

# BUILDING PLAN CHECKLIST

B.P. NO: 2014/

**PROJECT TITLE:**

N.A.	YES	Item
		<p><b>1 PLANS TO BE SIGNED - [by-law 4(1)]</b></p> <p>All drawings to have the following:</p> <p>(a) <b>Submitting Person</b> -</p> <p>(i) signature (<i>to be original on the prints</i>)</p> <p>(ii) signature is the same as the specimen signature with Lembaga Arkitek Malaysia/ Lembaga Jurutera Malaysia</p> <p>(iii) full name</p> <p>(iv) full address</p> <p>(v) LAM/LJM registration no. and stamp</p> <p>(b) <b>OWNER(S) / AGENT(S)</b> -</p> <p>(i) signature(s)</p> <p>(ii) full name(s)</p> <p>(iii) full address</p> <p>(iv) Application Form and Authorization Letter by a company, shall be affixed with stamp</p>
		<p><b>2 SCALE TO DRAWINGS - [by-law 7(1)]</b></p> <p>Drawings to be drawn to the following scales:</p> <p>(a) site plans - not less than 1:1000</p> <p>(b) key or location plans - any convenient scale</p> <p>(c) all other general building plans - not less than 1:100</p> <p>(d) exception to (c) but not less than 1:200</p> <p>(e) others as stated in the by-law.</p>
		<p><b>3 DRAWING REQUIREMENTS</b></p> <p>(a) All drawings submitted in respect of any building shall include <b>title block</b> which bears the following: - <b>[by-law 7(2)]</b></p> <p>(i) description of the project</p> <p>(ii) locality</p> <p>(iii) the logo and name of the firm of the SP</p> <p>(iv) the above shall appear in ink in the original tracing.</p> <p>(b) All drawings shall have no blanco, inking &amp; stickers (<i>except for signature and stamp</i>)</p> <p>(c) All drawings submitted shall be in ammonia prints. Inkjet prints on paper is not allowed.</p>
		<p><b>4 UNITS OF MEASUREMENT - [by-law 7(3)]</b></p> <p>(a) All drawings shall be drawn in metric.</p>

