

Sharing on Fixed Installation Plan Submission Requirements

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ATTENTION: QPs (BP) and Developers to Take Note!

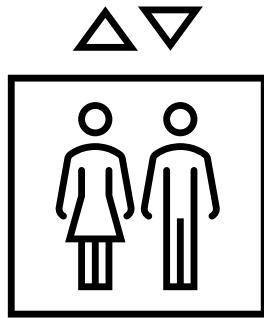
- Fixed installation (FI) plans approval are **MANDATORY** for FIs to obtain permits to operate (PTOs) later.
- **CRUCIAL** for developments to obtain TOPs subsequently.
- **IMPORTANT** to know:
 - Whether works require FI plan submissions.
 - Sheltered passageways to lift motor rooms.
 - Sufficient clearances and spaces in lift shafts.
 - How and when to apply for waivers/alternative solutions.
 - How to prevent disapproval of FI plan submissions.



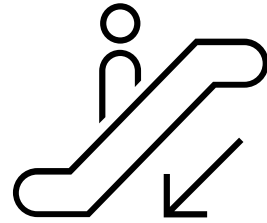
Agenda

- Recap on implementation of **Building Control (Fixed Installation) Regulations 2025** (BC (FI) Regs).
- Reminder and clarifications on the requirements for FI plan applications.
- Adoption of SS626:2024 for escalators.
- Approved document for fixed installations.

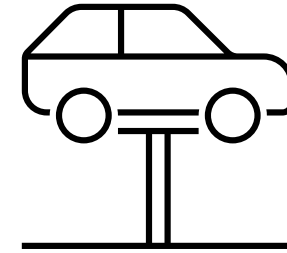
Recap- What are “Fixed Installations”



