

**APPLICATION FOR PERMIT FOR RENOVATION
(ENTERPRISE CENTRE)**

Name of Applicant(s) : _____ (Owner/Tenant)*

Unit No : _____ Email: _____

Tel : _____ Mobile: _____ Fax : _____

UNDERTAKING OF APPLICANT

I/We, the above applicant confirm that I/we have read and understood all terms and conditions in this application form and undertake to comply with all terms and conditions of this application including the BYLAW of the Building Maintenance & Strata Management Act/Land Titles (Strata) Act and supplementary bylaw of the Management Corporation S T 2736.

I/We further undertake the following:

- 1) I/We will obtain consent from the Management before any commencement of renovation work.
- 2) I/We understand that the Management reserves the right to reject or revoke my/our permit for renovation work and I/we agree not to hold the Management responsible for such action taken.
- 3) I/we will submit all relevant drawings, certification duly signed by the required parties including the consultants, engineers, architects as the case may be to the Management.
- 4) I/we will obtain the necessary approvals from the relevant Government Authorities for any alteration, addition or installation of any kind within the premises and will submit a copy of the approvals to the Management before commencement of work. I/we will also pay all licence fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licensed Engineer for any work concerning electrical and fire system (eg. heat detector, Sprinkler etc) before submitting electrical plans to the Management for approval.
- 6) I/we will insure the Management against public liability for any damages to other property or persons etc. that may arise in the course of carrying out the renovation work.
- 7) I/we will deposit a sum of \$1,000/- with the Management which shall be refunded upon completion of renovation, if I/we comply with all terms and conditions of this permit.
- 8) I/we will ensure that the renovation debris are removed daily. I/we will also ensure that all common property affected during the works are reinstated accordingly. I/we understand that failing to do so, the deposit sum of \$1,000/- will be forfeited and any extra cost incurred by the Management for the cleaning or reinstating the property will be billed to my/our account.
- 9) I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR weeks from the date of commencement is allowed. I/we understand that any extension required I/we will seek permission from the Management for renewal.

10) I/we will only carry out works on:-

Mondays and Fridays between 0900 am to 1800 pm (excluding Public Holiday)
Saturdays between 0900 am to 1700 pm (excluding Public Holiday)

and will not interfere with the quiet enjoyment of others.

- 11) I/we undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 12) I/we agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.
- 13) I/we agree to box up the entrance of my/our unit during the period of renovation so as to prevent debris/dust from depositing onto the common area.
- 14) I/we agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.
- 15) I/we agree that the Management reserve the right to revoke this permit if I/we fail to comply with any of the terms or conditions listed in this permit.
- 16) I/we agree that the Management reserve the right to alter or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so altered or added.
- 17) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application.
- 18) I/we have read and will undertake to abide by all terms and conditions of this application and all the by-laws stipulated in the Building Maintenance & Strata Management Act/Land Titles Strata Act and by-laws/regulations imposed by the Management.

By signing this application form I/we expressively give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature & Company Stamp of Applicant(s)

Date

Signature & Company Stamp of Contractor(s)

Date

NATURE AND EXTENT OF RENOVATION WORKS

(Please state in details the extent of renovation work involved including whether any demolition work is required. If space is insufficient, please submit in separate sheet). Plans for the renovation work are to be submitted with this application.

FOR BUILDER WORKS

FOR ELECTRICAL & PLUMBING WORKS (including air-conditioning and others)

DETAILS OF MATERIALS TO BE USED

Commencement : From _____ To _____

Particulars of Contractors:

Contractor's Company: _____

Address of Contractor: _____

Tel. Of Contractor: _____

Person-in-charge from Contractor: _____

Mobile of Person-in-charge: _____

Signature & Company Stamp of Applicant

Date

RULES AND REGULATIONS OF RENOVATION WORKS

1. Terms and Conditions

An owner or tenant is required to seek approval from the building management if they wish to carry out renovation and any other alteration or additional work in their unit. Owner or tenant should write to the building management officially giving details of works attached together with plans or sketches if necessary. Owner and tenant are strongly advised to consult the Building Management even if works are minor.

2. Working Hours

i. Work can only be carried out within the following times:-

Monday to Friday - 9.00am to 6.00pm
Saturday - 9.00am to 5.00pm

ii. **No work is to be carried out on Sunday & Public Holidays**

iii. Should any works be required to be done other than the time specified in Clause 2(i), the owner or tenant should obtain prior written approval from the Building Management. Application is subjected to approval provided the works does not affect the peacefulness of the other occupants.

