

**MAJLIS BANDARAYA MIRI**  
**BUILDING PLAN SUBMISSION CHECKLIST**

Date Received :	Date Registered :
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- |   |                          |     |  |     |
|---|--------------------------|-----|--|-----|
| 1 Application Form  | <input type="checkbox"/> | Yes |  |     |
| 2 Authorization Form  | <input type="checkbox"/> | Yes |  |     |
| 3 Form A  | <input type="checkbox"/> | Yes |  |     |
| 4 Form B (For Renovation / Extension)   | <input type="checkbox"/> | Yes |  | N/A |
| 5 Detail Calculation By Submitting Person   | <input type="checkbox"/> | Yes |  |     |
| 6 Summary Of Fee  | <input type="checkbox"/> | Yes |  |     |
| 7 Summary Of Floor Area   | <input type="checkbox"/> | Yes |  |     |
| 8 Ownership Documents (SPA, Land Title, Tenancy Agreement, Power Of Attorney etc)         | <input type="checkbox"/> | Yes |  |     |
| 9 Photocopy Of Survey Plan (For New Building)   | <input type="checkbox"/> | Yes |  | N/A |
| 10 Photocopy Of Engineering's Approval Letter (For New Building)                          | <input type="checkbox"/> | Yes |  | N/A |
| 11 Building Plan Checklists (Building Checklist, Engineering Checklist, Health Checklist) | <input type="checkbox"/> | Yes |  |     |

Remarks: .....

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Registration Number : MCC/PW-129/	Submitting Person :
Consultant Firm : .....	
Project Title : .....	
.....	
Submission Fee : RM	Enhanced Fee (If Any) : RM

**To Applicant:**

**MAJLIS BANDARAYA MIRI**

**Acknowledgement Receipt.**

Please be informed that the Building Plan Application for Lot/s .....  
..... has been  
submitted to this Council dated ..... and the registered Building Plan's Ref. No. is  
MCC/PW-129/ .....

Please use this Building Plan reference for any further enquiry.

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b.p City Secretary,  
Miri City Council.