



**Dewan Bandaraya Kota Kinabalu**

(Kota Kinabalu City Hall)

No.1, Jalan Bandaran, 88675 Kota Kinabalu, Sabah, MALAYSIA,

Tel: 088-521895 (One Stop Centre)

**SENARAI SEMAK PERMOHONAN SIJIL MENDUDUKI  
OCCUPATION CERTIFICATE APPLICATION GUIDELINE**

Projek/Project : .....

.....

DBKK Serial No. : ..... Tarikh/Date : .....

NO	BUTIRAN / DESCRIPTION	LENGKAP	TIDAK LENGKAP	CATATAN (REMARK)
1	Borang Perakuan Kerja Siap – Bangunan (JKBN/BLDG/OC.01.18) quoting the approved building plan serial number duly signed by the Architect should be submitted. If there is any variations from the original approved building plan, please submit the as-built building plan to the City Hall for approval and quote the approved as-built building plan serial number in the ‘Borang Perakuan Siap Kerja’.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Borang Perakuan Kerja Siap– Struktur (JK/ST/OC/01.18) quoting the endorsed structural plan serial number duly signed by the Engineer should be submitted. If the asbuilt building plan or amended building plan involved structural changes, amended structural plan to be submitted for endorsement and quote the endorsed amended structural plan serial number in the ‘Borang Perakuan Siap Kerja’ or else the consultant engineer is required to clarify in writing that the as-built building plan or amended building plan does not involved structural changes and the original endorsed structural plan is still relevant.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Borang Perakuan Kerja Siap– Sistem Mekanikal & Elektrikal (JK/M&E/OC/01.18) quoting the endorsed M & E plan serial number duly signed by the M & E engineer should be submitted. If the as-built building plan or amended building plan involved the electrical layout changes, amended M & E plan to be submitted for endorsement and quote the endorsed amended M & E plan serial number in the ‘Borang Perakuan Siap Kerja’ or else the M & E consultant engineer is required to clarify in writing that the as-built building plan or amended building plan does not involved electrical layout changes and the original endorsed M & E plan is still relevant.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Borang Perakuan Kerja Siap– Sistem Jalanraya (Borang A/RD), Borang Perakuan Kerja Siap– Kajian Impak Laluanlintas (Traffic Impact Assessment) (Borang A/TIA), Borang Perakuan Kerja Siap – Sistem Saliran (JK/DR/OC/01.18) for drainage, Borang Perakuan Kerja Siap – Sistem Pembentungan / Kumbahan (JK/SEW/OC/01.18) and Borang Perakuan Kerja Siap – Loji Rawatan Kumbahan (JK/STP/OC/01.18) for sewerage system duly signed by the consultant engineer and the DBKK Engineer should be submitted. Please ensure that all the engineering plans for the above infra works have been approved and endorsed by the City Hall.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Recommendation for the completion of landscaping works i.e softscape and hardscape should be obtained from the DBKK, Landscape Department. Please ensure that the landscape plan has been approved and endorsed by the City Hall.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Borang Perakuan Kerja Siap– Lampu Awam (JK/PL/OC/01.18) for street lightings should be obtained from the DBKK, Electrical Section. Please ensure that the M & E plans for the street lightings has been endorsed by the City Hall.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Borang Perakuan Kerja Siap– Tembok Penahan / Perlindungan Cerun (JK/RS/OC/01.18) for retaining wall should be obtained from the DBKK, Engineering Department. Please ensure that the engineering plan for the earthworks has been approved and endorsed by the City Hall.	<input type="checkbox"/>	<input type="checkbox"/>	
8	‘Borang EW’ for the completion of earthworks should be obtained from the DBKK, Engineering Department. Please ensure that the engineering plan for the earthworks has been approved and endorsed by the City Hall.	<input type="checkbox"/>	<input type="checkbox"/>	

NO	BUTIRAN / DESCRIPTION	LENGKAP	TIDAK LENGKAP	CATATAN (REMARK)
9	Recommendation for the development's name (i.e housing development, commercial development and industrial development), house or shop numbering and lorong's name within the development should be obtained from the City Planning Department. Please ensure that the approved development plan layout for the above purposes as stated in the original development plan approval has been submitted and approved.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Completion certificate for water supply from Jabatan Air should be obtained. Please ensure that the engineering plan for the water supply has been approved.	<input type="checkbox"/>	<input type="checkbox"/>	
11	A certified true copy of the valid developer license should be submitted if for housing development. Please ensure that the balance of 50% land premium has been settled with the Lands and Surveys Department and submit the receipt for verification.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Recommendation from Jabatan Bomba for the issuance of Occupation Certificate should be obtained.	<input type="checkbox"/>	<input type="checkbox"/>	
13	Memorandum of transfer for open space, road reserve, drain reserve and sewerage reserve prepared by a legal firm should be submitted. The above reserve should follow the layout as shown in the approved subdivision plan as attached in the development plan approval.	<input type="checkbox"/>	<input type="checkbox"/>	
14	As-built survey plan to show the building set backs, finished ground levels and invert levels of drain and sewerage manhole prepared by a licensed surveyor should be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	
15	Completion certificate from Jabatan Keselamatan dan Kesihatan Pekerjaan for the installation of lifts and escalator should be obtained, if the development has such facilities.	<input type="checkbox"/>	<input type="checkbox"/>	
16	Completion certificate from Jabatan Bekalan Elektrik for the installation of genset should be obtained, if the development has such facilities.	<input type="checkbox"/>	<input type="checkbox"/>	
17	Soft Copy Of the final approved Development Plan / Building Plan in pdf format should be attached.	<input type="checkbox"/>	<input type="checkbox"/>	

Untuk kegunaan Jabatan	
<input type="checkbox"/> MENEPATI KEPERLUAN SENARAI SEMAK DAN DIPROSES Complete and proceed for processing	<input type="checkbox"/> TIDAK MENEPATI SENARAI SEMAK DAN DIKEMBALIKAN Not Complete and returned
Diperiksa Oleh (Checked by):.....	Tarikh/ Date:.....