

FOODXCHANGE RENOVATION APPLICATION CHECKLIST

Date of Application : _____ Unit No.: _____

Owner's/Tenant's Company Name : _____

Name of Owner/Tenant : _____ Hp No.: _____
 Person-in-charge

Renovation Contractor's Name: _____

Renovation Contractor's Person-in-charge: _____ Hp No.: _____

S/No.	Description/Drawings Submitted	Date Submitted	Remarks
1.	Bank: _____ Cheque No: _____		
2.	Renovation Application Form (F02)		
3.	CS/3 Form (Electrical Meter)		
4.	Fitting Out Works Permit (F04)		
5.	Owner/Tenant If tenant, Tenancy Agreement Yes/No?		
6.	Letter of Undertaking by Owner/Tenant (F06)		
7.	Letter of undertaking by Renovation Contractor (F07)		
8.	Public Liability Insurance (S\$2 million) To indemnify "The MCST Plan No 3481"		
9.	Workmen Comp		
10.	Architecture Drawing A1 Size		

11.	Fire / Sprinkler Drawing		
12.	Electrical Drawing		
13.	Air Con Drawing		
14.	Mechanical Ventilation Drawing		
15.	Plumbing Drawing endorsed by Licensed Plumber		
16.	Gas Installation Drawing		