

PAM's Guidelines
for Request for Building Plans by
Purchasers of Houses Built under
Housing Development Act

PAM Practice Notes

January 2008
Serial No.: 1-2008

PAM's Guidelines For Request For Building Plans by Purchasers of Houses Built under Housing Development Act

1 Timing of drawings issuance	Notes
a Plans sold to owner before CF	Renovation / alterations works involving resubmission of amended Building Plans must be done by the current submitting Architect.
b Plans sold to owner after CF	No restriction on the identity of the submitting person.
2 Types of drawings normally issued	
a Key and Site plan	
b Floor Plan, Elevations and Sections of the building	
c Scale of drawings: Drawings are issued at the scale it was drawn.	
3 Purpose of drawings issued	
a As reference for renovation works & submission to authorities.	Decision to sell Building Plans to the purchasers is at the sole discretion of the Architect.
4 Process flow	
a Owner must lodge his request using the attached standard "Request for Building Plans" from the Developer.	Use standard form for ease of transaction.
b Developer is to either reject or forward his approval of the purchaser's request to the Architect.	Owner may only request directly from Architect if the developer no longer exists or the house has been completed long ago.
c Architect prints and sells Building Plans to Owner upon Purchaser agreeing to the terms and conditions of the attached "Standard Letter" of the Architect.	
5 Recommended Charges for drawings	
a Minimum fee to be charged for issue of drawings to cover printing and overheads:- A0 – RM100, A1 – RM50	

Sample Form for Request for Building Plans (to the Developer)

(To be completed by owner and handed over to Developer)

Owner Name & Address

.....

.....

.....

Developer Name:

IC No.:

Address:

.....

.....

Developer / Project / Phase:.....

Property Lot No. / Unit No.:

.....

REQUEST FOR BUILDING PLANS

I, the Owner of the above property, wish to purchase a set of the Approved Building Plans for the following purposes:

- a. Plan Submission:
- b. Renovation:
- c. Other reason:.....
-

(Owner's signature):

Name:

IC No.:

Date:

For Office Use Only

To:

(Name of Architect)

We have no objection to your selling a set of the Approved Building Plans to the above Purchaser for the purpose stated.

..... (Signature)

..... (Developer Name)

STANDARD LETTER

Our Ref:

Date:

To: Plan Purchaser (*indicate name*)

Dear Sir

RE: BUILDING PLANS FOR (JOB TITLE).....

We refer to your request dated

Please pay us RM..... being the printing charges for the following drawings:

- 1)
- 2)
- 3)
- 4)

The above mentioned drawings are issued to you subject to the following terms and conditions:

- i) the drawings are for your own use and for the purpose as stated in your written request and not for re-sale to another or for any other purposes;
- ii) the building built according to these drawings is subjected to construction tolerances acceptable to the construction industry.
- iii) You shall verify the accuracy of all the information shown in the said drawings, as we shall not be responsible for any inaccuracy and/or errors contained therein; and
- iv) You shall also indemnify (.....*Architect's firm name*) against any loss and/or damages arising from your use of the said drawings.

If you agree to the above conditions, please signify your acceptance by returning to us the duplicate of this letter duly signed at the space below.

Yours faithfully

(*Architect's Firm name*)

.....

I / We, the undersigned, being the purchaser of the above stated drawings, have read and understood the above conditions and agreed to abide by them.

..... * Company Name:

* Name: & Address.....

I/C No.:

Date:

**Delete whichever is not applicable.*