Lifts



Escalators

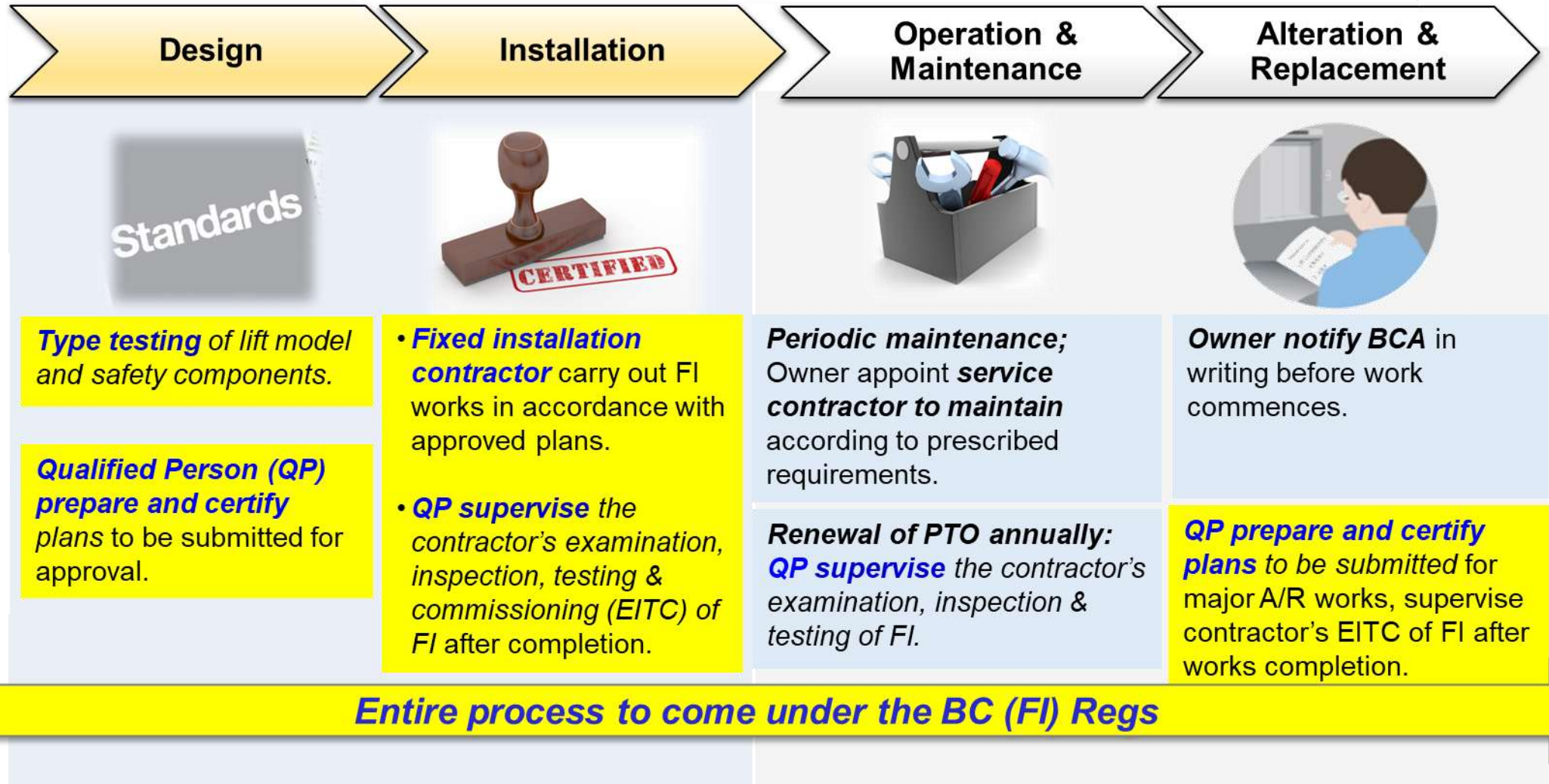


Mechanised Car
Parking Systems

IMPORTANT: Whether works require FI plan applications

- The BC (FI) Regs, BC (Reportable Matters) Regs, BC (Exempt Fixed Installations and Fixed Installation Works) Order and the corresponding provisions in the amendments to the BC Act, have been implemented on **1 Oct 2025**.
- BC (FI) Regs apply to fixed installation works that are:
 - i) carried out **on or after 1 Oct 2025**; and
 - ii) **not part of** building works for which an application to the CBC for approval of plans of the building works was submitted **before 1 Oct 2025**.

ATTENTION: New requirements under FI Regs



ATTENTION: To obtain BP approval before FI plan

- Developer appoint Qualified Person (Lift and Escalator SPE), to ***prepare and submit*** fixed installation (FI) plans to BCA for approval prior to commencement of work.
- If Building plan (BP) submission is required, the FI plans to be submitted only **after BP is approved**.
- Design plans are to comply with the ***prevailing code requirements (e.g. SS550:2020 for lifts)***.

ATTENTION: Adoption of SS626:2024 for Escalators

- SS626:2024 will apply to fixed installation (escalator) works that are:
 - a) carried out on or after **1 June 2026**; and
 - b) not part of fixed installation (escalator) works for which an application to the CBC for approval of plans of the fixed installation works was submitted before **1 June 2026**.
- Refer to BCA circular (APPBCA-2025-26) dated 1 December 2025.

ATTENTION: Approved Document for Fixed Installations

To align with the requirements in the BC (FI) Regs, the Approved Document for fixed installations was implemented on 1 Oct 2025.



Scan QR code to visit BC FI Regs webpage for more info:



ATTENTION: Approved Document for Fixed Installations

Clause C.5- The table below lists the applicable standard for design, installation as well as major alteration or replacement of a fixed installation.

Design and installation of a fixed installation or part of a fixed installation on which major alteration or replacement works are carried out	Standard
Home lift / Any part of a home lift	a) SS 550:2020 b) EN 81-41:2024 c) ASME A18.1-2000 Section 2 and Section 4 d) EN81-40:2020 e) COP for Vertical Platform Lift with sliding door by BCA (As applicable)
Vertical platform lift / Any part of a vertical platform lift	a) EN 81-41:2024 b) ASME A18.1-2020 Section 2 c) COP for Vertical Platform Lift with sliding door by BCA
Stairlift / Any part of a stairlift	a) EN 81-40:2020 b) ASME A18.1-2020 Section 4
Any other lift / Any part of any other lift (Passenger, service and goods lift)	SS 550:2020
Escalator / Any part of an escalator	SS 626:2017
Mechanised car parking system in relation to the man machine interface / Any part of a mechanised car parking system in relation to the man machine interface	a) Code of practice for design, construction, installation, testing and inspection of the man-machine interface of MCPS b) EN 14010

Scan QR code to visit BC FI Regs webpage for more info:



IMPORTANT: How to Submit FI Plan Application

- For projects that are onboard CORENET X (i.e. submitting URA permit application, BP, ST plans etc via CORENET X), FI Plans submission through **CORENET X**.
- For other projects, submission through **FormSG**.
- Documents will have to be encrypted using **Netrust token**.