3. Application for Fitting Alteration and Additional Works to Units

- i. Tenants and Purchases are to abide by the building laws. They are to seek approval from the relevant government authorities for all proposed renovation works and other alteration and additional works done in the future.
- ii. Unauthorised works carried out in the premises may result in enforcement action taken by the relevant authorities.
- iii. The Building Management takes a serious view on this matter and would like to urge all the tenants and owners to observe this requirement strictly so as to avoid causing any inconvenience in their business operation.
- iv. All submission to the relevant authorities for approval on the proposed renovation or any other alterations and additions works to the unit should be made through the proper architect, M&E engineers and structural engineers. All alterations and additions to the existing M&E works should only be carried out by M&E contractor.
- v. The owners and tenants or purchasers are to apply for the appropriate advertisement license for the unit's signage.

4. **Structure**

Under no circumstances is any structural part of the building to be tampered with. Utmost care must be exercised when hacking the cement screed to ensure no damage is caused to the floor slab, column, beam and structural part of the unit or common areas.

5. **Restriction of Work Area**

All renovations must be carried out within the owner's premises. Under no circumstances will work be permitted in the common areas.

No spillage of tools / debris or work onto the common corridor. The Building Management reserves the right to charge S\$10.00 per sq. ft. per day for spillage.

6. **Report On Completion of Renovation Works to the Relevant Authorities**

- i. Owners and tenants shall inform the Building Management on the commencement and completion dates of the proposed renovation or addition works.
- ii. A copy of the individual certificate and as-built drawings duly endorsed by owner or tenant and his architect, structure and M&E engineers together, must be submitted to the Building Management for records.
- iii. All fitting works must be carried out according to the approved plans.

7. **Renovation Security Deposit**

All contractors are required to place a renovation and security deposit of S\$1,000.00 with the Building Management at the initial renovation work and all subsequent office renovation.

- i. Renovation Security Deposit will be refunded with no interest subjected to the compliance of all the conditions stated herein. Any damages to the common properties in the act or during the renovation, the Building Management reserves every right to forfeit the deposit made by the owners or tenants. Should the deposit be insufficient to meet the Building Management's claim, the applicant and the company in which he is acting on its behalf, shall compensate and pay to the Building Management the difference between the said deposit and the amount so claimed by the Building Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.
- ii. All cheques to be crossed and made payable to "**Management Corporation Strata Title Plan 2736**".

8. Security

- i. All applicants' contractor and its listed sub-contractors shall inform the security at the Guard House on their intention to enter the estate. They are to exchange for the security passes with their identity card, work permit or any other relevant passes.
- ii. The applicant shall be responsible for his staff and sub-contractor acts, conduct and behaviours while they are within the said premises.
 - a) No worker shall be allowed to loiter in the said premises other than the unit concerned.
 - b) Any worker found misbehaving or refusing to comply with the security rules and regulations will be asked to leave the site and barred from entry.
 - c) All workers shall put on their security passes at all times while they are in the premise.

9. Water and Electricity (Utility Accounts)

Owners and tenants are to apply for the various utility accounts through the relevant authorities.

Owners or tenants are advised to open the utility accounts before commencing renovation works.

10. Upgrading of Electricity

No upgrading of electricity supply is allowed to be carried out unless detailed single line drawings are first submitted to the building's appointed licensing Engineer for their endorsement, followed by submission of the same to the Building Management for approval. The cost will be borne by the owner directly.

11. Plumbing & Sanitary System

Owners or his contractors must not cause chokages to any floor traps, toilet bowls, urinals, basins, etc in the Building. No connecting of any drainage or waste pipe to the building's main drainage system without the Building Management prior written consent.

12. Removal of Debris

All contractors are required to remove their own debris daily or at any such interval so directed by the Building Management or his representative. If the debris is not removed at such interval as stated above, the Building Management will proceed to engage contractor by way of deduction from the security deposit at the rate of **S\$500.00 per lorry load** calculated to the nearest whole lorry load per occasion. The labour cost should be calculated at the rate of **S\$50.00 per workman per day**. The Building Management shall not be responsible for any loss of stocks, goods, parts etc whilst carrying out such clearance.

13. Passenger Lift

Passenger lifts are not to be used by contractors at all times for the transportation of building materials. The maximum allowable load is 1,600 kg (24 passengers), and the contractor shall use his utmost care not to damage or overload the passenger lifts.

