individual weight above 400kg)	PE (Civil)
2.	Installation of hydraulic car hoist, car-o-liner without hacking of floor slab (for car workshop)	PE (Civil)
3.	Installation of strong rooms/vault room	PE (Civil)
4.	Installation of cold/chiller room	PE (Civil)
5.	Temporary hacking of parapet wall (for installation of machinery)	PE (Civil)
6.	Construction of mezzanine floor and storage platform	PE (Civil)
7.	Demolition of toilets/bin store (external or load bearing wall)	PE (Civil)
8.	Demolition of load bearing walls, reinforced concrete structures, parapet wall, curtain wall, or dividing wall shared with adjacent unit	PE (Civil)
9.	Construction of reinforced concrete trench within premises	PE (Civil)
10.	Installation of gypsum board partition and other partitioning works	PE (Civil)
11.	Installation of raised floor system	PE (Civil)
12.	Installation of portable grease trap (gross weight above 400kg)	PE (Civil)
13.	Installation of false ceiling (min height clearance to comply with BCA headroom requirement)	PE (Civil)
14.	Installation of air-cleaner (unit weight above 35kg)	PE (Civil)
15.	Installation of ceiling/ wall fan (unit weight above 35kg)	PE (Civil)
16.	Mounting details of structural supporting system air-conditioning system with/without ductworks (if applicable)	PE (Civil)
17.	Installation of shelves/racks (exceeding 3m high and 1.2m wide)	PE (Civil)
18.	Construction of internal masonry wall excluding reinforced concrete	PE (Civil)

S/N	Type of Works	Item that needs QP /LEW endorsement
19.	Removal of internal masonry wall excluding reinforced concrete	PE (Civil)
20.	Works affecting Performance based design (Refer to List D) [To provide QP letter of no objection to confirm the proposed works not affecting the existing performance-based design]	QP (As deemed appropriate by FSSD)
21.	Fire Protection Works. E.g. Sprinkler works, Hose Reel, Fire Alarm, Smoke control.	QP (As deemed appropriate by FSSD)
22.	Trade Effluent discharge	PE (Mech)
23.	Boiler Installation	PE (Mech)
24.	Spray Painting Booth Installation	PE (Mech)
25.	Plumbing & Sanitary Works	Licensed Plumber (LP)
26.	Electrical Works	LEW
<u>External works (affecting building's common area or façade)</u>		
1.	Installation of cooling tower	PE (Civil)
2.	Installation of external signages e.g. signboards and advertisement signs	PE (Civil)
3.	Installation of air-conditioning and mechanical ventilation system with/without ductworks	PE (Civil)
4.	Installation of awning/ retractable awning/ window hood/ cantilevered roof	PE (Civil)
5.	Installation/erection of diesel tank.	PE (Civil)
6.	Installation of solar PV panels	PE (Civil), LEW (G9)
7.	Installation of antennas at roof top by Telcos	PE (Civil), LEW (G9)
8.	Installation of flue chimney/external ducting /exhaust hood	PE (Mech), PE (Civil)
9.	Replacement of existing windows or entrance/exit doors (new window/door design or roller shutter)	QP (FSSD)
10.	Closing up of existing entrance/exit door	QP (FSSD)

LIST C: QP Endorsement Not Required

Items that require submission but do not need require QP /LEW endorsement

<u>Common Works within Tenanted Premises</u>		
S/N	Type of Works	Criteria
1.	Installation of signages in front of tenant's unit	a) Do not install on partition wall b) Size of signage less than 10m ²
2.	Erection of partition walls	a) Do not infringe fire code and exceed the floor loading.
3.	Laying of telco/ Fiber cables from MDF room to tenant 's premise	a) For laying of cables only at common corridor, lift lobbies, within as-built telecom cable tray, excluding toilets, other tenants' space, M & E plant rooms and other ancillary space. b) Does not tamper with existing floor slab/structural members during installation. c) Cables shall be tagged by units with a minimum safety buffer of 50mm or more from existing services trunking/ conduit etc.

LIST D: Buildings with Performance Based Design

QP to declare that proposal with not affect the Performance Based Design.

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

LIST E: Buildings with Green Building Obligations

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

S/N	Building	Remarks
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 @ Tampiness	
8.	JTC Space @ Tampines North	
9.	JTC Space @ Tuas Biomedical Park	
10.	JTC MedTech Hub	
11.	Aviation Two	
12.	Woodlands Blk 15	
13.	Woodlands Blk 20	
14.	Woodlands Blk 22	
15.	Jurong Town Hall	
16.	Space@ AMK	
17.	JTC Logistics Hub	