



CHECKLIST OF REQUIREMENTS

ELECTRICAL, MECHANICAL AND ELECTRONICS

PERMIT APPLICATION

(STAND-ALONE PERMITS)

NEW CONSTRUCTION FIT-OUT

Stub no.: _____

Applicant: _____

Location: _____

Project title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements (Electrical, Mechanical, Electronics)

- 1 set duly accomplished application forms - completely and properly filled-out
 - Electrical
 - Mechanical (per equipment) _____
 - Electronics
- 4 sets of complete plans with key plan and location map duly signed and sealed by respective Professional Engineers and signed by the owner / applicant.
 - Electrical Plan
 - Mechanical (per equipment) _____
 - Electronics Plan
- 1 copy of Detailed Bill of materials signed and sealed by respective Professional Engineers
 - Electrical
 - Mechanical (per equipment) _____
 - Electronics
- 1 set Material Specification signed and sealed by respective Professional Engineers
 - Electrical
 - Mechanical (per equipment) _____
 - Electronics
- 1 copy of scope of works originally signed and sealed by respective Professional Engineers
 - Electrical
 - Mechanical (per equipment) _____
 - Electronics
- 1 copy of latest PTR and Valid PRC ID of respective Licensed Professional Engineers originally signed and sealed
 - Professional Electrical Engineer / Registered Electrical Engineer / Registered Master Electrician
 - Professional Mechanical Engineer / Registered Mechanical Engineer (per equipment)
 - Professional Electronics Engineer with IECEP ID

1 copy of electrical design analysis, short circuit and voltage drop calculation, originally signed and sealed by Professional Electrical Engineer.

1 copy of approved building permit or occupancy permit **(photocopy)**

Additional Requirement (Electrical, Mechanical, Electronics)

- 1 set of Load Design Computation – for elevator / escalator signed and sealed by PME. **(Or to be indicated on mechanical plan)**
- 1 copy of Certificate of Structural Stability originally supported by structural evaluation and assessment and material testing signed and Sealed by a Structural Engineer and copy of latest PTR and PRD ID of Structural Engineer – for Elevator and Escalator **(for rehabilitation, modernization, replacement and upgrading)**
- 1 set of Electronic Design Analysis (voltage Drop and Battery Sizing) – **applicable for 5 - Storey building and above**, originally signed and sealed by a Professional Electronics Engineer.

Date and time Received: _____

RECEIVED BY: _____