



# SCDF

The Life Saving Force

... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



Date: 1 Dec 2020

Our Ref: CD/FSSD/12/02/03/01

Registrar, Board of Architects  
Registrar, Professional Engineers Board  
President, Singapore Institute of Architects  
President, Institution of Engineers, Singapore  
President, Association of Consulting Engineers, Singapore

Dear Sir/Mdm,

## **Revision of Minor Additions and Alterations (MAA) Lodgement Scheme and Building Plan Fee**

This circular serves to remind the industry that the revisions to the Fire Safety (Building and Pipeline Fire Safety) Regulations has been effected on 14 September 2020. The MAA lodgement scheme and building plan fee are part of the revisions.

2. The revised Fire Safety (Building and Pipeline Fire Safety) Regulations can be found in AGC's website at <https://sso.agc.gov.sg>. The salient changes that are related to the MAA lodgement scheme and building plan fee are as follows:

- i. Minor Addition and Alteration (MAA) Lodgement
  - a. Amendment to Regulation 4(4)
  - b. Amendment to the Schedule (Minor Alteration or Additions Not Requiring Approval of Plans) (*see Annex A*)

*Note:*

- 1) *The MAA lodgement scheme is only applicable to minor additions and alterations as set out in the Schedule (Fire Safety (Building and Pipeline Fire Safety) Regulations) to any building or part of a building in respect of which a Temporary Fire Permit or a Fire Safety Certificate is issued.*
- 2) *The revised administrative instructions for MAA lodgement can be found in SCDF circular "Administrative Instructions for Fire Safety Certificate"*



**SCDF – A member of the Home Team**

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(FSC) and Minor Addition/Alteration (MAA) Submissions” dated 7<sup>th</sup> Sep 2020.

ii. Building Plan Fee

- a. Amendment to Regulation 32
- b. Details of the revised fee are summarized in the table below for your reference.

<b>Application for approval of plans for fire safety works (new SGFA)</b>	
<b>Current fee</b>	<b>Revised fee</b>
<p><b><u>\$160 for every 100 m<sup>2</sup></u></b> (or part of 100 m<sup>2</sup>) of floor area</p>	<ol style="list-style-type: none"> <li>1. Where the plans contain any prescribed fire safety measure - <b><u>\$160 for every 100 m<sup>2</sup></u></b> (or part of 100 m<sup>2</sup>) of floor area; and</li> <li>2. In any other case - <b><u>\$100 for every 100 m<sup>2</sup></u></b> (or part of 100 m<sup>2</sup>) of floor area</li> </ol> <p>Note: In Regulation 32, “prescribed fire safety measure” means –</p> <ol style="list-style-type: none"> <li>a) an area of refuge;</li> <li>b) an automatic fire alarm system;</li> <li>c) an emergency voice communication system;</li> <li>d) a Fire Command Centre;</li> <li>e) a fire lift or fire escape bed lift;</li> <li>f) a fire sprinkler or water mist system;</li> <li>g) a pressurisation system;</li> <li>h) a rising main or breeching inlet;</li> <li>i) a smoke control system; or</li> <li>j) a smoke-free approach to exit staircase or smoke-free lobby.</li> </ol>

3. Please convey the contents of this circular to members of your Board/ Institution/ Association. This circular is also available in CORENET’s e-Info: <http://www.corenet.gov.sg/einfo>.

4. For any clarification on the contents of this circular, please contact Mr Tan Yi Yang at DID: 6848 1734 on the changes to MAA lodgement scheme or CPT Izwan at DID: 6848 1413 on the changes to building plan fee.



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Yours faithfully,

(transmitted via e-mail)

LTC Tan Chung Yee  
*for* Commissioner  
Singapore Civil Defence Force

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## THE SCHEDULE

Regulation 4(4)

### MINOR ALTERATIONS OR ADDITIONS NOT REQUIRING APPROVAL OF PLANS

1. The following minor alterations or additions that are within or in relation to an individual unit in a building and that satisfy paragraphs 4, 5, 6 and 7, where applicable:

- (a) partition works arising from change of use to ancillary usage as a pantry, a toilet, a store room of not more than 20 square metres, an ancillary office or other similar use, without increase in occupancy load;
- (b) replacement or addition of any electromechanical locking device to any non-fire rated exit or exit access door, including a unit door;
- (c) replacement, relocation or addition of any roller shutter, swing or sliding door for any non-fire rated exit or exit access door, including a unit door;
- (d) replacement, relocation or addition of any raised floor with a depth of not more than 150 millimetres that does not result in a total area of raised floor within the individual unit exceeding 200 square metres;
- (e) replacement, relocation or addition of any false ceiling;
- (f) replacement, relocation or addition of any kitchen fire suppression system;
- (g) replacement, relocation or addition of any flammable material cabinet where the maximum allowable quantity is limited to 500 litres per control unit;
- (h) replacement or relocation of any pipeline that conveys any flammable or combustible liquid or gas;
- (i) relocation, replacement or addition of any fire alarm subpanel serving an individual unit;
- (j) any internal partition works within an individual unit.

2. The following minor alterations or additions that are to the interior of a building other than an excluded building and that satisfy paragraphs 4, 5, 6 and 7, where applicable:

- (a) replacement, relocation or addition of any portable fire extinguisher, hose reel, exit sign or emergency lighting;
- (b) replacement, relocation or addition of any fire alarm bell, manual call point, detector and strobe light;

THE SCHEDULE — *continued*

- (c) replacement, relocation or addition of any one-way emergency voice communication component;
- (d) replacement or relocation of any fire alarm panel;
- (e) replacement of any dedicated fire hose reel pump or water tank;
- (f) replacement, relocation or addition of any sprinkler;
- (g) replacement, relocation, addition or extension of any air-conditioning or mechanical ventilation duct and fan that is not fire-rated or part of the fire safety system.

3. The following alterations or additions that are outside of a building and that satisfy paragraphs 4, 5, 6 and 7, where applicable:

- (a) construction of any open-sided linkway that is not more than 5 metres in width, and not used for commercial activities;
- (b) construction of any standalone pedestrian underpass that is not more than 5 metres in width, and not used for commercial activities;
- (c) construction of any overhead bridge (whether or not enclosed) that is not more than 5 metres in width, and not used for commercial activities;
- (d) installation of any solar panel at the roof of a building only;
- (e) construction of any outdoor display area.

4. Any minor alterations or additions must not —

- (a) affect the fire resistance of any element of structure;
- (b) affect any, or involve the erection or installation of any form of, fire compartmentation (including fire resisting walls or doors in the building);
- (c) pose additional fire hazard to the building;
- (d) affect the wet or dry riser or landing valve;
- (e) involve change of use except ancillary usage as a pantry, a toilet, a store room of not more than 20 square metres, an ancillary office or other similar use, without any increase in occupancy load;
- (f) involve an increase in floor area; or
- (g) involve conservation projects.

5. Any partition works or internal partition works to an individual unit other than a shop or an office must not result in a room with a floor area exceeding 200 square metres.



THE SCHEDULE — *continued*

6. Any minor alterations or additions to any air-conditioning or mechanical ventilation system must not involve the replacement or relocation of any duct or fan in relation to any of the following:

- (a) exit staircases and internal exit passageways;
- (b) pressurisation of internal corridors in hotels and premises used for healthcare purposes;
- (c) smoke-free lobbies or fire lift lobbies;
- (d) fire pump rooms, generator rooms, Fire Command Centre or rooms involving storage or use of flammable and explosive substances;
- (e) engineered smoke control systems;
- (f) smoke purging systems.

7. Any minor alterations or additions to a fire protection system or fire alarm system must not —

- (a) involve the replacement, relocation or addition of any sprinkler classified under OH3S or high hazard;
- (b) involve the replacement, relocation or addition of more than 9 sprinkler heads; or
- (c) involve the replacement, relocation or addition of sprinklers or detectors along any common area of a building with sleeping risks such as hospitals, hotels and worker dormitories.

8. In this Schedule —

“excluded building” means any building —

- (a) where there can be a large congregation of the general public, such as religious premises;
- (b) used for childcare or healthcare purposes, where the occupants have impaired mobility or are vulnerable in the event of a fire emergency; or
- (c) with high fire loads or hazards;

“individual unit”, in relation to a building, means —

- (a) any room designated as a shop or an office in an approved building plan under a temporary fire permit or fire safety certificate; or

THE SCHEDULE — *continued*

- (b) any room with a floor area of not more than 200 square metres in an approved building plan under a temporary fire permit or fire safety certificate.

[S 769/2020 wef 14/09/2020]