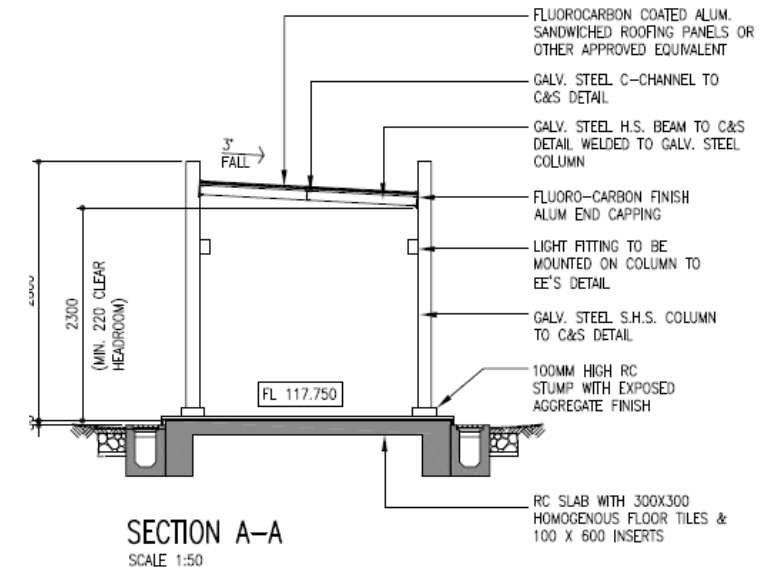
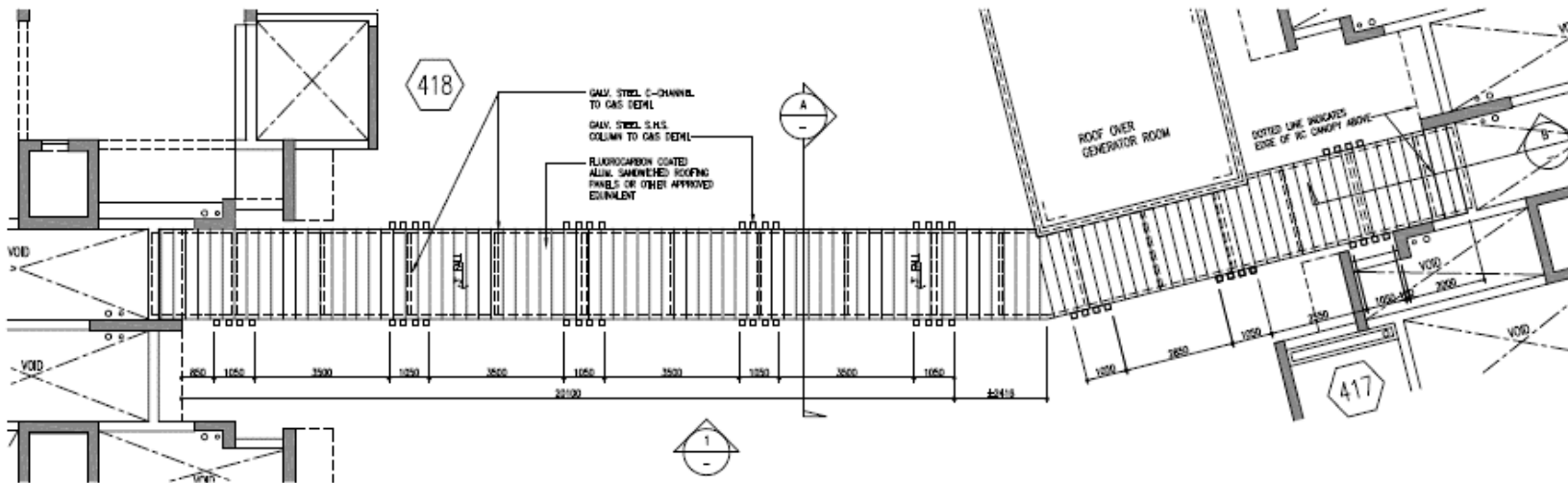
Scan QR code to visit BC FI
Regs webpage for more info:



IMPORTANT: Sheltered passageway to motor room

Proper access to machinery spaces/motor room

- Motor room to be provided with a **sheltered passage way** of at least a clear width of 1.0m and a clear height of 2.0m.