14. Obstruction to Common Passage, Fire Escape etc.

The tenant's contractors shall ensure that their stock, goods or parts are kept within their premises. Any obstruction to the common corridors, driveway, fire escape routes etc shall be cleared away immediately by the Building Management and all cost incurred shall be charged to the contractor.

15. Draining of Sprinkler System

The building is protected by automatic sprinkler system designed as according to the requirement of the Fire Code. Should there be any proposed alteration to the existing sprinkler system, 3 sets of drawing plans must be duly prepared by the building's M&E consultant and these plans are to be submitted for endorsement by the Building Management. The Building Management will retain one copy of the proposed additions & alterations plan for record purposes. Thereafter, the owner or tenant concerned will have to submit the plans to the Fire Safety Bureau for approval. The work will only be carried out by our project sprinkler contractor. Any proposed discharge of the sprinkler system will be charged at S\$350.00 each time and payment have to be made payable to "**Management Corporation Strata Title Plan 2736**". The Building Management reserves the right to inspect the premises without notice from time to time.

Tenancy interior layout must be designed in such a manner that it should not obstruct the existing fire-escape corridors and fire hose reel system.

16. Insurance Policy for Landlord's Works and Tenants/Purchaser's Fitting Out Works

The management will insure the building and the fixtures and fittings against damage by fire and special perils. **Owners' and tenants' fittings and fixtures are not covered under this policy.**

The owners and tenants shall instruct his renovation contractor to take up the following policies:

- i. Worker's Compensation in accordance with the enforcing Workmen Compensation Act.
- ii. Third party liability up to a minimum cover of S\$ 1 Million for any one accident. The details of this policy should be submitted to the Building Management for approval prior to any works commencing on the site. A copy of this policy must also be lodged with the Building Management for his reference.
- iii. The necessary insurance including Fire Insurance to the replacement value of their fitting out works.

17. Indemnity

The owner, occupier, tenant will indemnify and keep indemnified the Building Management against all damages, claims, loss, actions proceeding or liability arising from the renovation works.

18. Position of Air-condition Condensers

All units are provided with ledges for the mounting of air-con condensers should you decide to air-condition your unit.

Condensing and drained water should not be discharged at or outside the exterior or common property. The installation of exhaust fans is not permitted unless otherwise stated.

The tenants, occupiers and owners at their own cost shall maintain all installation and system in good condition.

19. Electricity Supply

All installation works carried out shall comply with the latest rules and regulations as according to the Singapore Standard and Code of Practice. They shall also be governed by all relevant regulations on electricity supply.

The standard electrical loading is as follows: -

- i. 60 Amp, 3 phase isolator only to units on level 1 to 9.
- ii. 100 Amp, 3 phase isolator only to units on levels 11 & 13.

Any proposal for upgrading of supply is subject to the discretion of the building owner. Any fees chargeable by the Electrical Consultant are to be paid by the owner concerned. The tenants, occupiers and owners are responsible for the down-stream power supply to their own premises.

Owners and tenants are not allowed to tap electricity at the common property for their premises or private fitting-out work and renovation. Permission must be obtained from the Building Management and it will be charged at **S\$30.00 per point per day** payable in advance before the commencement of work for the entire period of renovation / fitting out work. All cheques shall be made payable to "**Management Corporation Strata Title Plan 2736**".

These regulations are subjected to change whenever it is deemed necessary.

Rates of Permit Fees (subject to changes without notice)

Administration Fee : \$75/- (Non-refundable)

Renovation Deposit : \$1000/- (Refundable after 30 days from date of completion if all debris are removed and no damages are caused and upon the submission of the Application for Refund).

For Official Use

Property Executive (if any)

Manager's Signature

Administration Fee : _____ Deposit : _____

Total Collected : _____ (Cash / Cheque : _____)

Received by : _____ Date : _____

FORM FOR CLAIM FOR REFUND OF DEPOSIT

To : MCST 2736

From : _____

Unit No. : _____

Official Receipt No. : _____ (Please attach a copy of official receipt issued at time of application)

Deposit collected for *Renovation / Removal

Others (please specify) _____

Payable To : _____

Mailing Add : _____

Signature : _____ Date : _____

(Please arrange for joint inspection upon completion of event)

* Delete where applicable

For Official Use :

Amount Collected : S\$ _____

Amount for Deduction: S\$ _____ (Specify item)

Amount of Refund : S\$ _____

Certified By :

- Guard : _____ Date : _____

- Approved by : _____ Date : _____