

**ONE STOP CENTER (OSC)**

MAJLIS PERBANDARAN NILAI
 NO.1, KOMPLEKS PENTADBIRAN KERAJAAN, PERSIARAN PUSAT
 BANDAR, PUTRA NILAI, PETI SURAT NO.52, 71800 NILAI,
 NEGERI SEMBILAN DARUL KHUSUS.

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<http://www.mpn.gov.my>

OSC 3.0 PBT
 NEGERI
 SEMBILAN

BP

(BUILDING
 PLAN)

BUILDING PLAN APPLICATION CHECKLIST

APPLICANT DETAILS	
PROJECT TITLE	
APPLICANT / LAND OWNER / DEVELOPER	
ADDRESS	
TEL. NO	
FAX NO	
EMAIL	
ARCHITECT / CONSULTANT ENGINEER	
PROFESSIONAL REGISTRATION NO.	
EXPIRED DATED	
COMPANY ADDRESS	
TEL. NO.	
FAX NO.	
EMAIL	

UNIT PUSAT SETEMPAT (OSC) CHECKLIST					
NO	ITEMS	NO. OF COPIES	PSP (√)	OSC (√)	NOTE:
1.	UNIT PUSAT SETEMPAT (OSC)	1			1 Set Building Plan
2.	JABATAN KAWALAN BANGUNAN, MPN	1			1 Set Linen + 2 set Plan
3.	JABATAN PERANCANGAN PEMBANGUNAN, MPN	1			1 Set Building Plan
4.	JABATAN BOMBA DAN PENYELAMAT MALAYSIA (JBPM)	1			3 Set Plan
5.	SURAT PERAKUAN PERUNDING SURUHAJAYA PERKHIDMATAN AIR NEGARA - SPAN (SAINS) - RUJUK LAMPIRAN (SAINS/PER/BRG/OO2). PSP PERLU HANTAR TERUS KE PIHAK SAINS	3			1 Set Building Plan
7.	SURAT PERAKUAN PERUNDING PERBADANAN PENGURUSAN SISA PEPEJAL (PPSPPA)	3			1 Set Building Plan
8.	SURAT PERAKUAN PERUNDING SURUHAJAYA PERKHIDMATAN AIR NEGARA - SPAN (IWK)	3			
9.	SURAT PERAKUAN PERUNDING SURUHAJAYA TELEKOMUNIKASI DAN MULTIMEDIA MALAYSIA (SKMM)	3			
10.	TENAGA NASIONAL BERHAD	3			

Note :

- All Plan must be signed by certified consultant and fold into A4 Size.
- Applicant / PSP is required to arrange, tie and insert all document into an envelope according to related departments / agencies ; and
- Incomplete application will affect the processing period and approval decision

Submit By :	Received By (OSC Used Only)
<p>It is hereby that we have certified to have complied all requirements specified in the Application Checklist by One - Stop - Centre (OSC) and will be fully responsible towards this application.</p> <p>PSP Signature / Stamp :</p> <p>Date :</p>	 <p>Date :</p>

UNIT PUSAT SETEMPAT (OSC) CHECKLIST					
NO	ITEMS	NO. OF COPIES	PSP (√)	OSC (√)	NOTE:
1.	Building Plan Application Checklist	1			
2.	Building Department Form Application Attachment	1			
3.	Official application letter from certified consultant	1			
4.	<p>Complete building plan in line with UKBS (Local Authority, Negeri Sembilan 1986) <i>(The Site plan should be coloured)</i> <i>(Each plan is required to be signed by the applicant and the Consultant Engineer and also complete with name & ic no)</i></p> <p>The verification and certification sentence from the Licensed Surveyor above for each foundation plan to identify the land boundary stone. Please refer to sample below for the certification sentence of Licensed Surveyor. Boundry Marks Certificate : <i>I certify that the boundary of the land herein described have been verified by me according to Qualified Tittle's value</i> Lot / P.T No. :..... H.S(D)/(M) :..... Mukim/Village/Town:.....</p>	1			<p><i>1 Softcopy in Autocadd Format (DXF/DWG) And PDF/JPG</i></p>
5.	Form A, Second Schedule UKBS (Local Authority, Negeri Sembilan 1986)	1			
6.	Form Borang JKT/B/B/BT/1 and Form JKT/B/BT/1 - A	1			
7.	A copy of applicant acceptance letter of Planning Permission or approval / comments letter from Development Planning Department, MPN (If Related)	1			
8.	A copy of applicant acceptance letter of Infrastructure Plan or approval / comment letter from Engineering Department, MPN	1			
9.	A latest copy of Registration Certification as Professional Engineer and Consultant Engineer Company from the Board of Engineers for checking registration validity period and complying all the rules / restrictions	1			
10.	A copy of Original Grant or Land Deeds or a copy of proof for applying land ownership or a copy of Latest Official Search	2			
11.	A copy of latest assessment tax payment or latest quit rent payment confirmation (if latest quit rent payment unavailable please submit Form F or verification letter from Valuation Department, MPN)	2			
12.	<p>A complete Investment Data :</p> <ul style="list-style-type: none"> • Estimation Value of Project Investment : • Type of Production / Manufacturing : • Total of Staff / Population Estimation : 	1			

