



Electronic Submission Standard

Version 2.3

**Development Control
Application Submission
Procedures**

ES STANDARD

ESS2-APPENDIX B I

1 Electronic Submission Procedures for Earthwork

1. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
2. Preparations of drawings. Please refer to ESS2-Appendix BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
6. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
7. Submit the application as explained in Section 5 of ESS2-Common.
8. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
9. The following documents are required by Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-APPENDIX B VII DocumentTemplates for the document templates.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Laporan, Spesifikasi, Rekabentuk.	2 set	Kaw. Infra
2. Lukisan	1 set (linen)	Kaw. Infra
	2 set (paper)	Perunding Perancang Bandar

ES STANDARD

ESS2-APPENDIX B I

2 Electronic Submission Procedures for Road and Drainage

1. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
2. Preparations of drawings. Please refer to ESS2-Appendix BII for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-Appendix B III GeneralForms.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Laporan, Spesifikasi, Rekabentuk.	2 set	Kaw. Infra
2. Lukisan	1 set (linen)	Kaw. Infra
	3 set (paper)	Perunding Perancang Bandar Perkhidmatan Bandar

ES STANDARD

ESS2-APPENDIX B I

3 Electronic Submission Procedures for Street Lighting and Traffic Light

1. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
2. Preparations of drawings. Please refer to ESS2-Appendix BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Laporan, Spesifikasi, Rekabentuk.	2 set	Kaw. Infra
2. Lukisan	1 set (linen)	Kaw. Infra
	3 set (paper)	Perunding Perancang Bandar Perkhidmatan Bandar

ES STANDARD

ESS2-APPENDIX B I

4 Electronic Submission Procedures for Sanitary

1. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
2. Preparations of drawings. Please refer to ESS2-Appendix BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.doc .
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Laporan, Spesifikasi, Rekabentuk.	1 set	Kaw. Infra
2. Lukisan	1 set (linen)	Kaw. Infra
	2 set (paper)	Kaw. Infra Perunding

ES STANDARD

ESS2-APPENDIX B I

5 Electronic Submission Procedures for Amendment Earthwork

1. Record the alphanumeric information in tabular form on paper as given in ESS2-Appendix B V TableSamples.
2. Preparations of drawings. Please refer to ESS2-Appendix BII for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in Appendix B III.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-APPENDIX B VII DocumentTemplates for the document templates.

ES STANDARD

ESS2-APPENDIX B I

6 Electronic Submission Procedures for Amendment Road and Drainage

1. Record the alphanumeric information in tabular form on paper as given in ESS2-Appendix B V TableSamples.
2. Preparations of drawings. Please refer to ESS2-Appendix BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-Appendix B III GeneralForms.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-APPENDIX B VII DocumentTemplates for the document templates.

ES STANDARD

ESS2-APPENDIX B I

7 Electronic Submission Procedures for Amendment Sanitary

1. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
2. Preparations of drawings. Please refer to ESS2-Appendix BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-APPENDIX B VII DocumentTemplates for the document templates.

ES STANDARD

ESS2-APPENDIX B I

8 Electronic Submission Procedures for Building Plan

1. For the building layout site plan, applicants should make use of the digital site plan submitted to the Planning Department for approval of erection of building. Refer to the guidelines outlined in ESS2-APPENDIX B II Layering for detailed preparation.
2. After submission to the Planning Department for 'Erection of a Building', each proposed building would be assigned a building reference ID that is unique within the land use sub parcel.
3. Applicants should prepare the building layout site plan following the colouring and coding structure as defined in ESS2-APPENDIX B II Layering.
4. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
5. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
6. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Surat permohonan	1 set (original)	Kaw. Bangunan
2. Borang A	1 set (original)	Kaw. Bangunan
3. Salinan D.O	1 set	Kaw. Bangunan
4. Salinan surat permohonan kelulusan kerja asas, tanah, parit, jalan dan sisa pepejal.	1 set	Kaw. Bangunan
5. Surat pengesahan BOMBA	1 set	Kaw. Bangunan
6. Pelan pengesahan BOMBA	1 set (A1 paper)	Kaw. Bangunan
7. Salinan surat kelulusan utiliti dari TNB, PUAS, JPP, TELEKOM, GAS MALAYSIA, GDC dan POS.	1 set	Kaw. Bangunan
8. Pelan Senibina	1 set (A1 linen)	Kaw. Bangunan
	3 set (A1 paper)	Perunding Perancang Bandar Perkhidmatan Bandar
	1 CD	Kaw. Bangunan

