

FOR OFFICIAL USE ONLY	
Scheme/Account No.	Date Received
Name of Processing Officer/Signature	

## APPLICATION FOR RENOVATION PERMIT (HDB FLATS) (For Contingency Use Only)

This form may take you 10 minutes to fill in. Please refer to Instructions for more details.  
You will need the following information to fill in the form:

- Two (2) copies of scaled floor plans.
- Acknowledgement form duly completed and signed by all flat owners.

### INSTRUCTIONS:

- Please note that Application for Renovation Permit is only available electronically via the "Application for Renovation Permit via Electronic Transaction" system (APEX) through HDB InfoWEB. Your renovation contractor should submit the application on your behalf and you are required to complete PART III & IV of this form. This application form only serves as a guide and is only applicable for use when APEX is not available electronically over HDB InfoWEB due to unforeseen circumstances.
- You are advised to read and understand the instructions and general terms and conditions governing renovations in HDB and the guidelines as spelt out in the HDB InfoWEB at <http://www.hdb.gov.sg>.
- Acknowledgement form and two (2) copies of scaled (A4 size) plans showing the proposed renovations, duly endorsed by the flat owner and renovation contractor, must be submitted together with this application. Demolition and addition of walls should be indicated on plan in **RED** and **BLUE** respectively. **YELLOW** colour is for demolition of wall and erection of new wall in the same location. You are required to engage Certified Worker(s) to carry out works involving demolition of walls and include the details of the Certified Worker(s) in the application form.
- A new application is required for any addition/subsequent change to the items of renovation or change of renovation contractor during the renovation period.
- If you are carrying out window installation/replacement works, you are required to engage a BCA approved window contractor listed with HDB and include the details of the trained window installer.
- Please note that the permit is granted as an approval for flat owners to carry out their proposed renovations. Flat owners are responsible to ensure that their renovations are maintained properly and do not pose any safety problems.

### I FLAT OWNER/TENANTS'S PARTICULARS

Name (Mr/Mdm/Ms*)	NRIC/UI No.* XXXXX _ _ _ _	Tel No. Mobile No.
Address  APT BLK _____ STREET NAME _____ # _____ - _____ SINGAPORE _____		Flat Type
Mailing Address		Email Address

### II CONTRACTORS'S PARTICULARS

Company and Address Stamp	Directory Reference No. HB - - - -	Tel No. Mobile No.
	Type of Power Tools to used <div style="display: flex; justify-content: space-between;"><span><u>Brand Name</u></span><span><u>Model No.</u></span></div>	
	1. _____	
	2. _____	
	Demolition of Walls and Removal of Wall/Floor Finishes on _____, _____ & _____ (3 days – from Monday to Friday, excluding Public Holidays)	
	<b>Particulars of Certified Worker (Demolition)</b>	
	<u>Name</u>	<u>NRIC/FIN No.</u>
	1. _____	_____
	2. _____	_____
	<b>Particulars of Trained Window Installer (#)</b>	
Name of Business Owner/ Authorised Person	Signature	Name of Trained Window Installer
		XXXXX _ _ _ _ NRIC/UI No.*

\* Delete where not applicable

# Applicable to BCA approved window contractors listed with HDB only

**IMPORTANT : No amendment to any part of the form is allowed. Should there be unauthorised amendment or tampering, the application will be cancelled or if approval has been granted, such approval will be revoked.**

### III AUTHORISATION (if applicable)

I/We hereby authorise Mr/Mdm/Ms\*

\_\_\_\_\_ NRIC No. XXXXX \_ \_ \_ \_ of M/s \_\_\_\_\_

\_\_\_\_\_ to apply for a renovation permit on my/our behalf.

\_\_\_\_\_  
Signature of Flat Owner/Tenant

\_\_\_\_\_  
Date

\* Delete where not applicable

### IV UNDERTAKING & CERTIFICATION

1. I hereby confirm that I have received, read and understood the HDB's terms and conditions governing renovation works in HDB flats and the guidelines as spelt out in the HDB InfoWEB at [www.hdb.gov.sg](http://www.hdb.gov.sg)

2. In consideration of the approval granted or to be granted by the HDB to my application herein, I agree to and undertake to the HDB to abide by and be bound by the aforesaid terms and conditions governing renovation works in HDB residential premises. In addition, I shall at all times abide by the rules, regulations and requirements of the Town Council and other relevant authorities from time to time.

\_\_\_\_\_  
Signature of Flat Owner/Tenant

\_\_\_\_\_  
Date

### V DETAILS OF PROPOSED RENOVATION WORKS

All entries must be corresponded with the details shown on the scaled plan.  
Please tick for items applicable and N.A. for items not applicable.

\* Delete where not applicable  
\*\* To specific type of finishes.

Code	Standard Renovation Works	Location	Finishes					Others**	
			Ceramic	Homogeneous	Marble	Granite	Glazed		
BSFL001	Replacement of floor finishes, maximum thickness not exceeding 50mm including tiles/cement screed.  [Replacement of toilet floor/wall tiles not allowed for new flats within first three years upon date of completion of block]	Living Room							
		Dining Room							
		Main Bedroom							
		2nd Bedroom							
		3rd Bedroom							
		Study Room							
		Kitchen							
		Master Toilet							
		Common Toilet							
		Storeroom							
		Private Balcony							
		Service Balcony							
		Others							
BSWA001	Replacement of wall tiles up to ceiling height	Kitchen							
		Master Toilet							
		Common Toilet							
		Private Balcony							
		Service Balcony							
		Others							

Code No.	Description of Proposed Renovation Works
BSWI001	Installation of louvre/casement/sliding* windows on parapet
BSWI002	Installation/replacement of windows <u>with top-hung</u> /sliding window with louvers* at living room/bedroom* along common corridor. (Minimum clearance height must exceed 2.1 metres from the corridor finished floor level to the bottom of the top-hung.)
BSWI003	Installation/replacement of windows with top-hung* <u>where there is a ledge above the window</u> at _____ as shown on plan.
BSWI004	Replacement of vent to either top-hung window or fixed/adjustable* louvers with aluminum U-channel cleat.
BBDR001	Replacement of main entrance door/frame to half-hour fire-rated solid timber door.
BTWA001	Demolition of internal walls at location marked <b>RED</b> on plan.
BTWA008	Demolition of partition wall between kitchen and service balcony.
BTMG002	Installation of gate at entrance of recess area.

### OTHER NON-STANDARD RENOVATION WORKS

[illegible]