JABATAN KAWALAN BANGUNAN, MPN CHECKLIST					
NO	ITEMS	NO. OF COPIES	PSP (√)	OSC (√)	NOTE:
1.	Building Plan Application Checklist	1			
2.	Building Department Plan Attachment (Applicant is require to comply items stated in this check form attachment)	1			
3.	Official application letter from certified consultant	1			
4.	A copy of applicant acceptance letter of Planning Permission or approval / comments letter from Development Planning Department, MPN (If Related)	1			
5.	A copy of applicant acceptance letter of Planning Permission or approval / comments letter from Engineering Department, MPN	1			
6.	Form A, Second Schedule UKBS (Local Authority, Negeri Sembilan 1986)	1			
7.	Form Borang JKT/B/B/BT/1 and Form JKT/B/BT/1 - A	1			
8.	A copy of Original Grant or Land Deeds or a copy of proof for applying land ownership or a copy of Latest Official Search	1			
9.	A copy of latest assessment tax payment or latest quit rent payment confirmation (if latest quit rent payment unavailable please submit Form F or verification letter from Valuation Department, MPN)	1			
10.	A latest copy of Registration Certification as Professional Engineer and Consultant Engineer Company from the Board of Engineers for checking registration validity period and complying all the rules / restrictions	1			
11.	A Consulting Certificate is comply to the technical requirement :- <ul style="list-style-type: none"> • Tenaga Nasional Berhad • Syarikat Air Negeri Sembilan Sdn. Bhd. • Perbadanan Pengurusan Sisa Pepejal • Indah Water konsotium • Suruhanjaya Telekomunikasi & Multimedia Malaysia 	3			
12.	Complete building plan in line with UKBS (Local Authority, Negeri Sembilan 1986) <i>(The Site plan should be coloured)</i> <i>(Each plan is required to be signed by the applicant and the Consultant Engineer and also complete with name & ic no)</i> The verification and certification sentence from the Licensed Surveyor above for each foundation plan to identify the land boundary stone. Please refer to sample below for the certification sentence of Licensed Surveyor. <i>Boundry Marks Certificate :</i> <i>I certify that the boundary of the land herein described have been verified by me according to Qualified Tittle's value</i> <i>Lot / P.T No. :.....</i> <i>H.S(D)/(M) :.....</i> <i>Mukim/Village/Town:.....</i>	3			1 Set Linen Plan (Coloured) 2 Set Paper (Only Site plan should be in coloured)
JABATAN PERANCANGAN PEMBANGUNAN, MPN CHECKLIST					
NO	ITEMS	NO. OF COPIES	PSP (√)	OSC (√)	NOTE:
1.	Official application letter from certified consultant	1			

2.	Complete building plan in line with UKBS (Local Authority, Negeri Sembilan 1986) (<i>The Site plan should be coloured</i>) (<i>Each plan is required to be signed by the applicant and the Consultant Engineer and also complete with name & ic no</i>) The verification and certification sentence from the Licensed Surveyor above for each foundation plan to identify the land boundary stone. Please refer to sample below for the certification sentence of Licensed Surveyor. <i>Boundry Marks Certificate :</i> <i>I certify that the boundary of the land herein described have been verified by me according to Qualified Tittle's value</i> <i>Lot / P.T No. :.....</i> <i>H.S(D)/(M) :.....</i> <i>Mukim/Village/Town:.....</i>	1			
3.	A copy of applicant acceptance letter of Planning Permission or approval / comments letter from Development Planning Department, MPN (If Related)				
JABATAN BOMBA DAN PENYELAMAT MALAYSIA, MPN CHECKLIST					
NO	ITEMS	NO. OF COPIES	PSP (√)	OSC (√)	NOTE:
1.	Official application letter from certified consultant	1			
2.	Complete building plan in line with UKBS (Local Authority, Negeri Sembilan 1986)	1			
3.	Architectural Plan	3			
4.	M & E Plan (if were submitted simultaneously)	3			