ES STANDARD

ESS2-APPENDIX B I

9 Electronic Submission Procedures for Temporary Building

1. For the building layout site plan, applicants should make use of the digital site plan submitted to the Planning Department for approval of erection of building. Refer to the guidelines outlined in ESS2-APPENDIX B II Layering for detailed preparation.
2. After submission to the Planning Department for 'Erection of a Building', each proposed building would be assigned a building reference ID that is unique within the land use sub parcel.
3. Applicants should prepare the building layout site plan following the colouring and coding structure as defined in ESS2-APPENDIX B II Layering.
4. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
5. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
6. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

ES STANDARD

ESS2-APPENDIX B I

10 Electronic Submission Procedures for Amendment Building Plan

1. If this Amendment Plan involves changes to the building layout or additional buildings, then the building layout site plan needs to be resubmitted.
2. For the building layout site plan, applicants should make use of the digital site plan submitted to the Planning Department for approval of erection of building. Refer to the guidelines outlined in ESS2-APPENDIX B II Layering for detailed preparation.
3. After submission to the Planning Department for the 'Erection of a Building', each proposed building would be assigned a building reference ID that is unique within the land use sub parcel.
4. Applicants should prepare the building layout site plan following the colouring and coding structure as defined in ESS2-APPENDIX B II Layering.
5. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
6. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
7. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
8. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
9. Submit the application as explained in Section 5 of ESS2-Common.
10. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
11. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies	Required By
1. Surat permohonan	1 set (original)	Kaw. Bangunan
2. Borang A	1 set (original)	Kaw. Bangunan
3. Salinan D.O pindaan	1 set	Kaw. Bangunan
4. Surat pengesahan BOMBA	1 set	Kaw. Bangunan
5. Pelan pengesahan BOMBA	1 set (A1 paper)	Kaw. Bangunan
6. Pelan Senibina	1 set (A1 linen)	Kaw. Bangunan
	1 set (A1 paper)	Perunding
	1 CD	Kaw. Bangunan

ES STANDARD

ESS2-APPENDIX B I

11 Electronic Submission Procedures for Amendment Temporary Building

1. If this Amendment Plan involves changes to the building layout or additional buildings, then the building layout site plan needs to be resubmitted.
2. For the building layout site plan, applicants should make use of the digital site plan submitted to the Planning Department for approval of erection of building. Refer to the guidelines outlined in ESS2-APPENDIX B II Layering for detailed preparation.
3. After submission to the Planning Department for the 'Erection of a Building', each proposed building would be assigned a building reference ID that is unique within the land use sub parcel.
4. Applicants should prepare the building layout site plan following the colouring and coding structure as defined in ESS2-APPENDIX B II Layering.
5. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
6. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
7. Key in the application description and fee information into the general electronic form in ESPro as explained in ESS2-APPENDIX B III GeneralForms.
8. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
9. Submit the application as explained in Section 5 of ESS2-Common.
10. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
11. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to ESS2-APPENDIX B VII for the document templates.

ES STANDARD

ESS2-APPENDIX B I

12 Electronic Submission Procedures for Certificate of Fitness Application

1. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
2. Preparations of drawings. Please refer to ESS2-APPENDIX BII Layering for detail guidelines.
3. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
4. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
5. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
6. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
7. Submit the application as explained in Section 5 of ESS2-Common.
8. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
9. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Please refer to the following table.

