



SURAT PEKELILING NO. 5 / 2020

KEMENTERIAN KERAJAAN TEMPATAN DAN PERUMAHAN SARAWAK

From	Permanent Secretary	To	Refer to distribution lists
Subject	Please see below	Copy	Refer to distribution lists
Our Reference	MLGH/ ADM 52 Jld.21 (6)	Date	1 st July 2020

CONCURRENT INSPECTION FOR ROAD CERTIFICATE AND OCCUPATION PERMIT

1. Objective

The objective of this circular is to guide the Local Authorities on the standard operating procedures, engineering and building requirements on some of the action that need to be adhered to in dealing with application for Occupation Permit (OP).

2. Background

Urbanisation and rapid development in the recent years have posed many challenges to the planning authority as well as local authorities. Any policy change to address these challenges will also affect the building industry practices. Therefore, there is a need to update the local authorities on some of the requirements of occupation permit inspection process and road certificate inspection process in order to effectively regulate the building industry.

Currently, OP inspection can only be arranged after the issuance of road certificate aside from compliance to other building requirements.

3. New Standards for Inspection of Engineering Works and Occupation Permit Inspection.

Application for inspection of an occupation permit is to be carried out concurrently with the inspection for road certificate of an engineering work. This will eliminate the time taken for issuance of OP.

Any comments and request for compliance or rectification arising from the concurrent inspection must be made known to the qualified person and the developer or their representatives by giving the signed duplicate copy of the inspection form findings within five (5) working days after the concurrent inspection by the respective department or units of the council.

An OP can only be issued by the council upon or after the road certificate has been given.

4. Roles and Responsibilities of Local Authority

Local Authorities are expected to fully enforce the requirements contained herein and they are to ensure that the requirements are fully complied with by all building industry practitioners.

Respective section or units of the local authority must ensure proper coordination in the arrangement of the concurrent inspection.

5. Application

This circular shall be applicable to all Local Authorities listed in the State. In cases where the development does not require a road certificate to be issued, the existing procedure of an OP inspection applies.

6. Date of Commencement

The date of commencement of this circular is on 1st July 2020

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



DATU ANTONIO KAHTI GALIS

Permanent Secretary

Ministry of Local Government and Housing
Sarawak

Senarai Agihan:

- (1) Pemangku Setiausaha Bandaraya, Majlis Bandaraya Kuching Selatan
- (2) Setiausaha Bandaraya, Majlis Bandaraya Miri
- (3) Pemangku Setiausaha Perbandaran, Majlis Perbandaran Sibu
- (4) Setiausaha Perbandaran, Majlis Perbandaran Padawan
- (5) Setiausaha Perbandaran, Majlis Perbandaran Kota Samarahan
- (6) Setiausaha, Majlis Daerah Bau
- (7) Setiausaha, Majlis Daerah Lundu
- (8) Setiausaha, Majlis Daerah Serian
- (9) Setiausaha, Majlis Daerah Simunjan
- (10) Setiausaha, Majlis Daerah Sri Aman
- (11) Setiausaha, Majlis Daerah Lubok Antu
- (12) Setiausaha, Majlis Daerah Betong
- (13) Setiausaha, Majlis Daerah Saratok
- (14) Setiausaha, Majlis Daerah Luar Bandar Sibu
- (15) Setiausaha, Majlis Daerah Kanowit
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- (17) Setiausaha, Majlis Daerah Maradong & Julau
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- s.k
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 8. The Association of Consulting Engineers Malaysia (ACEM)