



# 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: \_\_\_\_\_