

What You Need To Do

Engaging a Registered Renovation Contractor

You are required to engage an HDB registered renovation contractor to renovate your flat for works including those that do not require a renovation permit. A specimen of the renovation registration card is shown below.



Front

This company is permitted to carry out authorised renovation works in HDB flats. The following persons have also been authorised by the company to apply for renovation permits:

1 NAME : MR XYZ XYZ XYZ

NRIC : S7654321Z

SPECIMEN

HEAD, MAINTENANCE MANAGEMENT UNIT
HOUSING ADMINISTRATION DEPARTMENT

SERIAL NO E 21409

Rear

For window works, you would need to engage a BCA approved window contractor listed with HDB to carry out the works.

To check if your contractor has registered with HDB, or if he is a BCA approved window contractor listed with HDB, you can refer to the List of Registered Renovation Contractors and List of BCA Approved Window Contractor listed with HDB in HDB InfoWEB. Alternatively, you can call our toll-free Branch Office Service Line at 1800-2255432 or via Short Message Service (SMS) to 90112222 as shown below:

Enquiry by contractor's company registration number		Enquiry by contractor's company name	
Step 1 Enter keyword <RRC> with a space after that and enter the registration number.	RRC_<HB-xx-xxxx> Eg. RRC HB-08-9999B	Step 1 Enter keyword <RRC> with a space after that and enter the company name	RRC_<company name> Eg. RRC ABC Renovation Contractor
Step 2 Send SMS message to Tel No. 90112222	RRC HB-08-9999B	Step 2 Send SMS message to Tel No. 90112222	RRC ABC Renovation Contractor
Step 3 If detail is found, you will receive the following message	<registration number> + <company name> is a HDB Registered Renovation Contractor. Eg. HB-08-9999B ABC Renovation Contractor is a HDB Registered Renovation Contractor.	Step 3 If detail is found, you will receive the following message	<company name> is a HDB Registered Renovation Contractor. Eg. ABC Renovation Contractor is a HDB Registered Renovation Contractor.

*For water pipe services, you will need to engage a Public Utilities Board (PUB) Water Department's licensed water service plumber. For gas service works, you will need to engage an Energy Market Authority's (EMA) licensed gas service worker. As for sanitary works, you are encouraged to engage a Singapore Plumbing Society's (SPS) registered plumber.

Obtaining Approval from HDB

Applying for a Renovation Permit

Certain types of renovation work require a permit from HDB (please refer to the guidelines for building and sanitary work for examples on the common renovation works which require a permit). If so, you can commence your renovation work only after obtaining the permit.

For renovation items, which do not require a permit, you are required to comply with the guidelines/conditions governing the items as set out in the guidelines for building and sanitary works in HDB flats.

If the works do not comply with the guidelines/conditions stated, such works shall be treated as unauthorised works. You will be required to remove the unauthorised works and reinstate your premises to its original condition or in accordance with the guidelines/conditions stated.

You have to authorise your registered renovation contractors to submit your renovation application on your behalf. Your registered renovation contractor will need to submit the application electronically via the “Application For Renovation Permit via Electronic Transaction” system (APEX) through the HDB Info WEB at www.hdb.gov.sg under “E-Services>Housing Admin E-Services (HAES)>Submit an e-Application>Renovation Permit”

If the renovation works involves the removal or repositioning of fittings, demolition or construction of walls, the scanning of layout plans, elevation, sections or details of the proposed work may be required. The floor plan can be purchased from the “Sale of Architectural Plan” counter at West Wing, 3rd storey, HDB Hub 480 Lorong 6 Toa Payoh Singapore 310480 or any HDB Branch Offices.

In the event that APEX is not available, please download the Application for Renovation Permit from HDB InfoWEB under “HDB Living – Renovation & Maintenance” and submit the application to the HDB Branch Office managing your flat.

Note: HDB does not charge any fee for the processing of the permit. The renovation permit will be issued to you, and you are required to keep this permit.

Charges for Haulage and Removal Services

Some town councils provide haulage and debris removal services for renovation work. You need to pay for these services before you commence your renovation works. You can arrange with your registered renovation contractor to make payment to the Town Council. The charges imposed by different Town Councils vary. You are advised to check with your Town Council or HDB Branch Office on the charges imposed by your Town Council.

Renovation Deposit

Some Town Councils require the registered renovation contractor to pay a deposit before the commencement of renovation work. Your registered renovation contractor has to pay this deposit if so imposed by your Town Council.

Supervise The Renovation Works

After getting the permit from HDB, your registered renovation contractor must display the Notice of Renovation Works outside your flat until all your renovation work is completed. Your registered renovation contractor is also required to keep the immediate neighbours informed of the renovation works by serving them a notice. Such notice must be served at least 3 days in advance before the commencing of any renovation.

You are responsible for the renovation work in your flat. As such you are to ensure that the work carried out by your registered renovation contractor is according to HDB's requirements.

Note the general renovation works can only be carried out between 8.00am to 6.00pm daily. However, noisy renovation works, such as demolition of walls, removing wall/ floor finishes, cutting of tiles, etc. are restricted from 9.00am to 5.00pm daily during weekdays. Noisy renovation works are not allowed to be carried out on Saturdays, Sundays and Public Holidays.

Your renovation contractor is allowed to use not more than two HDB approved hand-held power tools or their equivalent at any one time to demolish walls and/or removal of wall/ floor finishes. Such works must be completed within three consecutive days. The list of approved tools is available at HDB Branch Offices.

All the renovation works must be completed within one month for existing blocks and four months for new blocks from the date of the renovation permit. Upon the completion of renovation works, please remember to inform HDB Branch Office concerned immediately.

Purchase of Floor Plans

Certain types of renovation works (such as demolition or construction of walls) require evaluation by HDB's Building Control Unit. Flat owners are therefore required to submit the floor plan of their flat showing the proposed renovation works. This floor plan had to be scanned together with the application for renovation works via the "Application For Renovation Permit via Electronic Transaction" system (APEX) through the HDB InfoWEB at www.hdb.gov.sg under "E-Services>Housing Admin E-Services (HAES)>Submit an e-Application>Renovation Permit".

Flat owners can make use of the floor plan of their flat shown in the Sales Brochure given to all new flat owners when they select their flat. Alternatively, flat owners can buy these floor plans from HDB Hub (Sale of Architectural Plan Counter), West Wing, 3rd storey, or any HDB Branch Office, at \$5 per copy.

For your convenience, advance orders can be made over the phone/counter at the Branch Offices. Please call our toll-free Branch Office Service Line at 1800-2255432.