IMPORTANT: Sufficient clearances and space in lift shafts

Safe Workspace On Car Top

- Min. 2 refuge spaces (of the same type) complying to the following:




Table 3 – Dimensions of refuge spaces in headroom

Type	Posture	Pictogram	Horizontal dimensions of the refuge space (m x m)	Height of the refuge space (m)
1	Upright		0,40 x 0,50	2,00
2	Crouching		0,50 x 0,70	1,00

IMPORTANT: Sufficient clearances and space in lift shafts

Safe Workspace In Lift Pit

- Min. 2 refuge spaces (of the same type) complying to the following:

Type	Posture	Pictogram	Horizontal dimensions of the refuge space (m x m)	Height of the refuge space (m)
1	Upright		0,40 x 0,50	2,00
2	Crouching		0,50 x 0,70	1,00
3	Laying		0,70 x 1,00	0,50



IMPORTANT: FI plan submission requirements for different project scenarios

Type of documents/data required	New lift in new buildings or New lift shaft/machine room added to existing buildings	Full Lift replacement in existing lift shaft/machine room	Major A/R works
Type testing certificates (lift system model and all safety components)	✓	✓	✓ Related documents only
Owner appointment and authorisation of QP and FI works contractor form	✓	✓	✓
Site plan and floor plan of lift	✓		
Floor plans showing machine room layout and access route to machine room	✓		
FI details sheet	✓	✓	✓ Basic lift details + Related details only
Hoistway and lift car drawings showing car top and car bottom refuge spaces	✓	✓	✓ Only when there is replacement of lift car

FAQs

ATTENTION: Whether works require FI plan applications

Qn: My project involves major alteration and replacement works on multiple lifts, some of which has already commenced works before 1st Oct 2025. Am I still required to obtain approval for the FI plans for the remaining lifts?

Ans: Yes, FI plan submission will be required for major alteration and replacement works that are carried out on or after 1 Oct 2025 and are not part of the building works submitted to BCA for BP/ST plan approval before 1 Oct 2025.

Scan QR code to visit BC FI
Regs webpage for more info:



ATTENTION: How and when to apply for waivers/alternative solutions

Qn: How do I apply for waiver or alternative solution for my FI plan submission?

Ans: You should obtain the approval for waiver or alternative solution **prior to submission of FI plans**. The online forms (FormSG) for these applications and the submission guide can be found in the BC FI Regs webpage (see QR code below).

Otherwise, the design deviation will be rejected during FI plan submission.

Scan QR code to visit BC FI
Regs webpage for more info:



ATTENTION: How to prevent disapproval of FI plan submissions

Qn: I have received a Written Direction (WD) for my FI plan submission. What should do if I require more time to address the comments?

Ans: The applicant will be given **2 months** to respond to the WD.

If more time is required, the plan submission QP should write to the processing officer to request for extension of time.

Otherwise, the submission will be **disapproved**.

Scan QR code to visit BC FI
Regs webpage for more info:



ATTENTION: Unacceptable errors in FI plan submissions

- Incorrect project details provided, e.g. incorrect address, incorrect project description, incorrect owner name.
- Mismatched details in submitted certificates and detail sheet, e.g. different component numbers, different certificate numbers.
- Incorrect documents submitted, e.g. submitting conformity certificate instead of type testing certificates.

BCA will not hesitate to return such submissions without checking.

BCA will also place the submissions from QPs who repeatedly make such mistakes **last in the processing queue.**



ATTENTION: For Further Information

- You may find the relevant circulars, guides, form templates in the BC FI Regs webpage:



- You may also write in to BCA feedback page (<https://www2.bca.gov.sg/feedback/>) to seek consultation for any further clarifications related to FI Plans submission.



Thank You



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