Documents	Number of copies
1. Surat permohonan	1 set (original)
2. Borang E Arkitek	1 set (original)
3. Borang E Jurutera Struktur	1 set (original)
4. Surat sokongan Bahagian Kawalan Infra (sanitari, jalan, parit dan lampu), Jab. Perkhidmatan Bandar dan Jab. Perancangan Bandar	1 set
5. <i>As Built Survey Plan</i>	1 set (A1 paper, folded according to A4 paper size)
6. Gambar tapak 4 penjuru	1 set (A4 paper)
7. Salinan surat pengesahan / sokongan dari BOMBA, PUAS, JPP, TNB, STMB, DOSH, S TENAGA, POS dan GDC.	1 set
8. Salinan resit Mendirikan Bangunan, Permit Sementara, Model 1:1500, Pelan Pindaan dan Denda.	1 set
9. Format digital 'As Built Building Plan'.	1 CD
10. Pelan Senibina	1 set (A3 paper)

ES STANDARD

ESS2-APPENDIX B I

13 Electronic Submission Procedures for Temporary Permit Application

1. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
2. For list of drawings and scanned documents required please refer to ESS2-APPENDIX B VI SubmissionChecklists.
3. Preparations of drawings. Please refer to ESS2-APPENDIX BII Layering for detail guidelines.
4. Record the alphanumeric information in tabular form on paper as given in ESS2-APPENDIX B V TableSamples.
5. Capture the alphanumeric information using Electronic Forms in Electronic Submission software (ESPro). Information needed are application description, project location and plan fee. Please refer to ESS2-APPENDIX B III GeneralForms for details.
6. All documents and drawings prepared should be attached to the project. Please refer to ESS2-Common for details.
7. Check the technical checklist as explained in ESS2-APPENDIX B IV TechnicalChecklists.
8. Submit the application as explained in Section 5 of ESS2-Common.
9. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PERBADANAN PUTRAJAYA : SUMBERPUTRA - Successful submission : ...". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
10. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-Appendix B VII DocumentTemplates for the document templates.

ES STANDARD

ESS2-APPENDIX B I

14 Electronic Submission Procedures for Form B, C and D

1. Key in the submission number on which the Form B, C or D is for, using ESPro. For ESPro details, please refer to ESS2-Common.
2. Submit the application as explained in Section 5 of ESS2-Common.
3. Submit hard copies of the relevant documents, as required by the technical checklist to Perbadanan Putrajaya at its counter before the application is registered. Refer to ESS2-Appendix B VII Document Templates for the document templates.

Documents	Number of copies	Required By
1. Borang A	1 set (original)	Kaw. Bangunan
2. Surat permohonan for Borang B, C or D	1 set (original)	
3. Borang B, C or D	1 set (original)	Kaw. Bangunan
4. Pelan dan Kiraan Struktur	1 set (A1 paper, folded according to A4 size)	Kaw. Bangunan
5. Pelan Ukur	1 set (A1 paper)	Kaw. Bangunan

ES STANDARD ESS2-APPENDIX B I

15 Electronic Submission Procedures for Minor Work / Renovation

1. The following documents are required by Perbadanan Putrajaya at its counter before the application is registered.

Documents	Number of copies	Required By
1. Surat permohonan	1 set (original)	Kaw. Bangunan
2. Gambar	1 set (A4 paper)	
3. Salinan surat permohonan permit meletak bahan binaan	1 set	Kaw. Bangunan
4. Surat pengesahan BOMBA	1 set	Kaw. Bangunan
5. Pelan pengesahan BOMBA	1 set (A1 paper, folded according to A4 size)	Kaw. Bangunan
6. Pelan Senibina	2 set (A1 paper)	Kaw Bangunan Perunding / Pemilik